

Millikin Basics+ Elementary

*An Alternative Education Program of the
Santa Clara Unified School District*

2024 - 2025



Parent and Student Handbook

OFFICE MAIN NUMBER: 408-423-1800

SCHOOL SECRETARY: 408-423-1810

ATTENDANCE CLERK: 408-423-1811

Welcome to the Millikin Basics+ Elementary 2024-2025 School Year.

We are excited to have you at Millikin this school year whether you are a returning family or joining our school for the first time. Our goal is to provide you and your family with an excellent educational experience for your child(ren). Millikin has been a back-to-basics school for 40+ years and is known for our student's academic success. Our main focus is to teach your children the foundational learning skills needed to succeed in any academic setting. We have a structured learning environment that focuses on Whole-class instruction with rote practice of academic skills that lead to mastery of those skills. In primary grades (K-2), we are truly working on the foundation and as students progress through the school, we look to put all those skills together to master new and more complex skills.

Our program philosophy stresses the importance of teaching and learning only grade-level academic skills in each subject. We do not extend learning past the current grade level in class but do go deeper on concepts to enrich and deepen the student's use of the learned skills. Enrichment opportunities happen throughout the year with assemblies, field trips, and through our school events. Supporting the PTA and School Fundraisers helps the enrichment activities happen.

We look forward to having an amazing year.

SCHOOL - HOME COMMUNICATION

PARENT SQUARE/EMAIL

Parent Square is our primary means of communication with Families. Please make sure you are familiar with using this program. EMAIL communication is also acceptable for one-on-one communication. The Office will send mass communication as needed through Parent Square. Please have both parents registered for Parent Square and on the Aeries Parent Portal to ensure at least one parent gets the school's information.

Wednesday Envelope

Sent home on Wednesdays - The Wednesday Envelope contains student work and flyers for your information. Please sign and return each week.

Classroom Newsletters/Google Classrooms

Teachers may have a classroom newsletter and/or use Google Classroom to have links for families to support their child with work at home. You should get more information at Back to School Night.

Yellow Notes

Your child may receive a yellow communication form. This is a key communication tool to let you know what is going on at school with behavior, academics, or student needs. This should not be viewed as a negative but rather a way to communicate some struggles at school.

Caught Being Good

Blue Caught Being Good awards may come home in your Wednesday envelopes or from your child. Let them explain how they got the Caught Being Good. This promotes good school behavior inside and outside the classroom.

Email or Parent Square Message your child's teacher

If you have a student or classroom question or concern, please contact your child's teacher first. The first step in understanding is going directly to the classroom teacher for first-hand information. If after working with the teacher there is not a resolution. Please contact the school office for next steps.

Teachers do not typically respond to questions or concern emails while students are on campus as they are working with your children during this time. Teachers usually check emails in the morning and after school. Please give a teacher 24 - 36 hours to respond to your email questions. If you are not successful with getting a response after 36 hours please contact the office so we can remind the teacher to respond to your email.

How to email a teacher.

1. **SUBJECT LINE:** Your subject line should be a short summary of your email. (2-6 words)
Example: "Missing Assignment", "Technical Difficulties", "Late Work"
2. **SAY HELLO:** Just like you would in person, say "Hello" first.
Example: "Hi (Name)", "Good Morning Mrs. Gracey", "Greetings"
3. **WHY ARE YOU EMAILING?** Tell the teacher why you are emailing them. Include any relevant details.
Examples: "I am emailing because . . .", "I can't find . . .", "Can you please help me with . . ."
4. **END YOUR EMAIL:** Close your email with a simple goodbye.
Examples: "Thank you for your help.", "Have a nice day.", "See you in class."
5. **INCLUDE YOUR NAME:** Names are important, including yours! Let's use it.
After ending your email, do not forget to sign your name.

STUDENT EXAMPLE:

To: myteacher@myschool.org

Subject: Missing Assignment

Good Morning,

I am emailing you because I have turned in my book report. However, it still shows that I am missing the assignment in the grade book. Can you please tell me if you have received it?

Thank you for checking on this for me.

Tommy Chu.

PARENT EXAMPLE:

To: myteacher@myschool.org

Subject: Classroom Concern

Good Morning Mrs. Baker,

Last night my son shared that he was hit during recess. Can you please let us know what happened yesterday or provide any perspective on the incident?

Thank you for letting us know what happened.

Mr. Rajiv Shilvaria

ATTENDANCE AND HEALTH

Regular punctual attendance is mandated by state law and essential to the child's school success. Unexcused absences are detrimental to a student's academic success. Please review the following. *If you are uncertain if an absence will be excused or unexcused, please call the office @ 408-423-1800.*

➤ EXCUSED ABSENCES

Absences due to Illness or Medical / Dental Appointments are considered excused absences. Enter all absences online through our [Absence Reporting Form](#) or call 423-1810 (option #6) PRIOR to the beginning of the school day in which your child is ill. Upon their return, please send a note verifying the reason for the absence. Students will be given time to complete all missed work and make up any tests for full credit. *If you do not notify the OFFICE of the absence through the processes listed above, it will be considered UNEXCUSED. Please do not email the teacher and assume it will be forwarded to the office. it is your responsibility to report your child's absence properly.*

NOTE: If your child is absent for (3) or more consecutive school days, a doctor's note is REQUIRED for all absences to be excused. The note must include the following information:

- Students First & Last Name
- Date of appointment
- Time of appointment
- Dates absent
- Date child can return to school
- Reason for absence
- Medical / Dental Office name
- Signature from the physician/dentist

Failure to provide a note with this information within (2) school days upon the student's return to school will result in all of the absences being marked as UNEXCUSED.

IMPORTANT - *If your student is out due to illness, they MAY NOT return to school until his/her temperature has been normal (98.6) and your child has been symptom-free for 24 hours (WITHOUT the use of fever-reducing medications).* [Please see our HEALTH section below for more details on absences due to illnesses \(or click here\).](#)

Your child needs to stay home when experiencing symptoms including.

- Vomiting
- Fever
- Diarrhea
- Rash
- Contagious disease

[Please see our HEALTH Bulletin below for more details on absences due to illnesses](#) (see email with Health Bulletin)

➤ CONDITIONAL ABSENCES

There are special circumstances, such as religious, calendar holidays, where an absence may be excused, but only with written notice no later than 5 days in advance of the absence. These are approved at the discretion of the school and can be based on the attendance history of the student. Submit an online request for all conditional absence requests. <https://forms.gle/E3fDdv144yTRVosf8>

➤ UNEXCUSED ABSENCES

Absence (full or partial) for reasons other than those listed above is considered unexcused. Tests, quizzes, homework, and classwork that are missed during unexcused absences will receive no credit (zeros) and will affect their final grade. **PLEASE NOTE: Absences taken for family vacation are ALWAYS**

unexcused and **HIGHLY discouraged during the school year. *Vacation days may not be taken during the first and last weeks of school.*** ALL students must attend the first day of school to remain enrolled at Millikin.

Unexcused absences are any absences that do not fit in with CA Ed Code 48205. Any pupil subject to full-time education who is absent from school without a valid excuse for three full days or tardy or absent in excess of 30 minutes on each of three days in one school year is truant and shall be reported to the attendance supervisor of the superintendent of the school district. SCUSD BP 5116.11 (Open Enrollment/Lottery Students) The student may be subject to displacement, however, due to a failure to maintain satisfactory attendance, citizenship, or academic achievement. Students with ten (10) unexcused absences will be disenrolled as soon as is practicable and required to return to their neighborhood school.

ALL STUDENTS AT MILLIKIN BASICS + fall into SCUSD BP 5116.11. Excused absences do not count towards the 10 days unless students are missing a significant amount of school days then an attendance review may happen.

APPOINTMENTS

Please schedule medical/dental appointments before or after school hours if possible. Parents picking up their child during school hours must check in with the office and sign the child out. Staff will arrange for the child to come to the office. If arriving late due to an appointment, please bring your child to the office and they will write an excused tardy slip for the child to go to class.

A doctor's note is REQUIRED for ALL appointments to be excused. The note must include the following information:

- Students First & Last Name
- Date of appointment
- Time of appointment
- Reason for appointment
- Medical / Dental Office name
- Signature from the physician/dentist

Failure to provide a note with this information within (2) school days of the appointment will result in the absence / tardy being marked as UNEXCUSED.

➤ **TARDIES**

A student is tardy if he/she IS NOT SEATED AT THEIR DESK when the 8:15 bell rings. If a child is tardy, the teacher will send them to the office to get a tardy slip. Parents arriving at 8:15 or later must accompany student(s) to the office to get their tardy slip.

HOMEWORK WHEN ABSENT

- If your child is out sick or on an unexcused absence, no homework will be sent home prior to or during the absence. DO NOT ask the office or your teacher for this work.
- Teachers will set aside all missed daily work for each day absent. When your child returns to school, they will be given their missed classwork to complete at home. Example: If you are out 3 days then you have 3 additional days to return the work.
- Tests and quizzes will be given for **EXCUSED** absences unless the teacher feels that the student already knows the material.
- Tests and quizzes may be given, at the teacher's discretion, for **UNEXCUSED** absences but if given the grade will not count toward their overall grade.

MILLIKIN BASICS+ DRESS CODE

MILLIKIN SCHOOL UNIFORM POLICY

All students must be wearing separate tops and bottoms in order to be in uniform. Think separate shirts and bottoms. If you have a question about if a clothing item is uniform please check with the office before purchasing. Uniform clothes may be purchased anywhere. Millikin logo t-shirts and sweatshirts are sold through Millikin PTA. If you or your family needs assistance in providing uniform clothing for your student, please come to the office and we will assist you in obtaining uniforms for school.

SHIRTS

- PLAIN white, heather grey, or light blue polo shirts with or without a Millikin logo
- Millikin t-shirts with logo (Purchased from PTA)

ACCEPTABLE TYPES OF POLO SHIRTS



ACCEPTABLE PANTS/SHORTS/SKIRTS/JUMPERS



PANTS/SHORTS/SKIRTS

- Plain, solid navy blue pants (khaki style without extra pockets)
- Plain, solid navy blue walking shorts (no shorter than 3" above the knee)
- Plain, solid navy blue full-length sweatpants may be worn on PE days. No logos, writing, or extra pockets on the sweats.
- Plain, solid navy blue skirts or skirts (no shorter than 3" above the knee) White, light blue, or navy leggings may be worn underneath skirts if you so choose.
- Plain, solid navy jumpers may be worn but still must have a white, heather grey, or light blue polo under the top portion. (No full navy jumpers that are a shirt/skirt combo.)
- NO JEAN OR JEGGINGS materials for any lower wear.

OUTERWEAR

Inside the Classroom:

- Millikin logo blue sweatshirts (Sold through PTA)
- Solid navy/royal blue, white or grey sweatshirts/sweaters without logos, pictures or branding.

Outside the Classroom:

Students may wear additional heavy coats outside of the classroom that do not have to follow uniform colors but must be appropriate for school.

MASKS

Mask usage is not required but students and families may wear them in and out of the classroom. Students may be asked to remove masks to answer questions in the classrooms but then may put them back on.

SHOES

Closed-toe and heel shoes at all times. Tennis or athletic shoes on PE days.

FREE DRESS

There will be a whole school Free Dress Day on the last Friday of each month. Additional free dress days may be awarded to classrooms or the whole school as recognition or reward.

GENERAL SCHOOL RULES

During school, or at school functions, students are expected to follow the 3 simple rules. These rules need to be posted somewhere very visible in every classroom.

**BE SAFE
BE RESPECTFUL
BE RESPONSIBLE**

SCHOOL DISCIPLINE

Millikin Basics + discipline plan supports our efforts to maintain an environment that is safe, free from distraction, and supportive of the learning environment. Each student is expected to follow the school rules and is responsible for his/her actions and the consequences of those actions. Parents, Staff, and Students will work together to maintain and support our school rules and goals.

General School Rules

During school, or at school functions, students are expected to:

- Treat adults and each other with respect and courtesy.
- Follow the “**hands/bodys off**” policy at all times. See below.
- Remain in the Millikin Basics + boundaries.
- Walk in the corridors at all times.
- Eat snacks or lunch at the benches only.
- Use appropriate language and gestures.
- Respect and take care of school property.
- Follow classroom rules and procedures, including the cafeteria, the uniform policy, and the playground.

Hands/Body-off Policy

At Millikin Basics +, students will keep their hands and bodies to themselves. Fighting is not acceptable under any circumstances. Fighting is defined as physical contact, such as intentional hitting, punching, kicking, throwing objects, verbal threats, and tripping. Incidental physical contact is not considered a major infraction unless it is repeated behavior.

CLASS PARTIES AND TREATS

- PTA will fund (2) grade-level classroom parties per year - typically in December and February. Individual birthdays or religious celebrations are acknowledged at school but are not celebrated within the classrooms.
 - All religious or birthday celebrations should be held outside of school hours.
 - Parents may not bring in treats/gifts to celebrate holidays or birthdays.
 - Arrangements for parties may not be made through the school, including passing out invitations or using school-related email communication to convey invitations.