



Frequently Asked Questions

Your contact according to your child's last name		
Your child's teacher should always be your first contact for questions and concerns		
Erin Zlatunich Principal ezlatunich@millbraesd.org	Bill Romer Vice Principal Last Names A-L wromer@millbraesd.org	Christopher Nichols Vice Principal Last Name M-Z cnichols@millbraesd.org

Absences

How do I notify the school and my students' teachers that my child will be absent from school?

Please email attendta@millbraesd.org. State your child's name, grade level, and reason for absence. You are welcome to email each teacher as well, but it is not necessary.

Regardless of the absence being excused or unexcused, all absences are totaled to calculate your child's truancy rate. Families will be notified of attendance problems via letters, phone calls, and meetings.

Communication

How do I know what's going on at Taylor?

Weekly communication comes from Ms. Zlatunich, Principal, each week with upcoming events via ParentSquare. Please notify Ms. Evans at pevans@millbraesd.org if you are not receiving ParentSquare communication.

You may also visit the PTA website
<https://taylor-middle-school.square.site/>



How do I help monitor my child's grades?	Student grades can be viewed on ParentVue and StudentVue. If you have not activated your ParentVue account, please contact Ms. Evans at pevans@millbraesd.org
Who do I contact if my child has a challenge with a teacher?	If you or your child has a question pertaining to a specific class or teacher, it is best to communicate directly with the teacher through email. You can find the directory of teachers and staff on the Taylor website here https://www.millbraeschooldistrict.org/domain/143
Behaviors and Expectations	
What are the behavior expectations on Taylor's campus?	Students, staff, and volunteers are expected to follow the BARK expectations throughout campus. These expectations include being safe, respectful, responsible, and kind. You will notice behavior expectation matrices throughout the campus to reference.
Who do I reach out to if my child is being bullied or experiencing a problem?	If you or your child has a concern regarding safety, please reach out to Mr. Romer (last names A-L) or Mr. Nichols (last names M-Z) to report a concern. Taylor administration will conduct an investigation to find a safe resolution for all parties involved.
How are investigations handled?	Once an incident report is submitted to the office or on StopIT, the Taylor administration will begin by ensuring the safety of the students, then begin gathering information. Taylor administrators will analyze the findings, determine consequences, and then notify families. We do not share disciplinary outcomes for other students with families, even when multiple students are involved.
Social Emotional Support	
Who can my child speak to if they need emotional support or guidance?	We have two site Counselors designated by last name. Mrs. Sternke sees students with last names A-L, and Ms. Pri sees students with last names M-Z.



	<p>Ms. Pri is located in G2, and Mrs. Sternke is located in G5. Their rooms are open throughout the day, and there are student request forms that can be submitted to each counselor to be seen.</p> <p>Students seen on a regular basis will need parental/guardian consent and will be provided to your child as needed.</p>
Schedules and Classroom Questions	
What is "Advisory"?	Student Advisory period will be held on Wednesdays and Thursdays after recess. It is required for all students to attend. It is a period designated to Social Emotional Learning (SEL) using the curriculum Second Step and academic support for all students. Supplemental materials may also be used to meet the needs and goals of each student.
Can I change my child's schedule?	Schedule changes will be limited to fixing mistakes such as being scheduled twice for the same class. We do not change schedules to accommodate a request for a particular teacher or to be with a friend in class. In addition, the child's administrator may change the student's schedule when appropriate. A Schedule Request Google form will be sent out at the beginning of the year, and it may take up to two weeks to hear back if the request was granted.
How do electives work?	6th grade- students have the option of the Elective Wheel or Music. Most students signed up for Music will have Music all year long; all other students will be on a 12-week (trimester) wheel. Grades 7 and 8 have specialty courses that are year-long; otherwise, the students will be placed on the twelve-week (trimester) 7/8 elective wheel.
P.E.	
Does my student need to have a PE uniform?	Yes, all students will change for PE. However, they have the choice to purchase a PE uniform or wear grey, black, or red sweats/shorts/shirt/sweatshirt.



When will students begin changing for PE?	Your child's PE teacher will notify the students at least 2 days in advance of the date they are expected to change for PE.
Where can I buy the PE uniform for my student?	You can purchase uniforms at: https://taylor-middle-school.square.site/
How will my student get their uniform once I purchase it?	PE teachers will provide your child with the PE clothing that was purchased online. Students may purchase a PE uniform at the beginning or end of PE class with cash or check (made payable to Taylor Middle School)
Where will my student store the PE uniform at school?	All students will be provided with a PE locker. These lockers will be assigned to each student during their PE period.
School Clubs	
How can my student participate in a school club?	School Clubs are monitored through our Leadership class (Associate Student Body) and include clubs during lunch and after school. A schedule of clubs will be posted on campus and shared during our morning announcements. A few examples of clubs we've had include Chess Club, Podcast Club, Art Club, Culture Clubs, Chemistry Club, and much more.
What can my child do after school?	You can enroll your student in Taylor Trailblazers (Happy Hall) at an added cost. Please see their website for more information. https://www.happyhall.com/taylormiddle
Snack and Lunch	
Where do students eat brunch and lunch?	All students will eat at the Shea Center for Brunch and Lunch. Food and drinks will not be permitted beyond the Shea Center
Do students pay for lunch?	No, brunch and lunch will be available at no cost to all students.
Can my child bring their own snack and lunch?	Yes, students may bring their snack and lunch from home. They may eat indoors or outdoors at the Shea Center



Where will my child eat on rainy days?	All students are expected to go to the Shea Center during rainy days unless a teacher has volunteered to open their doors and monitor the students in the classroom. Food from the Shea Center may not go down to classrooms.
Can I order food to be delivered to school for my child's lunch?	No, meals are offered on campus, or your child can bring their prepared snack/lunch with them at the start of the day. Uber Eats, GrubHub, etc, are not permitted to be delivered to campus. Food deliveries dropped at the office are not delivered to students.
Pick Up/Drop Off	
Where should my child be dropped off at school?	<p>There are a variety of locations your child may be dropped off at school.</p> <ul style="list-style-type: none">• Front of school• District parking lot on Richmond Dr• Shea Center roundabout• Drop your student 1-2 blocks away and have them walk with friends to campus• Students may enter through the Richmond and Rec Center gates<ul style="list-style-type: none">◦ Vehicles shall not enter the Rec Center parking lot to drop off or pick up Taylor students <p>Please note that parents/guardians should not double park or make U-turns on Taylor Blvd.</p>
Get Involved	
How do I join the PTA?	Taylor PTA tightly collaborates with Taylor administration to support our students, teachers, and staff. Taylor PTA supports classroom materials, community events, and much more. Learn more and join today by clicking here: https://www.millbraetaylorpta.org/
How do I join MEF?	MEF funds the Taylor Music program and STEAM activities throughout the year. You can learn more by visiting their website at https://www.millbraekids.org/



How do I join the School Site Council?	School Site Council is a team of parents, teachers, and staff to collaborate to create and plan a path for our school's path to success. This team meets about once a month for one hour after school. Look out for information in the beginning of the school year to sign up or attend School Site Council meetings.
How do I volunteer on campus?	<p>All volunteers who participate on a regular basis need to be Volunteer Cleared. If you have already been Volunteer Cleared in Millbrae Elementary School District before, you will not need to do it again. You may be requested to submit updated documentation.</p> <p>New volunteers will need to submit the Volunteer Clearance paperwork to Mrs. Thomas in the office. Paperwork can be found on the district website https://www.millbraeschooldistrict.org/Page/364</p> <p>Lunch supervision is a great way to volunteer on campus. Join us for the days that work for your schedule by checking in at the office.</p>
Miscellaneous	
Will I get assigned a locker?	Lockers will be available upon request at the front office. Students may email Ms. Evans at pevans@millbraesd.org to request a locker.
When will my student take their school picture?	Picture Day will take place during the school day in the coming weeks. All students will take a photo regardless of purchase in order to be included in the yearbook and be issued a student ID.
How can I order a yearbook?	Yearbooks can be ordered online at treering.com The school passcode is: 1013758220913404