

# ***Taylor Middle School***

**2010 • Binder Reminder • 2011**

850 Taylor Blvd.  
Millbrae, CA 94030

**650-697-4096 (office)**  
650-697-8435 (fax)

[www.smcoe.k12.ca.us/msd.ta/ta.htm](http://www.smcoe.k12.ca.us/msd.ta/ta.htm)



# **BULLDOG PRIDE**

California Distinguished School  
1986 – 1994 – 2001

## BINDER REMINDER

This binder reminder contains general rules and information about Taylor Middle School. Please take time to read each section carefully, especially the **Bulldog Code of Conduct**. It is recommended that students carry this binder reminder to each class every day. All class assignments are to be recorded under the proper class and date. Using your binder reminder will enable you to be a successful student.

## PHILOSOPHY

We, at Taylor Middle School, are committed to educating all students regardless of socio-economic status, race, or gender. Our purpose is to teach skills necessary for students to become responsible, healthy, young adults. We believe this development is possible with the dedication of faculty, staff, parents and students. It is our expectation that every student succeeds, and it is our responsibility to provide a safe and nurturing learning environment with high academic standards.

## ADMINISTRATION OFFICE HOURS

The main office and the B and C-buildings are open to students beginning at **8:13 a.m.** School supervision does not begin until **8:13 a.m.** Students should go to the outside attendance window for matters concerning official school business. **Students can make special arrangements** to meet with a teacher before 8:13 a.m. Office attendants answer phones and can respond to inquiries between **7:30 a.m. – 4:00 p.m.**

**ABSENCES- CALL IMMEDIATELY 650- 697-4096**  
**Regular attendance is necessary for success at school and is expected of all students. School begins at 8:28 a.m. Students are to be seated in their first period class when the final bell rings at 8:28 a.m.**

**Tardies:** Any student who arrives to school or class **after 8:28 a.m. must report** to the office attendance window to pick up an *unexcused* tardy slip.

Tardies that are due to doctor's appointments and/or illnesses are excused when a doctor's note or parent's note is provided. Doctors notes will be required if a pattern is established.

All students are expected to make arrangements to come to school on time in ways that ensure prompt

arrival. Additional planning that takes into account poor weather or traffic issues is essential.

If a student receives a **fourth tardy** in one trimester, that student will serve one hour after school detention for that tardy and each subsequent tardy.

**Excessive unexcused tardies** will result in further disciplinary action as determined by the administration.

**Absences:** State and federal laws mandate that the only absences considered *excused* are those due to illness or unavoidable doctor or dental appointments. In these cases parents are responsible for calling the office (**697-4096**) as soon as possible. Also, upon the student's return to school, they must bring a written note from the doctor indicating the student's name, date and reason for absence. Students absent less than three days should contact classmates for missed homework and speak with the teacher upon return. **All other absences are considered unexcused.** Excessive unexcused absences will result in disciplinary action, up to and including police intervention to address issues of truancy.

**It is important that your children attend school every day.** The Millbrae School District receives funding from the State for students who actually attend school. If it is necessary to take your child out of school for reasons other than illness, please send your child to school for a portion of the day. Taylor School will receive the financial resources it is due and thus, reduce the need for program cuts. Whenever possible, please schedule medical or dental appointments after school hours.

**Extended Absences:** Parents are discouraged, but may request an **Independent Study Contract (ISC)** for absences greater than five days. This should be initiated at least one week before the extended absences. Approval will be based on good academics, attendance and behavior. Your child's regular attendance at school is important for funding and academic success.

## ACADEMIC INFORMATION

**Teacher Contact:** Teachers are available to discuss any concerns you may have through pre-arranged meetings. Parents may make an appointment for a conference with a teacher or team of teachers by telephoning the school office at (650) 697-4096 or by making contact by email. Teacher's first initial and last name followed by @mesd.k12.ca.us constitutes email addresses for all Taylor employees. For example: (Jane Doe) = jdoe@mesd.k12.ca.us

**Homework:** Homework is beneficial to students in establishing independent study habits, allowing for

additional time on learning tasks and giving needed practice on skills taught during the school day. Completion of homework is required so that students experience success. On average one – two hours of daily homework can be expected, dependent on grade level and academic courses.

**Make-up work:** It is the student’s responsibility to make-up all work that is missed during any excused absence. Students absent less than three days should contact classmates for missed homework and make arrangements with the teacher upon return.

**Textbooks:** Textbooks are the responsibility of the student and **MUST BE COVERED AT ALL TIMES**. Textbooks and materials must be returned at the end of the course or when withdrawing from school. Students will be charged for any damages to or loss of textbooks.

**Homework Center:** The Homework Center is designed for students who wish to complete their homework in a quiet place. It is held in the Taylor Library.

The Homework Center schedule changes annually, depending on available funding. **Schedules** can be found on the school webpage calendar, posted in classrooms, or in the counseling office. **Students are required to sign in and stay the entire time**, unless a parent picks them up or writes a note for an earlier dismissal.

**Honor Roll:** Students with outstanding academic achievement are recognized through the Honor Roll. To qualify, students must have a grade point average of 3.50 or above. The Principal’s Honor Roll is reserved for students whose average is 4.0 or higher.

**GPA Equivalencies:**

<b>A+</b> = 4.0	<b>C</b> = 2.0
<b>A</b> = 4.0	<b>C-</b> = 1.70
<b>A-</b> = 3.70	<b>D+</b> = 1.30
<b>B+</b> = 3.30	<b>D</b> = 1.0
<b>B</b> = 3.0	<b>D-</b> = 0.75
<b>B-</b> = 2.70	<b>F</b> = 0.00
<b>C+</b> = 2.30	

**Report Cards:** Report cards are issued three times a year, approximately every 12 weeks. (Typically in November, March, and June)

**Progress Reports:** At mid-trimester, (approximately six weeks) students receiving a C- or below in any of their courses will be issued a formal progress report. In addition, these formal progress reports are issued to students who have received a “U” (unsatisfactory) in work habits or conduct.

**Informal Progress Reports:**

Parents must pre-arrange informal progress reports by contacting the teacher(s) so that parent-student-teacher(s) are aware. Teachers will not sign them, unless this pre-arrangement has occurred.

This form should be used for students who are in jeopardy of receiving less than C grades.

It is always the student’s responsibility to route these forms to their teacher(s) and return them to their parents.

Parents can find informal progress reports by downloading the progress report form from the Taylor website.

<http://www.millbraeschooldistrict.org/taylor/index.htm>

**Loss of Privilege (LOP) List:**

During each trimester a LOP list will be generated after a formal progress report/ official grade report.

The LOP list will be based on a “U” in conduct, one F or two D’s, along with excessive tardies, absences and/or discipline referrals.

The criteria for participating in school wide activities such as dances, movie nights and other activities are shared with the student body beforehand. Students on the LOP list will find out that they cannot participate in these activities by receiving a written parent notification that the student signs for in the administration office.

**Promotion Activities:** 8<sup>th</sup> grade students must meet eligibility requirements to participate in the following activities:

8th Grade Field Trip: Participation eligibility is contingent upon the **LOP list generated by 2nd trimester report cards**. Students, who are ineligible at this time, can improve their conduct and/or grades to earn back eligibility by the 3rd trimester progress report (May).

8th Grade Picnic: Students attend a BBQ lunch prepared by the PTA and school staff followed by fun activities. Students **earning a “U” in** conduct on the 3rd trimester progress report are **ineligible**.

8<sup>th</sup> Grade Promotion Dance: Participation eligibility is based on the **LOP list generated by 3<sup>rd</sup> trimester progress reports**. Students, who are ineligible at this

time, can improve their conduct and/or grades to earn back eligibility by showing improvement on weekly progress reports. It is the student's responsibility to complete and submit weekly progress reports to administration.

Promotion Ceremony – To participate in this ceremony, students must have a cumulative GPA of 1.5 during their 8<sup>th</sup> grade year.

Parents and students sign the “Taylor Promotion Activities – Criteria for Participation” agreement at maze Day.

#### **Extracurricular Activities:**

At Taylor, with available funding, there may be extracurricular activities for you to get involved in. They might include:

- Math Counts Club (math competitions)
- Instrumental music and choral groups
- Student government, Leadership Activities
- After school Sports (Millbrae Recreation Dept.)
- WAM Club
- Chess Club
- Robotics
- Mouse Squad
- After school academic programs
- Dances/After-School Events

A student's eligibility in extra-curricular activities will be determined by grades and conduct. If a student earns a GPA below 2.0, he/she is not eligible participate.

Participation in the Millbrae Recreation Department sports program is organized and administered through the City of Millbrae and is not considered a Taylor Middle School extracurricular activity.

If a student is **absent from school** for any reason during the school day, he/she **is not allowed to participate** in the activity any time during that day or evening.

#### **CAMPUS INFORMATION**

**Announcements:** Daily announcements are televised on KTLR. All students are expected to pay attention to these announcements because valuable information about school-related events is given. Students will show respect during the daily Pledge of Allegiance.

**Bikes:** All bikes must be locked on the bike rack during school hours. Loitering at the bike rack is prohibited. Helmets are required by law. The school is not responsible for the theft or damage of bikes,

while parked at school. Skateboards, scooters and rollerblades are **NOT** allowed on campus.

**Cubby Hole:** The cubby hole is sponsored and operated by the PTA for the convenience of students' who are in need of school supplies. Prices are set at a low rate. Operational Hours: 8:13 – 8:28 a.m.

**Taylor Student Socials** are a privilege, held on campus and participation is for our students only. **Parents are expected to pick up their children promptly (at least 15 minutes after the event ends). Students who have not been picked up in a timely manner may not be allowed to go to the next social event.** Students who are late to the activity will NOT be allowed to enter without prior administrative approval. **Students who are absent or on the current LOP list may NOT attend after school activities.**

**Taylor Middle School is not responsible for lost, stolen, or damaged personal items brought to school events.**

**Detention:** Teachers and administrators may assign detentions for poor academic performance or for misbehaviors. These detentions must be served for the day assigned. An Administrative Detention can only be given by an administrator or designee. The detention notice must be signed by the parent or guardian and be returned to the detention supervisor.

Students and Parents will be notified prior to when the detention will be served in order to make necessary arrangements to attend. In cases of detentions being served the same day as notification, students will make arrangements with their parent or guardian by phone.

**Students who fail to complete a detention satisfactorily or violating the detention rules will result in further disciplinary action.**

**Dress Code:** Good grooming, cleanliness, and appropriate dress are necessary to reduce distraction, promote health, and provide a productive learning environment. Extremes in dress and personal appearance, which tend to cause distraction or serious health problems, are not tolerated at school. The following standards set limits on what is permissible:

1. Clothing must not advertise, promote, or encourage the use of alcohol, drugs, tobacco, sex, or violence, nor have markings or language that is offensive, obscene, suggestive, or promote disruptive or illegal activity.

2. Clothing that is “gang-like” is never acceptable: beanies, marked baseball caps, sagging pants, chains, bandanas, hiked-up pant legs, headwear or other gang-related items as determined by the administration.
3. Combinations of red or combinations of blue may be considered gang-related and are also not acceptable at Taylor Middle School.
4. Pants may not sag below the waist.
5. No tank, halter or crop tops, spaghetti straps or garments that reveal underwear, cleavage or stomachs.
6. Shirts or shorts that reveal too much skin are not allowed.

**Food & Drink:** Recess is 15 minutes, lunch is 30 minutes. Guidelines for these times and for food and drink in general, include:

1. During recess and lunch, students are not allowed to be in the halls or around the A-Wing area.
2. During recess and lunch, students are required to eat all food and drink in the cafeteria or the outside dining area.
3. During recess and lunch, students must not wander beyond supervised areas. Students found outside of the supervised areas will receive disciplinary action.
4. Eating or drinking in the classroom or on campus at any other time than designated above is not allowed.
5. All trash is to be placed in campus garbage receptacles and recycling bins.

Violation of the policies above may result in a student being assigned to campus beautification (pick up garbage in and around the cafeteria area).

**Library:** Books in the library may be checked out for a period of two weeks. Reference books and reserve books may be checked out overnight. Students are obligated to pay a fine for books returned late. Students are also responsible for the cost of a book if it is lost.

**Lockers:** The locker assigned to students is under the control and supervision of the Millbrae Elementary School District. Use of the locker is subject to the rules and regulations of the school district and to the Code of Conduct of Taylor Middle School. All lockers are subject to periodic clean up by students and inspection by school authorities. Report any problems you may have to the office.

**Use of a locker is a privilege.**

- Use only the locker assigned to you.
- Do not share lockers.
- Do not give your combination to anyone.

- Keep your locker neat and orderly.
- Do not leave food in lockers that may spoil.
- **The school is not responsible for personal items stored in lockers.**

**P.E.:** The mandatory physical education uniform includes a shirt, shorts, socks, and athletic shoes. P.E. clothes may be purchased at the beginning of the school year during registration. All students are expected to dress and participate in P.E. Students must still dress for P.E. even when they are excused from participation.

**Privileges:** In addition to the loss of privileges discussed earlier, other privileges can be revoked as appropriate for unacceptable student behavior. These privileges include but are not limited to the following: attendance at assemblies or field trips, lunch-time activities, use of school computers, assigned as a teacher’s aide (TA), participation in extracurricular activities and the revocation of 8<sup>th</sup> grade promotion activities.

**Safety Drills:** Safety drills for fires, earthquakes, and campus security are practiced periodically, to help insure a safe and orderly evacuation in case of an emergency. Teachers will review procedures and evacuation throughout the year. Students are expected to take drills seriously and follow all adult instructions.

**Technology:** The Terry Huie Technology Center, named after Taylor’s late Assistant Principal, is the fulfillment of a dream Mr. Huie had to build a state-of-the-art computer and media center where students could learn and use computers to complete technology based assignments. The lab consists of the Technology Lab, the Broadcast Journalism / Video Technology class, the Applied Technology class, and the Authoring lab.

We are fortunate at Taylor to have the invaluable resource of the Terry Huie Technology Center as well as other technology and computer access throughout the school. To maintain the safety of the equipment and the quality of the resources, it is imperative that the following rules be followed.

1. **No food or drinks are allowed in the Technology Center.**
2. **Students are not to use the equipment without the supervision of a teacher or an adult aide.**
3. **Students must use the equipment safely and responsibly.**
4. **Students must follow the Internet Use Policy, which they and their parents or guardians must sign in order to be allowed access to the Internet.**

- 5. **No games are to be played on any computer on campus at any time.**
- 6. **Outside storage media are not to be brought or used at Taylor at any time.**

Failure to follow these rules will result in disciplinary action leading up to and including loss of technology and computer privileges.

### **CLOSED CAMPUS POLICY**

- Students are not allowed to leave campus during school hours without a permission slip signed by the parent or guardian and filed in the office.
- If a student must leave campus due to an emergency, they must be accompanied by a parent, guardian, or person designated on their emergency card. The student must also be signed out at the office.
- All visitors/parents are required to check in at the office. Adults wishing to visit classrooms must have prior approval of the Principal or designee.
- **No student visitors from any other schools are allowed on campus during school hours.**

### **ELECTRONIC SIGNALING DEVICES**

**Definition:** Electronic signaling devices operate through the transmission or receipt of radio waves, and include cellular/digital telephones, pagers, hand-held radios, personal data assistants (PDA), laptop computers with cellular/wireless phone capability, and any new technology developed for similar purposes.

#### **Possession of Electronic Signaling Devices:**

Students may possess electronic signaling devices, provided such devices are stowed away, not visible and not used at any unauthorized time.

**Use of Electronic Signaling Devices** is prohibited during the official instructional day, including all instructional time, passing periods, recess and lunch time regardless of whether a student is on campus or at an off-campus curriculum-related school-sponsored activity.

- Electronic signaling devices must be in the "off" position and stored securely in a student's belongings at all times during the official instructional day. Silent or vibrate mode is unacceptable.

- Electronic signaling devices may be used off campus prior to the start of the instructional day and/or after the conclusion of the instructional day.
- A student shall obtain the permission of an administrator or staff designee prior to using an electronic signaling device in the event of an emergency or justifiable circumstance.
- A student who needs to possess and/or use an electronic signaling device for essential health purposes shall furnish to the administrator/staff designee a written determination by a licensed physician that the possession and limited use of the device is essential to the health of the pupil.

#### **Liability:**

- Electronic signaling devices brought to school by students will be done so at their own risk.
- The school will not be responsible or liable for the loss of or damage to an electronic signaling device or for the unauthorized use of any such device regardless of whether the device is in the possession of a student or a school official upon confiscation.

#### **Enforcement Parameters:**

1. Electronic signaling devices that are used in violation of the school rules may be confiscated by school personnel and either returned at the end of the school day or held until school personnel have consulted with a parent/guardian. Furthermore, use of an electronic signaling device in violation of the rules may also result in appropriate disciplinary action as determined by the administrator/staff designee, such as but not limited to, detention or suspension.
2. Refusal to submit an electronic signaling device upon request from school personnel will result in disciplinary action such as detention or suspension.
3. After a second offense, the student may no longer be allowed to possess an electronic signaling device during the official instructional day for the remainder of the school year, except as required for health purposes pursuant to the section, "Use of Electronic Signaling Devices." Appropriate disciplinary action as determined by the administrator/staff designee, such as but not limited to, detention or suspension will apply.

# **BULLDOG Code of Conduct**

Taylor Middle School is committed to providing a quality educational environment that is **safe, secure, and peaceful**. It is also a commitment of the Millbrae School District to help each student develop to the maximum of his/her capacity and to function as a responsible member of society.

As a student matures toward responsible citizenship and independence, he/she must develop acceptable behavioral traits that show progress toward an understanding of the respect for constituted authority and the rights of others in his/her environment. As part of the learning process, a student must be held accountable for his/her actions and recognize that there is a consequence for choices that lack judgment or self-discipline. Students must meet each teacher's classroom standards and expectations. If students do not meet teacher guidelines

(e.g. prepared for class, being on time) then the student may receive an administrative referral to see an administrator.

A comprehensive review of any specific incident in relation to a student's past behavior and/or his/her current circumstances might result in a different penalty being assessed than that outlined below should the facts of the case warrant a different disciplinary action. **The Principal/Designee retains the right to make the final decision regarding any disciplinary action.** These guidelines are enforced at school, on the way to and from school and at school sponsored events.

The District has a partnership with local law enforcement agencies. Discipline issues that could potentially constitute a crime will be investigated accordingly and may involve law enforcement intervention prior to which parents may not be contacted.

## **Offenses for which the Principal is REQUIRED to recommend EXPULSION**

<b>ASSAULT/BATTERY</b> Causing serious injury	5 day suspension, Police Report, Expulsion Recommendation
<b>SELLING DRUGS</b>	5 day suspension, Police Report, Expulsion Recommendation
<b>ROBBERY/EXTORTION</b>	5 day suspension, Police Report, Expulsion Recommendation
<b>WEAPON POSSESSION &amp; EXPLOSIVE DEVICES</b>	5 day suspension, Police Report, Expulsion Recommendation
<b>COMMITTING OR ATTEMPTING TO COMMIT SEXUAL ASSAULT</b>	5 day suspension, Police Report, Expulsion Recommendation

## **Offenses on which a student can be suspended or incur revocation of inter-district agreement. Repeated offenses may lead to expulsion.**

<b>Offense</b>	<b>Types of Consequence that can be assigned.</b>
<b>ATTENDANCE policies</b> should be followed. Attend all classes, be in assigned seats when the bell rings, notes to leave campus must be presented to the attendance office at 8:13 a.m., carry hall passes when not in class during the day.	Detention, parent/guardian phone call, parent/guardian conference Suspension (1-5 days).
<b>BRINGING INAPPROPRIATE ITEMS</b> to school are prohibited such as, but not limited to the following: water toys, wallet chains, stereos, CD players, DVD, I-pods, MP3 players, laser pens, electronic games, <b>chewing GUM</b> , sunflower seeds, etc... (The school is not responsible for lost or stolen items).	Confiscation, community service/campus beautification, detention, parent/guardian phone call, parent/guardian conference, suspension (1-5 days).
<b>CELL PHONE, electronic signaling device violation.</b>	Confiscation, detention, parent/guardian phone call, parent/guardian conference, suspension (1-5 days).
<b>CHEATING or PLAGIARISM</b>	Teacher contacts parent, teacher detention, no credit on assignment. Multiple infractions lead to administrative detention, suspension (1-5 days), parent/guardian conference.
<b>DEFIANCE or DISRUPTION</b> to school officials includes not showing up to an administrative assigned detention, not showing to the administrative office when sent by school official.	Detention, parent/guardian phone call, parent/guardian conference, suspension (1-5 days).
<b>DISPLAYING INAPPROPRIATE AFFECTION</b> (no-touch policy)	Detention, parent/guardian phone call, parent/guardian conference, suspension (1-5 days).
<b>DRESS CODE</b> violation - Students should not wear "gang-like" attire, and/or anything that distracts from the educational environment. See dress code in the planner for more information.	Sent home to change or alternative clothing given. Multiple infractions lead to detention, suspension, parent/guardian conference.

<b>DRUG/ALCOHOL/TOBACCO POSSESSION</b> (Under the influence, distribution, sales). This includes <b>drug paraphernalia</b>	Suspension (1-5 days), parent/guardian phone call, parent/guardian conference and police report.
<b>FIGHTING</b> , mutual punching, kicking, slapping, shoving, verbal provocation of a fight, knowingly attempt to cause injury.	Suspension (1-5 days), parent/guardian phone call, parent/guardian conference.
<b>FORGERY</b> or Falsification of SCHOOL Documents (Field Trip Passes, Hall Passes, notes from parents/guardians)	Suspension (1-5 days), parent/guardian phone call, parent/guardian conference and police report
<b>GAMBLING, SELLING or TRADING items</b>	Detention, parent/guardian phone call, parent/guardian conference, suspension (1-5 days), police report.
<b>HARASSEMENT/INTIMIDATION/ ABUSIVE LANGUAGE</b> Directed toward one's race, religion, ethnicity, sexual orientation, gender, that is physical, verbal or sexual	Detention, suspension (1-5 days), parent/guardian phone call, parent/guardian conference, may lead to a police report.
<b>INTERNET – Technology</b> policy violation.	Revocation of Internet use, detention, suspension (1-5days) parent/guardian phone call.
<b>NO SHOW</b> to teacher detention.	Teacher referral, administrative detention, suspension (1-5 days), parent/guardian phone call, parent/guardian conference.
<b>OBSCENE acts/ abusive language</b> or engaged in habitual profanity or vulgarity directed or not directed at a student	Detention, Suspension (1-5 days), parent/guardian phone call, parent/guardian conference.
<b>OFF CAMPUS/OUT of BOUNDS AREA</b> students will eat and drink in only designated areas and stay in the designated areas of the campus.	Warning, community service/campus beautification, detention, parent/guardian phone call, parent/guardian conference.
<b>POSSESSION of IMITATION FIREARM</b>	Detention, Suspension (1-5 days), parent/guardian phone call, parent/guardian conference.
<b>(NO-TOUCH POLICY)</b> scuffling, mutual shoving, grabbing, rough/ <b>horseplay</b> and <b>other dangerous or unsafe behaviors</b> such as but not limited to running in halls, throwing objects, spitting, etc...	Detention, community service/campus beautification, suspension, (1-5 days), parent/guardian phone call, parent/guardian conference.
<b>SKATEBOARDS/SKATES</b> are prohibited from being on campus. Bicycles are allowed, however, must be walked and locked to the bicycle racks (at your own risk). Students should always wear helmets when riding.	Warning, confiscation, detention, community service/campus beautification, parent/guardian phone call, parent/guardian conference.
<b>TERRORISTIC THREATS</b> against school officials or school property	Suspension (1-5 days), parent/guardian phone call, parent/guardian conference and may lead to a police report.
<b>THEFT/ POSSESSION OF STOLEN property</b> (attempted theft could be considered going through another person's belongings)	Detention, Suspension (1-5 days), parent/guardian phone call, parent/guardian conference and may lead to a police report and/or monetary restitution.
<b>THREATs or INTIMIDATION of a witness</b>	Suspension (1-5 days), parent/guardian phone call, parent/guardian conference and may lead to a police report.
<b>UNSAFE ARTICLES AND ITEMS</b> are not to be brought to school. Explosives, "poppers," stink bombs, fireworks, imitation or toy fire arms or weapons, matches/lighters and chains are not allowed.	Suspension (1-5 days), confiscation, parent/guardian phone call, parent/guardian conference and may involve police.
<b>VANDALISM and GRAFFITI</b>	Detention, community service/campus beautification, suspension (1-5 days), parent/guardian phone call, parent/guardian conference and may lead to a police report and/or monetary restitution.

**By signing below, we acknowledge being informed of the School rules and the consequences that may result if rules are not adhered to.**

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Student Name (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

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Parent Name (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**MILLBRAE SCHOOL DISTRICT**  
**SCHOOL CALENDAR**  
**2010-2011**

	FALL					SPRING				
	M	T	W	TH	F	M	T	W	TH	F
<b>AUG 2010</b>	<b>23NT</b> 30	<b>24SD</b> 31								(2)
						<b>FEB 2011</b>	1	2	3	4
			1	2	3	7	8	9	10	11
<b>SEP</b>	<b>6H</b> 13 20 27	7 14 21 28	8 15 22 29	9 16 23 30	10 17 24	<b>21H</b> 28	22	23	24	25 (18)
<b>OCT</b>					1	<b>MAR</b>	1	2	3	4
	4	5	6	7	8	7	8	9	10C	11C
	<b>11NW</b>	12	13	14	15	14C	15C	16C	17C	18C
	18	19	20	21	22	21	22	23	24	25 (23)
	25	26	27	28	29 (20)	28	29	30	31	
<b>NOV</b>	1	2	3	4	5	<b>APR</b>				1
	8	9	10	<b>11H</b>	12	<b>4R</b>	<b>5R</b>	<b>6R</b>	<b>7R</b>	<b>8R</b>
	15C	16C	17C	18C	19C	11	12	13	14	15
	22C	23C	24	<b>25H</b>	<b>26H</b> (19)	18	19	20	21	22
	29	30				<b>25NW</b>	26	27	28	29 (15)
<b>DEC</b>			1	2	3	<b>MAY</b>	2	3	4	5
	6	7	8	9	10	9	10	11	12	13
	13	14	15	16	17	16	17	18	19	20 (21)
	<b>20R</b>	<b>21R</b>	<b>22R</b>	<b>23R</b>	<b>24R</b>	23	24	25	26	27
	<b>27R</b>	<b>28R</b>	<b>29R</b>	<b>30R</b>	<b>31R</b> (13)	<b>30H</b>	31			
<b>JAN 2011</b>	3	4	5	6	7	<b>JUN</b>	6	7	8	9
	10	11	12	13	14				1	2
	<b>17H</b>	18	19	20	21				8	10 (8)
	24	25	26	27	28 (20)					
	31				95 Days					85 Days

First day (Maze Day): 8/19 (6<sup>th</sup>), 8/20 (7<sup>th</sup>/8<sup>th</sup>)  
 First day: 8/30 (K-8)  
 End of 1st trimester: November 24, 2010  
 Parent Conferences (K-5): November 15<sup>th</sup>-23<sup>rd</sup>, 2010  
 End of 2<sup>nd</sup> Trimester: March 11, 2011  
 Parent Conferences (K-5): March 10<sup>th</sup>-18<sup>th</sup>, 2011  
 Last day of school: June 9, 2011 (6&7)  
 June 10, 2011 (K-5, 8)

Legend:

Key:	H: Holiday	Instructional Days:	180
	C: Parent/Teacher Conferences	NT:	New Teacher Pre-Service Training
	R: Recess (Winter & Spring)	SD:	Staff Development - <i>voluntary</i>
	WD: Work day	NW:	Certificated Non-work day

**SCHOOL HOLIDAYS**

September 6	Labor Day	February 18, 21	Presidents' Holiday
November 11	Veterans Day	April 4- April 8	Spring Recess
November 25-26	Thanksgiving Days	May 30	Memorial Day
Dec 20- Dec 31	Winter Recess		
January 17	Martin Luther King, Jr. Day		

MINIMUM DAYS: Grades K-5  
 1:30 First day, Back-to-School, Open House & Conference Weeks  
 12:30 Day-before-Thanksgiving, Day-before-Winter Recess, Last Day, April 22-Minimum Day

Grades 6-8  
 12:30 First day - 6<sup>th</sup> grade: August 19 (Maze Day), First day - 7<sup>th</sup>/8<sup>th</sup> grades: August 20 (Maze Day), Day After-Back-to-School, Open House, Day-before-Thanksgiving, Day-before-Winter Recess, April 22<sup>nd</sup> -Minimum Day, Last Day-8<sup>th</sup>: June 10, Last Day-6<sup>th</sup>/7<sup>th</sup>: June 9  
 3:00

If the adopted District budget for 2010-11 affects the MSD calendar for 2010-2011, the District reserves the right to make adjustments as necessary.  
 Adopted by the Board of Trustees 3-22-10

## Taylor Middle School Bell Schedules and Class Schedule

### Monday, Tuesday, Thursday, Friday Schedule

<u>Period</u>	<u>Time</u>	<u>Subject</u>	<u>Room</u>
1	8:28-9:22		
2	9:26-10:26		
Recess	10:26-10:41		
3	10:45-11:38		
4	11:42-12:35		
Lunch	12:35-1:05		
5	1:10-2:03		
6	2:07-3:00		

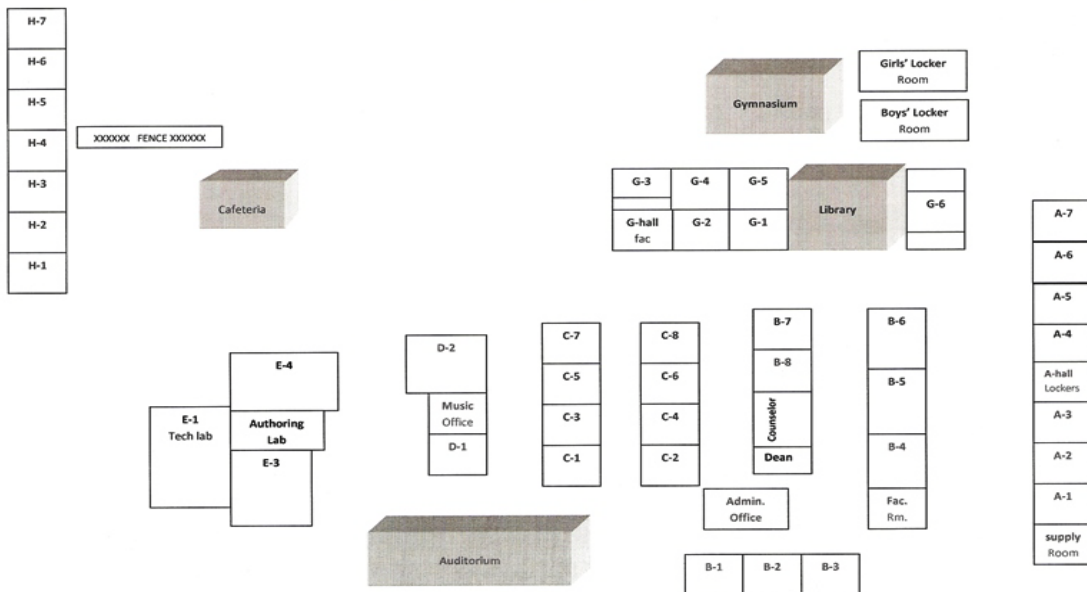
### Wednesday Schedule

<u>Period</u>	<u>Time</u>	<u>Subject</u>	<u>Room</u>
1	8:28-9:12		
2	9:16-10:06		
Recess	10:06-10:21		
3	10:25-11:08		
4	11:12-11:55		
Lunch	11:55-1:25		
5	12:30-1:13		
6	2:17-2:00		

### Minimum Day Schedule

<u>Period</u>	<u>Time</u>	<u>Subject</u>	<u>Room</u>
1	8:28-9:02		
2	9:06-9:46		
Announcements	9:40-9:46		
3	9:50-10:24		
Recess	10:24-10:39		
4	10:43-11:16		
5	11:20-11:53		
6	11:57-12:30		

Map of Taylor Middle School



6/9/09