

***Taylor Middle School***

**Parent/Student Handbook  
2022 • 2023**

**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**

## **PRINCIPAL'S MESSAGE**

We strive to provide a safe, nurturing, and healthy learning environment at Taylor Middle School. Students are expected to behave appropriately at all times. In order to maintain safety and well being of all school communities it is critical that all students meet the behavioral expectations.

We pride ourselves on building and maintaining safety, respect, and responsibility by following the Bulldog B.A.R.K

**Be safe**

**Act responsibly**

**Respect all people, property, and ideas**

**Kindness counts**

Please read through the Parent/Student Handbook with your child and make sure they understand the expectations, procedures, and consequences. We will review the key points with students in class.

Thank you,

Taylor Administration

## **ADMINISTRATION OFFICE HOURS**

The main office and the B and C-buildings are open to students beginning at 8:20 a.m. School supervision will not begin until 8:20 a.m.

Students should go to the outside attendance window for matters concerning official school business. Students may make special arrangements to meet with a teacher before 8:20 a.m.

Office attendants answer phones and can respond to inquiries between 8:00 a.m. - 3:30 p.m.

## **ATTENDANCE**

There is strong evidence of academic success when students are timely and prepared for instruction. We need all parties involved (students, parents/guardians, teachers, staff, and administration) to do their part to ensure student success.

Attendance is required all day in order to attend after school activities including dances, concerts, plays, sporting events, or other school events and activities.

Attendance will be taken each period of every school day and students are expected to be in the classroom prior to the tardy bell ringing.

## **TARDIES:**

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.

1. Students must be in the classroom before the tardy bell rings.
2. Every teacher will monitor and mark when a student arrives tardy.
3. Any student who arrives between 8:35-8:50 a.m. must report directly to class. 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.
4. The following reasons are not valid reasons for excusing tardiness: "Getting up too late, missing the bus, or car problems."
5. If a student is more than 30 minutes late to a class without proper documentation the tardy will be counted as a cut and consequences will be issued. Students with 2 or more cuts will be placed on the Loss of Privilege list for the remainder of the trimester.

When a student is tardy 3 times to a class in a trimester s/he/they/them will be assigned the following appropriate consequence:

**3rd Tardy**= Documented conference between the student and teacher, problem solving & phone call home

**6th Tardy**= Phone call home from classroom teacher & classroom consequence

**9th Tardy**= Meeting with site administrator, call home and a week of brunch detentions

**12th Tardy**= Meeting with student, parent, and administrator and a week of brunch detentions

**15th Tardy**= Meeting with student, parent, and administrator; Name added to the Loss of Privilege list for all activities  
**25th Tardy**= Meeting with student, parent, and administrator; Loss of Privilege from all activities for the year

According to the California Administrative Code, Title V., Sec. 353, students may be held a maximum of one hour after school. If the student does not attend detention, that student will be subject to more serious disciplinary consequences for defiance. Additional consequences will be assigned if students habitually skip their assigned detentions. It is the prerogative of the school administration to assign disciplinary consequences that are deemed appropriate.

### **ABSENCES-**

It is important that you attend school every day. Whenever possible, please schedule medical or dental appointments after school hours.

State and federal laws mandate that the only absences considered *excused* are:

1. Personal illness
2. Medical appointments
3. Court appointments
4. Funeral of an immediate family member (3 days max)
5. Religious Instruction/exercise (4 days max per trimester)
6. Religious holiday or retreat

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 your 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.

**CALL or EMAIL IMMEDIATELY 650- 697-4096 Ext. 1; [attendta@millbraesd.org](mailto:attendta@millbraesd.org)** Available 24 hours to report absences. 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 8:35 a.m. Students are to be in their first period class when the final bell rings at 8:35 a.m.

### **SHORT-TERM INDEPENDENT STUDY:**

Parents are discouraged, but may request an Independent Study Contract (ISC) for absences greater than five days. **This must be initiated at least two week before the extended absences by contacting the office.** Independent Study Contracts cannot be made with individual teachers and a meeting must be held with an administrator for approval. Approval will be based on good academics, attendance and behavior. Regular attendance at school is important for student academic success. Vacations should be taken outside of the 180 school days. **All completed work must be submitted to the office upon the first day of returning to campus in order to receive academic credit;** otherwise, the Short-Term Limited Independent Study contract is null and void.

### **CAMPUS INFORMATION- CLOSED CAMPUS POLICY**

Leaving school without authorization will result in disciplinary consequences.

- 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.

### **BOUNDARIES:**

Red lines are painted on the ground to prevent students from crossing during Recess/Brunch and Lunch. For safety reasons the follow areas are off-limits during recess and lunch:

1. Parking areas and front lawn
2. Hallways and in between buildings
3. Behind or beside the gym
4. Past the third base fence line on the field
5. On the walking path around the field
6. On the hill behind the volleyball courts

When a student crosses the boundary lines the following consequences will be issued:

1. Conference with the student
2. Phone call home
3. Meeting with student and parent, one day brunch detention
4. Meeting with student and parent, two days brunch detention
5. Meeting with student and parent, week of brunch detentions

### **OFFICE PROCEDURE**

To assist students in building independence we would prefer not to be burdened with the task of delivering/sending pass reminders for the following items: money, lunch, homework, cellphones, and PE clothes to students. Students need to do their best to remember to bring all your items to school everyday. A drop off location is provided in the office and a note will be delivered to your student to pick up their items.

When a student has questions, concerns, or needs assistance s/he/they should go to the Office Window before school, at recess/brunch, lunch, or after school; students should not go during instructional time. Students must have a pass from their teacher or a call to the office from their teacher.

### **CELL PHONES & ELECTRONIC DEVICES:**

Cell phones and all other electronic devices must be turned off and placed in the student's backpack from 8:35 am until the end of the school day (2:00 pm on Wednesdays and Thursdays; 3:00 pm on all other days).

Headphones or earbuds are not permitted for use on campus without specific direction from a teacher for academic instruction, and they are only for use with district technology.

Students are to use the office phone with permission from office staff to communicate with their parents/guardians. If a student needs to communicate to ask permission for a school related activity or to go home ill, office staff must speak directly to the parent/guardian. Permission to leave campus must be given directly to the office staff. Students may not use their cell phones to get this permission.

Students may use their Internet capable devices with the expressed permission and under the supervision of a staff person. 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. Students who carry their cell phone in their pockets will be directed to turn off their cell phone and place it in their backpack until the last bell of the day.

*Students are not permitted to receive food using any delivery methods including, but not limited to pizza delivery, dine and dash, Uber Eats, etc.*

Electronic devices that are used during the school day without expressed consent and in the presence of a staff member may be confiscated by school personnel and held until a parent/guardian is consulted. Cell phones and electronic devices may not be carried in pockets or outside of the student's backpack. 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.

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.

### **EMERGENCY INFORMATION**

If a student becomes ill or injured at school, the school will contact the appropriate person that is listed by the parent/guardian on the student emergency information form. Emergency phone numbers, email address, and home address need to be current and updated whenever changes are made. It is vital Taylor has a local contact on each student's information form in case of an accident, illness, or emergency.

### **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. Pants may not sag below the waist.

4. No muscle shirts, midriff tops, or shirts with less than 2 inch strap on tank top, or garments that reveal underwear, cleavage or stomachs.
5. Shorts, skirts and dresses must be at least arm length long, so when your arms are extended by your side the length of the shorts, skirt, or dress is at least to your longest finger.
6. Hats, beanies, and hoodies must be removed prior to entering a classroom
7. Sunglasses are not to be worn in the buildings
8. No raised heel shoes, cleats or roller skate shoes are allowed.
9. Athletic shoes are required for PE

**Students in violation of the dress code will be directed to change into the PE uniform or school provided PE loaner as needed.**

#### **LOST & FOUND**

**Act Responsibly and Respect all people, things, and ideas** are two of our values at Taylor. It is expected students will turn in items found immediately to the Lost & Found that can be located in the B-hall. If the item is of value (wallet, phone, jewelry, glasses, electronic devices, etc.) they should be turned into the Office. Students can check the Lost & Found or Office before school, after school, or with staff permission. Students are not to bring large sums of money or other valuable items to school. **Taylor is not responsible for any money or personal belongings that are stolen or left unattended anywhere on campus.** At the end of each trimester any unclaimed items will be given to a charitable organization.

#### **ANNOUNCEMENTS:**

School announcements are televised on KTLR during their second period. All students are expected to pay attention to these announcements because valuable information about school-related events is given.

#### **BIKES/SKATEBOARDS AND SCOOTERS:**

All bikes must be locked on the bike rack during school hours. Loitering at the bike rack is prohibited. Helmets are required by law.

All skateboards and scooters must be stored in a student locker or arrangements must be made with a classroom teacher and are NOT allowed to be carried or ridden around campus

Rollerblades and shoes with wheels are **NOT** allowed to be used on campus.

When students are coming on and off campus, students will walk their bicycle, skateboard, or scooter to a complete stop at the edge of campus. Students on bicycles, skateboards, or scooters must follow the directions of all adults present. It is never permitted to ride wheeled vehicles through campus during school or when entering or exiting at the start/end of day.

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

#### **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 or around the Shea Center only.
3. During recess and lunch, students must not wander beyond supervised areas. Students found outside of the supervised areas will receive disciplinary action as outlined in Boundaries
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.

**RECESS/BRUNCH AND LUNCH TIMES:**

Recess/Brunch: Monday/Tuesday/Friday @ 10:32-10:47 am; Wednesday/Thursday @ 9:51-10:06 am

Lunch begins at 12:39 pm on Monday/Tuesday/Friday; 12:10 pm on Wednesday/Thursday; 12:03 pm

**STUDENT ID CARDS**

Student ID cards are required. The ID card is provided free to all students. Student ID cards will be required for entry into school events and brunch/lunch purchases.

**SAFETY DRILLS:**

Safety drills for fires, earthquakes, and campus security are practiced periodically, to help ensure 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.

**DETENTION:**

Teachers and administrators may assign detentions for misbehaviors. These detentions must be served for the day assigned. Administrative Detention (held before or after school) can only be given by an administrator or designee. Students and Parents will be notified prior to when the detention will be served in order to make necessary arrangements to attend. The detention notice must be signed by a parent or guardian and be returned to the administrator. In cases of detentions being served the same day as notification, students will make arrangements with their parents or guardian by phone.

Students and parents will be notified when a student is issued a Recess/Brunch detention from a teacher or staff member.

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

**ACADEMIC INFORMATION**

Teacher Contact: Teachers are available to discuss any concerns you or your parents 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 constitutes email addresses for all Taylor employees. For example: (Jane Doe) = jdoe@millbraesd.org

**HOMEWORK:**

Homework is beneficial for you in establishing independent study habits, allowing for additional time on learning tasks and giving needed practice on skills taught during the school day. Accurate completion of homework is expected so that you experience success.

**MAKE-UP WORK:**

It is your responsibility to make-up all work that is missed during any excused absence. Students will receive appropriate credit for completed within the period of time as described 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, but may not receive full credit.

**TEXTBOOKS:**

Textbooks are the responsibility of the student. Loaned textbooks and materials must be treated with respect and returned at the end of the course or when withdrawing from school in good condition. Students will be charged for any damages to or loss of textbooks.

**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.

**GPA Equivalencies:**

<b>A</b>	4.00	<b>C</b>	2.00
<b>A-</b>	3.70	<b>C-</b>	1.70
<b>B+</b>	3.30	<b>D+</b>	1.30
<b>B</b>	3.00	<b>D</b>	1.00

<b>B-</b>	2.70	<b>D-</b>	0.75
<b>C+</b>	2.30	<b>F</b>	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 your 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:

Students can pick up informal progress reports from the office Friday mornings before the start of the school day.

#### TECHNOLOGY AND INTERNET USAGE:

District technology includes computers, district network, the internet, email, USB drives, tablet computers, etc. All students receiving a Chromebook must sign a separate user agreement every school year. Click here to view the Millbrae User Agreement. Chromebook replacement cost is approximately \$280. Students are expected to follow the rules outlined in the [Student Use of Technology Agreement](#), and failure to do so will result in consequences with administration. **If a student damages his or her Chromebook, it must be fixed by the MESD technology department.**

Technology use on campus must be by permission by Taylor staff and use of district technology only. It is imperative that the following rules be followed. The following expectations hold true for use of technology on or off campus.

1. Students are prohibited from accessing, posting, submitting, publishing, or displaying harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, harassment or disparaging of others based on race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs.
2. Students are prohibited from uploading, downloading, or creating computer viruses, installing unauthorized software and/or maliciously attempting to harm or destroy equipment or materials or manipulate the data of any other user, including so-called "hacking."
3. Students are prohibited from bullying, harassing, intimidating, threatening other students, staff, or other individuals ("cyberbullying")
4. Students are prohibited from violating any local, state or federal statute.
5. Students are prohibited from violating copyright or otherwise use and/or access another person's intellectual property without their prior approval or proper citation.
6. Students are prohibited from vandalizing, damaging or disabling the property, including electronic files, of another person or organization.
7. No food or drinks are allowed near or around any school technology equipment.
8. Students are not to use the equipment without the supervision of a teacher/adult.
9. 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.
10. 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 Chromebook use and administrative assigned discipline.**

#### ACTIVITIES LIST:

**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 are late to the activity will NOT be allowed to enter without prior administrative approval.

During each trimester a Loss of Privilege List will be generated after a formal progress report/ official grade report. The Loss of 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 is rostered on the Loss of Privilege List will have the opportunity to earn the privileges through an increased effort in academics, behavior, and participation.

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.

**PROMOTION ACTIVITIES:** 8th grade students must meet eligibility requirements to participate in the following activities:

**8th Grade Field Trip:** Participation of 8th grade students is based upon good behavior. Eligibility is based upon the 1st and 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 8th grade promotion committee and school staff followed by fun activities. Eligibility is based upon the 1st and 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 1st, 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 Ceremony:** To participate in this ceremony, students must have a cumulative GPA of 1.7 (C-average) during their 8th 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 student 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. Students earning less than a 2.0 in the trimester prior to the season or during periodic grade checks may not participate in afterschool sports through the Millbrae Recreation Center. Students participating in afterschool sports and earning less than a 2.0 will be required to attend after school support to improve their academics.

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.



# 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
- Open or written threats of violence to students or staff

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 & Friday**

FIRST PERIOD	8:35 – 9:27
SECOND PERIOD	9:31 – 10:32
BRUNCH	10:32- – 10:47
THIRD PERIOD	10:51 – 11:43
FOURTH PERIOD	11:47 – 12:39
LUNCH	12:39 – 1:09
FIFTH PERIOD	1:13 – 2:05
SIXTH PERIOD	2:09 – 3:00

**BELL SCHEDULE**  
**Wednesday & Thursday**  
**Block Schedule**

FIRST/SECOND PERIOD	8:35 – 9:51
BRUNCH	9:51 – 10:06
THIRD/FOURTH PERIOD	10:10 – 11:26
ADVISORY	11:30-12:10
LUNCH	12:10 – 12:40
FIFTH/SIXTH PERIOD	12:44 – 2:00

**BELL SCHEDULE**  
**Minimum Days**

FIRST PERIOD	8:35 – 9:01
SECOND PERIOD	9:05 - 9:31
BRUNCH	9:31 - 9:46
THIRD PERIOD	9:50 - 10:16
FOURTH PERIOD	10:20 – 10:46
FIFTH PERIOD	10:50 – 11:16
LUNCH	11:16 – 11:46
SIXTH PERIOD	11:50 – 12:15

