

## Please keep this calendar handy!!!

MBMS Quick Reference 2017-2018

Refer to the Student Handbook for detailed information. Check the calendar at [www.mbmswaves.com](http://www.mbmswaves.com)

School Year Calendar (Semester 1: 8/23-12/21, Semester 2: 1/8-6/14)

Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
<b>August</b>							<b>September</b>							<b>October</b>						
MBMS Office Opens on 8/10 Student Orientation Day 8/21 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31							3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30							1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31						
<b>November</b>							<b>December</b>							<b>January</b>						
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<b>February</b>							<b>March</b>							<b>April</b>						
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<b>May</b>							<b>June</b>							<b>Legend</b>						
6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31							3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30							[Grey Box] First Day (8/23)/Last Day (6/14) [Black Box] No School for Students [White Box] Late Start at 9:00 a.m. [Diagonal Lines] Minimum Days: 9/15, 4/13, 5/4, 6/14 [Dotted Box] Release at 12:40 p.m. [Horizontal Lines] Back to School (9/15) Open House (4/13) [Vertical Lines] Final Exam Schedule TBD						

### How to contact the staff:

Office Phone: (310) 545-4878, option 1

FAX: (310) 303-3829

E-mail: *first initial & last name (lower case, no spaces)*@mbusd.org (for example: klinz@mbusd.org)

Web Address: [www.mbusd.org](http://www.mbusd.org) (go to Our Schools, Manhattan Beach Middle School)

Street Address: 1501 N Redondo Avenue, Manhattan Beach, CA 90266

### ATTENDANCE:

**Reporting an absence:** Go to [www.mbmswaves.com](http://www.mbmswaves.com) Quick Links\_Report An Absence. You will receive an automated phone message on each day the student is absent without notification to the office. If you are planning on being absent for 5 days or more, please inform the school at least 2 weeks in advance so an **independent study** can be arranged.

**Arriving late to school:** The student must sign in at the office, either accompanied by a parent or with a note from a parent. The note should state the student's name, date and reason for late arrival.

**Off Grounds Request (to pick up a student during the school day):** The student must meet an adult in the office, sign out and receive an Off Grounds Pass. The student should leave class in time to be in the office at the time requested. A note stating the student's full name, time of pick up, and reason, should be delivered to the office before school. If someone other than a parent will pick up the student, his/her full name must be on the note and photo identification will be required. If a note was not sent with the student, the parent should call the office prior to coming to the school so that the student can be notified.

**Returning from Off Grounds:** The student must bring the yellow copy of the Off Grounds Request to the office and sign back in when returning to school.

### INFORMATION:

**Requesting homework:** The student should check E-Backpack or contact study buddies to get the homework for an absence of one or two days. For an absence of three days or more, contact the office by 9:00 a.m. to request homework. Pick up the assignments in the office after 3:30 p.m.

**Food Service (Debit Account):** Parents can make deposits and check food account use online at [www.myschoolbucks.com](http://www.myschoolbucks.com). The student may deposit cash or a check, payable to MBUSD Food Services, at window one of the cafeteria between 7:00 and 8:00 a.m. Note the student's full name and ID number on the memo line of the check. Food Service payments are not accepted in the school front office.