

Taylor Middle School

Parent/Student Handbook

2025 • 2026

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

650-697-4096

650-697-8435 (fax)

millbraeschooldistrict.org



BULLDOG PRIDE

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PRINCIPAL'S MESSAGE

At Taylor, we are committed to providing a safe, nurturing and healthy learning community. In order to maintain safety and well being for all, it is critical that each student meets their daily behavioral expectations both in the classroom and throughout their day on campus. We pride ourselves on building and maintaining the values of safety, respect, and responsibility by following the Bulldog B.A.R.K. code of conduct.

Be safe

Act responsibly

Respect all people, property, and ideas

Kindness counts

Thank you for reading through the Parent/Student Handbook with your child to make sure that they understand the expectations and procedures at Taylor. Key points will also be reviewed with students in class.

Thank you,

Taylor Administration



Erin Zlatunich
Principal



Christopher Nichols
Vice Principal



William Romer
Vice Principal

OFFICE PROCEDURE

While we do our best to support students and families daily, students must remember to bring all of their essential items to school each day. Except in an emergency, if a student forgets their lunch or other important item, a note will be delivered to their classroom, instructing them to pick up the item in the office at brunch or lunch. It will not be delivered to their classroom.

When students have questions, concerns, or need assistance, they should go to the Office before school, at brunch, lunch, or after school. In general, students should not go to the Office during instructional time. Without prior notice, students will not be released early if it is within fifteen minutes of the final bell of the day. For further questions, Ms. Thomas, our office manager, can be contacted at dthomas@millbraesd.org.

PARENTVUE

ParentVUE in Synergy is a web and mobile portal that provides parents with secure, real-time access to your child's school information. It allows parents to stay informed about students' academic progress, attendance, assignments, and communication from teachers.

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 in Parent Vue. It is critical that emergency phone numbers, email address, and home address need to be current and updated whenever changes are made. Please refer to the Millbrae Elementary School District (MESD) Parent/Student Handbook, accessed [here](#) for more information regarding emergency procedures.

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.

Please refer to the Millbrae Elementary School District (MESD) Parent/Student Handbook, accessed [here](#) for more information regarding attendance procedures.

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 bell rings, for every period of the day. Teachers will mark attendance immediately after the bell, and students not in the classroom will be marked tardy.
2. Any student who arrives after 8:35 AM will be marked tardy and must report directly to class. Any student who arrives after 9:00 AM should report to the office first to sign and receive a tardy pass to then bring to class.
3. If a student accumulates **5** tardies in one class, in a trimester, classroom teachers will contact home and an appropriate classroom consequence may be issued by the teacher.
4. If a student accumulates **10** tardies across all classes within the first half of a trimester, they will be placed on an attendance improvement plan, which includes a meeting with the parent and assistant principal. Consequences may be administered, including, but not limited to campus beautification, lunch or after school detention.
5. If a student accumulates **20** or more tardies across all classes in **Trimester 1** the student will be placed on the Loss of Privilege List for the trimester. This means that the student may likely be banned from extra-curricular activities including dances, rallies, field trips and other events.
 - a. If a student accumulates **15** or more tardies across all classes in the second trimester students may likely be placed on the Loss of Privilege List for **Trimester 2**
 - b. If a student accumulates **12** or more tardies across all classes in the third trimester students may likely be placed on the Loss of Privilege List for **Trimester 3**.
6. Reasons for tardiness and absences must be valid (see absences below). If a student is more than 30 minutes late to a class without proper documentation, the tardy will be counted as a cut and a consequence will be issued. Students with 2 or more cuts may be placed on the Loss of Privilege list for the remainder of the trimester.

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 reasons for absences not listed above, are considered unexcused. Excessive absences may result in disciplinary action, up to and including possible intervention from law enforcement to support attendance. Students who are absent 10% or more per trimester may be added to the Loss of Privilege list mentioned above.

Please refer to the Millbrae Elementary School District (MESD) Parent/Student Handbook, accessed [here](#) for more information regarding emergency procedures.

CALL or EMAIL IMMEDIATELY 650- 697-4096 Ext. 1; 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.

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 information in Parent Vue. 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

Drop off and Pick Up:

There are three main locations that can be utilized. Parents/guardians may drop off and pick up in the following areas:

- Taylor parking lot near the auditorium
- Behind the Shea Center on Richmond Blvd

- In the roundabout near the Shea Center

Note: Millbrae Recreation Center parking lot is no longer available for pickup.

Drivers are **expected** to obey all traffic laws.

- Watch for pedestrians and cyclists
- Maintain a safe speed; not more than 25 mph in front of a school
- No U-turns or 3-point turns in the front of school
- One way traffic through the driveway
- No blocking neighbor driveways
- No double parking
- Do not leave your vehicle unattended in the white zone
- If you park across the street, do not permit your student to walk across the street unattended.

Students and adults are expected to:

- Use the crosswalk only to cross the street

BIKES/SKATEBOARDS AND SCOOTERS/E-SCOOTERS:

- All bikes must be locked on the bike rack during school hours. Loitering is prohibited. Helmets are required by law. All skateboards and scooters must be stored in a locker or with a willing teacher and must be carried, and NOT be ridden on campus. Rollerblades and shoes with wheels are **NOT** allowed 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; including the sidewalk. 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.

Daily Bell Schedule



Taylor Bell Schedule
2025-26



Monday, Tuesday, Friday	
8:35 - 9:27	1st Period
9:31 - 10:32	2nd Period
10:32 - 10:47	Brunch
10:51 - 11:43	3rd Period
11:47 - 12:39	4th Period
12:39 - 1:09	Lunch
1:13 - 2:05	5th Period
2:09 - 3:00	6th Period

Wednesday/Thursday Blocks	
8:35 - 9:55	1st/2nd Period
9:55 - 10:10	Brunch
10:14 - 11:33	3rd/4th Period
11:37 - 12:07	Advisory
12:07 - 12:37	Lunch
12:41 - 2:00	5th/6th Period

Minimum Day Schedule	
8:35-9:07	1st Period
9:11-9:42	2nd Period
9:46 - 10:17	3rd Period
10:17 - 10:32	Brunch
10:36 - 11:07	4th Period
11:11 - 11:42	5th Period
11:46 - 12:18	6th Period

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. Students requesting a locker should email Mrs. Evans at pevans@millbraesd.org. 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. Students should report any problems you may have to the office. Use of a locker is a privilege and abuse of the rules below may result in students losing access to their locker. The school is not responsible for personal items stored in lockers.

Locker Rules

- 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.

LOST & FOUND

To 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.

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 acceptable use agreement below. **If a student damages his or her Chromebook, it must be fixed by the MESD technology department. See the Acceptance Use Agreement**

[Student Technology/Acceptable Use Agreement](#)

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. 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.

CELL PHONES & ELECTRONIC DEVICES:

Cell phones and all other electronic devices must be turned off and placed in the student's pouch within backpacks 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 are not permitted to receive food using any delivery methods including, but not limited to pizza delivery, sweet drinks, 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. 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.

DRESS CODE:

The dress code at Taylor Middle School is in compliance with the Millbrae Elementary School District code which can be reviewed in the MESD handbook, found [here](#)

FOOD & DRINK:

Recess is 15 minutes long; lunch is 30 minutes long. Guidelines for these times and for food and drink in general, include:

1. Students are to walk, as able, (not run) to the Shea Center and should eat before recreating at lunch.
2. During recess and lunch, students are to eat in or around the Shea Center only. Students found outside of the supervised areas will receive disciplinary action as outlined in Boundaries
3. Eating or drinking in the classroom or on campus at any other time than designated above is not allowed.
4. All trash is to be placed in campus garbage receptacles and recycling bins.

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.

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.

SCHEDULES:

Student schedules will be viewable on ParentVue and StudentVue no later than one day before the start of the new school year. Paper schedules will be distributed in the front of school, by grade level and last name, beginning at 8:00 AM on the first day of school. Paper schedules for incoming sixth grade students will be available in the front of school at 5pm the day before school begins.

SCHEDULE CHANGES:

Taylor creates student schedules with careful consideration to each student's academic level and areas of interest. In order to provide consistency for parents, students, and teachers, schedule changes will be kept to a minimum. Before making a request, please review the information below to assure that you fully understand the schedule change policy.

If a schedule change is needed, a schedule change request form must be submitted on the Google Form. **No request may be made through personal meetings, phone calls, or emails.** Once the form is received by the Taylor administration, the student's records will be reviewed and a decision will be made regarding the request.

Valid Reasons for changes:

1. Missing a core academic class.
2. Inappropriately placed based on skill level or grade level.
3. Two classes meeting at the same time.

Not a reason for a change:

1. Wanting to be with friend(s) or move to a different time period.
2. Not knowing anyone or avoiding students in that time period or avoiding students.
3. Not liking the teacher

TWO WEEK RULE FOR ELECTIVES

Students who selected year long elective courses are registered if they met the criteria stated within the application process. Students who did not meet the criteria are placed in their second choice, or third choice. If all choices are full, students are then placed on the Elective Wheel for that grade level. The Taylor schedule team does their best to place students in their top elective choice; however, space is limited in each elective. If a student or parent feels they were placed in the wrong elective based on their interest or skill, they have the first two weeks of the school year to request a change. Parents will complete a schedule change form and submit it. Once the form is received by the Taylor administration, the student's records will be reviewed and a decision will be made regarding the request.

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.

ACADEMIC INFORMATION

The classroom teachers are the number one partner to parents in regards to their child's academic progress. Teachers are available to discuss any concerns parents may have, and contact with teachers is encouraged through pre-arranged meetings set up through email with teachers.. Parents may make an appointment for a conference with a teacher or team of teachers 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. Concerned parents should meet with teachers before communicating their concerns with school administration.

HOMEWORK:

Homework is beneficial for students 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 for students to experience success.

MAKE-UP WORK:

It is students' 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 and MATERIALS

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:

A	4.00	C	2.00
A-	3.70	C-	1.70
B+	3.30	D+	1.30
B	3.00	D	1.00
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 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.

AFTER SCHOOL SPORTS:


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.

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.

Taylor PBIS Behavior Expectations

	Assemblies	Bathroom	Cafeteria (Shea)	Cell Phones	Classroom
Be Safe	enter and exit quietly and orderly as directed keep hands and feet to yourself	use sign out log observe 3 person limit inside practice good hygiene	line up orderly with space between students keep food off the floor walk to the Shea Center	Keep your cellphone in its zip pouch during school hours.	enter and exit quietly as directed keep hands and feet to yourself stow cell phone in backpack at all times
Act Responsibly	stay seated until the performance is over keep the auditorium clean	keep bathroom clean use bathroom quickly and quietly	wait your turn keep your eating area clean sit on benches or the ground	Make sure your phone is on silent before stowing it. Wait for the last bell of the school day to retrieve your phone.	in the classroom before the tardy bell rings follow all directions and do your best work be prepared with homework and materials
Respect all people, property, and things	remove hoods, hats, etc listen attentively and quietly	privacy for yourself and others go directly to bathroom and back to class	eat in or around the Shea Center clean up trash around you, even if left by others use your manners, say "please" & "thank you"	Treat your given phone pouch with care so it stays in good condition.	listen respectfully and wait your turn to share treat supplies and technology with care use appropriate voice & language remove hoods, hats, etc before entering
Kindness Counts	applaud and respond respectfully to performers support the	wait your turn use kind words and actions	use kind words and actions be inclusive of others at tables	Kindly remind your family and friends to use mainstream school channels for communication during	use kind words and actions be polite and helpful towards seat mates &

	speaker/performer with positive comments			school hours instead of your phone.	peers say please and thank you
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	Hallway	Locker Room	Office	Outdoor Eating Space	Playground
Be Safe	walk to line up orderly and quietly for classes use sign-out logs for hall use during class time fist bumps only/otherwise keep hands & feet to self	walk at all times no slamming lockers no touching of other people or their belongings wash your hands after activity and using bathroom	walk in quietly add your name and reason for visit in the computer hats and hoodies off	play ball games away from eating zones keep food and trash off the ground	play ball games away from eating zones eat food in designated areas only stay in supervised red-lined zones
Act Responsibly	move quickly and efficiently to get to class on time report safety concerns	no food or drinks besides water no aerosol sprays are permitted keep all valuables locked	listen attentively smart devices used with permission only	wait your turn in brunch line keep your eating area clean	Use equipment appropriately resolve conflicts with words keep cell phones in backpacks
Respect all People, Property, and	use respectful language to peers and staff put trash in trash cans	pick up trash, clothes and other items in your area return all loaner uniforms within required time frame	use manners (please and thank you) use indoor voice sit and wait quietly for your turn	clean up trash around you, even if left by others use your manners, say "please" & "thank you"	share courts, field space, equipment Follow directions of adult instructions/ announcements
Kindness Counts	use kind words and actions be positive and	no screaming or name calling no "keep away" with	use kind words	use kind words and actions be inclusive of others	use kind words and actions be inclusive of others

	friendly towards others	others' things be patient when entering and exiting - one at a time		at tables	in games/seating areas
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DETENTION:**Classroom Detention**

Teachers may assign classroom detentions for misbehaviors or rule violations in the classroom. These detentions must be served for the day in the classroom, and monitored by the teacher.

School Detention

School Detention (held at lunch or after school) can only be given by an administrator or designee. There is a detention room at lunch, where a student will be brought food and be asked to reflect on their behavior. After school, as necessary, students and parents will be notified prior to their day of detention, in order to make arrangements to attend. For detentions being served the same day as notification, students will notify their parents or guardian via the office phone.

Campus Beautification

Alternatively or additionally, students may be issued a "Campus Beautification" notice at Brunch or Lunch for violating eating policy, going out of bounds, chewing gum or for other behavior violations.

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

ACTIVITIES LIST:

Campus wide and promotion activities may include, but not limited to, dances, rallies, field trips and performances. These events are a privilege and participation is for our students only.

During each trimester a Loss of Privilege List for attendance and behavior infractions 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.

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. 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:

Eligibility of 8th grade students is based upon 1st and 2nd trimester conduct and attendance. Students, who are ineligible in March, can improve their conduct and/or attendance to earn back eligibility by the 3rd trimester progress report (April).

8th Grade Field Trip- Giant's Game in May

8th Grade Promotion Dance- May

8th Grade Promotion Ceremony- Last day of school at 10 AM @ the Shea Center

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

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 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.



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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
- Possession of or 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