

# ***Taylor Middle School***

**2021 • Binder Reminder • 2022**

**850 Taylor Blvd.  
Millbrae, CA 94030**

**650-697-4096**

**Available 24 Hours for Absences**

**or email us**

**[attendta@millbraesd.org](mailto:attendta@millbraesd.org)**

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

**[millbraeschooldistrict.org](http://millbraeschooldistrict.org)**



# **BULLDOG PRIDE**

## 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.

## MISSION STATEMENT

"The mission of Taylor MS is to promote a safe, supportive and rigorous program of engaging academic and social experiences while encouraging responsible citizenship."

## 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 8:00 a.m. - 4:00 p.m.

**ABSENCES- CALL IMMEDIATELY 650- 697-4096 Ext. 1.** Phone calls must be received by 10:30 AM. 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.

**You can also email an absence to:**  
**[attendta@millbraesd.org](mailto:attendta@millbraesd.org)**

**Tardies:** Any student who arrives at school or class after 8:28 a.m. must report to the office.

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 are essential.

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 Ext. 1) 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 must 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 [@millbraesd.org](mailto:@millbraesd.org) constitutes email addresses for all Taylor employees. For example: (Jane Doe) = [jdoe@millbraesd.org](mailto:jdoe@millbraesd.org)

**Parent Vue:** Parents can view assignments and attendance online through Parent Vue. Parents will receive a letter with an authorization code that will provide the parent access to Parent Vue at the start of the school year.

**Parent Square:** Parent Square is the communication platform used by the district office and school sites. Parents can check Parent Square for upcoming events for their school site.

**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.

**Make-up Work:** It is the student's responsibility to make-up all work that is missed during any excused absence. Students will receive full credit for work satisfactorily completed within the period of time prescribed by the teacher. Students who miss schoolwork and/or homework because of an unexcused absence will be given the opportunity to make-up missed assignments.

**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.

**GPA Equivalencies:**

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

**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, (Oct., Jan. April) 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.

**Activities List:**

During each trimester a Privilege List will be generated after a formal progress report/ official grade report. The Privilege List will be generated using multiple factors such as satisfactory academic progress, good attendance, and limited to no 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. A student who has not made the Privilege List will have the opportunity to earn the privileges through an increased effort in academics, behavior, and participation.

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

**8th Grade Field Trip:** Participation of 8<sup>th</sup> grade students is based upon good behavior. Eligibility is based upon the 2nd trimester conduct (March). Students, who are ineligible at this time, can improve their conduct 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. Eligibility is based upon the 2nd trimester conduct (March). Students, who are ineligible at this time, can improve their conduct to earn back eligibility by the 3rd trimester progress report (May).

**8th Grade Promotion Dance:** Eligibility is based upon the 2nd trimester conduct (March). Students, who are ineligible at this time, can improve their conduct to earn back eligibility by the 3rd trimester progress report (M

**8th Grade Promotion Ceremony:** To participate in this ceremony, students must have a cumulative GPA of 1.7 (C- average) during their 8<sup>th</sup> grade year. Conduct and behavior are also considered for participation.

Parents and students sign the "Taylor Promotion Activities - Criteria for Participation" agreement at the beginning of the school year.

#### **Extracurricular Activities:**

At Taylor, with available funding, there may be extracurricular activities for your involvement. A student's eligibility in extra-curricular activities will be determined by grades and conduct. Participation in the Millbrae Recreation Department sports program is organized and administered through the City of Millbrae and you will represent Taylor Middle School.

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.

**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 to be used on campus.

**Taylor Student Events** are a privilege, held on campus and participation is for our students only. **Parents are expected to pick up their children promptly (no later than 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 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 these 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 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 a 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 promotes 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. Shorts, skirts and dresses must be at least finger length long (side reach).
7. Leggings, spandex, yoga pants, or similar athletic clothing must be worn with an appropriate length covering such as shorts, skirt, sweater, shirt, or similar apparel.

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

1. Students are encouraged to eat for the first ten minutes before recreating at lunch.
2. During recess and lunch, students are to eat in the designated areas only.
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..

**Lockers:** The locker assigned to students upon request by the student or parent/guardian 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.

**Lunch Time:** Lunch begins at 12:30 on Monday, Tuesday; 11:55 on Wednesday; 12:03 on Thursday, and Friday.

**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.

**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:** Technology use on campus must be by permission by Taylor staff. It is imperative that the following rules be followed.

1. No food or drinks are allowed near or around any school technology equipment.
2. Students are not to use the equipment without the supervision of a teacher/adult.
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. All devices used on campus must be for learning related activities.

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

#### **Cellular and Internet Capable Devices:**

Electronic devices such as smartphones, tablets, laptops, and e-readers or any new technology developed for similar purposes that connect to the Internet.

#### **Usage of Cellular / Internet Capable Devices:**

Students may use their Internet capable devices with the expressed permission and under the supervision of a staff person for study related applications. Otherwise, these devices must be stowed away in backpacks, not visible or in use during school hours. Cellular calls, SMS, MMS, or other types of communications may not be made during the school day. Communications must go through the school office.

The use of Internet capable devices is allowed during the official instructional day in adherence to the MESD Internet Guidelines set forth below. Any usage in violation of these guidelines will result in disciplinary action as deemed appropriate by teachers and/or school administration.

Users will respect accepted rules of Netiquette including but not limited to the following.

Users will not:

- a. Access, upload, download or distribute pornographic, abusive, hate related, obscene or sexually explicit materials or language.
- b. Violate any local, state or federal statute.
- c. Violate copyright or otherwise use and/or access another person's intellectual property without their prior approval or proper citation.
- d. Vandalize, damage or disable the property, including electronic files, of another person or organization.
- e. Access, assist or allow others to access another person's materials, information or files without the implied permission or direct permission of that person.
- f. Use another's password.
- g. Reveal any passwords or user codes.
- h. Use MESD resources for commercial purposes.
- i. Interfere with or disrupt other users, services or equipment.

Administration will also cooperate in providing access to student emails and internet files/records to law enforcement authorities when appropriate. Students should not assume their use of the Internet will be private.

A student who needs to possess and/or use a cellular phone 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 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 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 devices that are used in violation of the school rules may be confiscated by school personnel and held until a parent/guardian is consulted. Furthermore, use of an electronic device in violation of the rules may also result in

disciplinary action as determined by the administrator/staff designee, such as but not limited to, campus beautification, detention or suspension.

2. Refusal to submit an electronic device upon request from school personnel will result in disciplinary action such as detention or suspension.
3. On a second offense, a parent will be required to pick up the cell phone from the grade level administrator.
4. On a third offense, the student must leave the cell phone with the school office upon arrival to school, and pick it up again at the end of the school day, for a period of two weeks, with a student detention and parent contact except as required for health purposes pursuant to the section, "Usage of Cellular and Internet Capable Devices."
5. Further reoccurring incidences will be discussed with parents/ guardians. Appropriate disciplinary action as determined by the administrator/staff designee, such as but not limited to, detention or suspension will apply.

#### **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.
- All fields and walking paths on school property are closed to the public during school hours
- 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.

# BULLDOG CODE OF CONDUCT

Taylor Middle School is committed to providing a quality education that promotes respect, responsibility and safety. We are committed to the development of the whole child to prepare our



students to be responsible, contributing citizens in a global society.

It is important for our school to partner with parents to teach our students behavioral traits that will allow students to progress and mature into responsible young adults who understand the importance and impact of choices. Equally important is learning from one's mistakes, therefore we will be using restorative practices in addition to the possible consequences listed in the chart below.

Our school and district will use Positive Behavioral Interventions and Supports, or PBIS, as our framework for behavior. This framework will be the foundation for our behavioral expectations. Research shows that implementing a PBIS framework for academic and personal behaviors will decrease the necessity for behavior referrals. In the event a student is not responding to these interventions and supports and the behavior continues, our progressive behavior system requires that behavior be addressed with appropriate consequences. The Principal/Designee retains the right to make the final decision regarding any disciplinary action.

In accordance with state law and educational code, the below guidelines are enforced at school, on the way to and from school and at school sponsored events. Our jurisdiction could also include issues and events that take place off school grounds but impact the access to education of our students. The district has a partnership with local law enforcement agencies. Behavior 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 Administration will recommend Suspension or Expulsion include:

- Assault/Battery
- Selling Drugs
- Robbery/Extortion
- Weapon Possession & Explosive Devices
- Committing or attempting to commit sexual assault

Students will receive intervention of student conference, parent/guardian communication, restorative justice, detention, suspension, or other intervention for offenses which include, but not limited to:

- Attendance
- Inappropriate items (gum, sunflower seeds, electronic games, etc)
- Cell phone use not under staff supervision for instructional purposes
- Cheating or Plagiarism
- Defiance or disruption



- Drug, alcohol, or tobacco possession
- Fighting or scuffling
- Forgery or Falsification
- Gambling, Selling, or Trading items
- Technology policy violation
- Obscene acts or abusive language
- Terrorist threats
- Theft or Possession of stolen property
- Threat or Intimidation
- Unsafe items (“popper”, stink bombs, toy fire arm, etc)
- Vandalism or Graffiti

**BELL SCHEDULE**  
**Monday & Tuesday**

FIRST PERIOD	8:28 – 9:20
SECOND PERIOD	9:25 – 10:27 (KTLR 10:17)
RECESS	10:27 – 10:42
THIRD PERIOD	10:47 – 11:39
FOURTH PERIOD	11:44 – 12:36
LUNCH	12:36 – 1:06
FIFTH PERIOD	1:11 – 2:03
SIXTH PERIOD	2:08 – 3:00

**BELL SCHEDULE**  
**Wednesday**

FIRST PERIOD	8:28 – 9:11
SECOND PERIOD	9:22 – 10:06 (KTLR 9:58)
RECESS	10:06 – 10:21
THIRD PERIOD	10:26 – 11:08
FOURTH PERIOD	11:13 – 11:55
LUNCH	11:55 – 12:25
FIFTH PERIOD	12:30 – 1:12
SIXTH PERIOD	1:17 – 2:00

**BELL SCHEDULE**  
**Thursday**

FIRST PERIOD	8:28 – 10:06
RECESS	10:06 – 10:21
THIRD PERIOD	10:26 – 12:03
LUNCH	12:03 – 12:33
FIFTH PERIOD	12:33 – 2:15
SEL/ADVISORY	2:20 – 3:00

**BELL SCHEDULE**  
**Friday**

SECOND PERIOD	8:28 – 10:06
RECESS	10:06 – 10:21
FOURTH PERIOD	10:26 – 12:03
LUNCH	12:03 – 12:33
SIXTH PERIOD	12:33 – 2:15
SEL/ADVISORY	2:20 – 3:00

## BELL SCHEDULE

### Minimum Days

FIRST PERIOD	8:28 – 8:58
SECOND PERIOD	9:02 – 9:39 (KTLR 9:32)
THIRD PERIOD	9:43 – 10:13
FOURTH PERIOD	10:17 – 10:47
RECESS	10:47 – 11:07
FIFTH PERIOD	11:11 – 11:41
SIXTH PERIOD	11:45 – 12:15

