



2026 - 2027

Parent and Student Handbook

OFFICE MAIN NUMBER: 408-423-1800
SCHOOL SECRETARY: 408-423-1810
ATTENDANCE CLERK: 408-423-1811
School Office Hours: 7:45 - 3:00

Welcome to Millikin Basics+

For over four decades, Millikin has upheld a rigorous "back-to-basics" approach. Our mission is to provide a solid educational foundation by prioritizing the fundamental academic skills essential for success in any future pursuit. Because we are an Alternative Education Program, our instructional model requires high structure, consistency, and active parent partnership. Our Instructional Non-Negotiables Our structured learning environment emphasizes teacher-directed, whole-class instruction.

- Traditional Classroom Structure: Desks are arranged facing the instructor in single, double, or triple settings in rows and columns to maximize student focus.
- Core Subject Milestones: We utilize a strict phonics-based reading approach. We explicitly teach spelling, grammar, vocabulary, phonics (K-2), and Morphology (3-5).
- In mathematics, all students are required to memorize and have mastery and fluency of basic facts (addition, subtraction, multiplication, and division in whole numbers, fractions, and decimals).
- Paper and Pencil Focus: While technology is used for research and assessments, daily learning remains firmly on traditional paper and pencil work. We enforce proper penmanship at all levels of writing K-5 and cursive 3rd-5th.

School Hours and Schedule

📅 Millikin 26-27 Bell Schedule

2026-2027 Millikin Office & Teacher Contacts				
First Name	Last Name	Email	Rm #	Responsibiity
Robert	Moss	rmoss@scusd.net	Office	Principal
Gayle	Barry	gbarry@scusd.net	Office	Secretary
Alex	Fiaavae	afiaavae@scusd.net	Office	Clerk
Salma	Pathan	spathan@scusd.net	Office	Health Clerk
Andrew	Nguyen	andnguyen@scusd.net	Office	Nurse
Tess	Florez	mflorez@scusd.net	H9	Wellness Coordinator
Yvette	Kamfrouzi	ykamfrouzi@scusd.net	C1	K
Vonny	Kleveland	vkleveland@scusd.net	C2	K
Tracy	Chandrasekhar	tchandrasekhar@scusd.net	E1	K
Kellina	Do	kedo@scusd.net	E2	K
My-Tam (Me-tom)	Hoang	mhoang@scusd.net	D1	1st
Vanessa	Weber	vweber@scusd.net	D2	1st
Su-lin	Winalski	swinalski@scusd.net	D3	1st
Leslie	Calvert	lcalvert@scusd.net	D4	1st
Charisse	Hill	chill@scusd.net	E3	2nd
Chong	Kim	ckim@scusd.net	E4	2nd
Holly	Nottage	hnottage@scusd.net	F3	2nd

Jessica	North	jnorth@scusd.net	F4	2nd
Tom	Bray	tbray@scusd.net	H2	3rd
Nicole	Syth	nsyth@scusd.net	H3	3rd
Lorenzo	Cinco	lcinco@scusd.net	P1	3rd
Shawn	Shahin	sshahin@scusd.net	P2	3rd
Iram	Ansari	iansari@scusd.net	H4	4th
Deanna	Watts	dwatts@scusd.net	G3	4th
Elizabeth	Alonzo	ealonzo@scusd.net	G4	4th
Jennifer	Wynne Flora	Jwynne@scusd.net	H1	5th
Brian	Conte	bconte@scusd.net	G1	5th
Jonnie	Gill	jgill@scusd.net	G2	5th
Adrienne	Syth	asyth@scusd.net	DC03	PreK
G'Anna	Nevarez	gnevarez@scusd.net	P5	PreK
Khan	Pham	kpham@scusd.net	P3	PE (T&F)
Karen	Atkins	katkins@scusd.net	P3	PE Para (T&F)
Cindy	Vierhus	cvierhus@scusd.net	P3	PE (M&Th)
Floyd	Gerhardt	fgerhardt@scusd.net	P3	PE Para (M&Th)
Stephen	Moore	smoore@scusd.net	Cafe	Music (3-5) Th
Robin	Gerz (Snyder)	rsnyder@scusd.net	DC02	Music (3-5) Th

Attendance Policy

Regular, punctual attendance is mandated by law and essential to student success.

Excused Absences

- These include illness or medical/dental appointments. Please report these online using our online Absence Form: [26-27 Absence Form](#).

Appointments

- Please schedule medical or dental appointments outside of school hours if possible. Parents picking up students early must let the teacher and office know before you arrive and must sign them out in the office.
- Students arriving late due to appointments must be signed in at the office to receive an excused tardy slip.

Special Circumstances

- Absences for religious holidays, travel, or family emergencies may be excused if you provide written notice 5 days in advance online: [Request for Excused Absences](#).

Tardies

- If your child is not at their desk at 8:15 AM, they are tardy. Parents arriving at 8:15 AM or later must accompany their child to the office to get a tardy slip.

Homework during absences: *No homework is provided in advance or during an absence. Teachers will collect missed daily work for completion upon return for all absences.*

TRAFFIC, GATES, DROP-OFFS AND PICKUPS

- Follow these traffic safety rules to ensure student safety. Do not park in the cafeteria drop-off loop (for quick stops only) or the Hobart Loop.
- Do not park in, drive through, or walk through staff parking lots at Forbes and Hobart or inside the Hobart Loop, as entering/exiting cars may not see children.
- Avoid unsafe U-turns on Forbes or Hobart Terrace. Use turn signals, pull out of the parking area, and continue forward in the direction you are facing.
- Do not jaywalk across Forbes or Hobart Terrace. Use the crosswalk at the intersection with the city crossing guard. Drive slowly and stay alert.
- Have children exit on the curbside (right side) of the car with their backpacks ready. Avoid putting backpacks in the trunk to prevent delays.
- The drop-off lane is for immediate unloading only, not waiting or parking. If visiting the school or walking your child in, park on nearby neighborhood streets.
- Do not block neighbors' driveways. Santa Clara Police monitor traffic and will issue tickets for violations. Thank you for helping keep Millikin students safe.

☐ Drop Off Traffic Routes

☐ Morning Drop Off Map

☐ After School Pickup Gates

Daily Logistics: Lunch, Recess, and Weather

LUNCH PROCEDURES WEATHER CONDITIONS

WEATHER FACTORS

Full Rainy or Unhealthy Air Conditions Day:

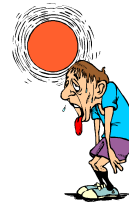
When it rains consistently, or air quality is unsafe.

All students will eat in the cafeteria and play in the classrooms.

Partial Rainy Day: If it is off and on again but not heavy.

Students will play outside (staying out of puddles and grass)

All students will eat in the cafeteria.



EXCESSIVE TEMPERATURES

If the temperature exceeds 90 degrees, then students will play outside but eat in the cafeteria.

If the temperature drops below 55 degrees, then the students will eat in the cafeteria but play outside.

If temperatures exceed 105 or fall below 45, we will have indoor play and lunch.

PLAYGROUND GUIDELINES

Please explain and emphasize to your children the playground expectations:

- Children are not to leave the playground for any reason without the supervisor's permission.
- Children are to play in the playground area and the turf areas only. No playing or running in corridors. Students should not be in the corridors during recess unless they are on their way to the restrooms, drinking fountain, or library.
- Fields are primarily used for football, kickball, and soccer games.
- Restrooms are to be used when necessary during recess time - children are not to play in or around the restrooms at any time. Children must use and dispose of soap, paper towels, and tissue appropriately.
- Gum chewing is not allowed on the school grounds or in the classrooms.
- The throwing of food, rocks or any non-playground balls is prohibited.
- Personal articles such as toys, dolls, and playthings should be brought to school only with the

teacher's permission. These articles must remain in the classroom during recess periods.

- Athletic equipment is not to be brought from home except for baseball gloves for softball. Any exceptions should be cleared with the principal.
- Students must clean up after themselves at the lunch areas before being dismissed to play.
- ***THE BELL IS THE SIGNAL FOR ALL PLAY TO STOP AND FOR STUDENTS TO FREEZE. STUDENTS WILL REMAIN FROZEN UNTIL YARD DUTY DISMISSES STUDENTS TO WALK TO CLASSROOM LINES.***
- Students are to walk AT ALL TIMES from classrooms and cafeteria to the activity areas.

Getting Ready For Class When the Bell Rings

- When the bell rings, students must freeze and not continue to play or talk. Yard duty will blow the whistle and dismiss students to walk to their classroom lines.

Lost and Found

Our Lost and Found is located near the main office. Please label all jackets and water bottles with your child's name. Items left in the Lost and Found are donated to charity on the last Friday of every month.

School-Home Communication & Partnership

- ParentSquare: Our primary communication platform. All parents are required to register and check regularly.
- Wednesday Envelope: A weekly packet containing student work and flyers. Parents must sign and return this envelope weekly.
- Classroom News: Teachers will communicate newsletters through Wednesday and/or ParentSquare
- Parent/Teacher Correspondence: Direct any initial classroom inquiries to your child's teacher. Teachers review email during designated times and will typically respond within 24–36 hours.
- Email Etiquette: Use a clear subject line (2-6 words), a polite greeting, a concise explanation, and both your and your student's name.

School Discipline: The H.E.R.D. Framework

Millikin Basics+ is dedicated to developing personal growth, behavioral accountability, and academic proficiency. We use the H.E.R.D. framework to transition from reactive punishment to collective responsibility. The H.E.R.D. Standard: Strength in Community. Students will learn the expectations and skills through modeling, practice, and positive reinforcement in the classroom daily as part of their basic instruction.

- **H – Hardworking:** I bring my best energy and effort to my education.
- **E – Empathetic:** I am successful when my peers are successful.
- **R – Respectful:** I respect the boundaries, traditions, and community members that keep our Herd safe.
- **D – Disciplined:** I hold myself to a high standard, even when no one is watching.

Family Partnership: Parents Protect the Herd

Our code extends into the home. By committing to these values, we create a seamless environment for success:

- **Hardworking:** Provide a quiet space for nightly homework and ensure all assignments are completed.
- **Empathetic:** Check in on your child's emotional well-being; ask how their 'Herd' is doing.
- **Respectful:** Maintain open communication with teachers and respond promptly to correspondence.
- **Disciplined:** Enforce punctual arrival every single day. Tardiness disrupts the entire classroom Herd.

Positive Reinforcement: HERD Coins

Staff will distribute "HERD COINS" to whole groups observed following H.E.R.D. expectations. These tokens will be collected in class and go towards class and schoolwide achievements.

The Mustang Pledge

My mind is Hardworking, I always try my best.
My heart is Empathetic, I care about the rest.
My words are Respectful, in everything I say.
My choices are disciplined, every single day.
I protect the Herd, where I learn, and I grow,
Unstoppable together, wherever we go!

Uniform Policy

Millikin is a uniform school. Uniforms are required daily unless communicated from the office otherwise.

- Tops: Plain white, heather grey, or light blue polo shirts, or Millikin logo t-shirts.
- Bottoms: Plain, solid navy blue khaki-style pants, shorts, or skirts (no jeans, jeggings, or extra pockets). Hem must be no shorter than 3 inches above the knee.
- Outerwear: Inside the classroom, wear Millikin logo outerwear or plain navy, white, or grey sweatshirts.
- Free Dress: The last Friday of every month.

BASIC SKIRT, SKORT, JUMPER Example



BASIC SHORTS, PANTS, SWEATPANTS examples BASIC POLO SHIRT EXAMPLES



LINK TO NEW SCHOOL SPIRIT WEAR: https://spiritsale.online/millikin_basics_elementary

Grading and Reporting

Students at Millikin receive two distinct report cards each trimester.

The District Report Card

A 4-point rubric focusing on growth towards end-of-year standards. We do not issue "4s," as we confine instruction to grade-level standards. This report card contains the teacher's comments. The District

Report Card is accessible online after 5 pm on Report Card Day and via a paper copy sent home with the Millikin Report Card.

The District report card utilizes a 4-point rubric to track growth toward end-of-year standards.

- X: Standard not instructed during this period.
- 1: Minimal understanding of the standard.
- 2: Steady progress toward mastery.
- 3: Consistent demonstration of grade-level understanding.
- 4: We do not issue "4s" as instruction is confined to grade-level standards.

Effort marks (E - Exceptional, S - Satisfactory, I - Improving, N - Needs Improvement) and teacher comments are included to provide a comprehensive overview of progress on this report card.

The Millikin Report Card

A paper copy using traditional letter grades (A-F) based on skills and academics performed during the semester.

The Millikin Report Card serves as a paper-only record of academic proficiency. Utilizing a traditional letter grade scale (A-F), these marks reflect specific skills and academics mastered each semester.

Grades are determined by assessments, projects, and daily performance in Reading, English, Math, and Work Habits. This model ensures students are held to high standards of behavioral and academic accountability. Letter grades are assigned for each core subject area based on rigorous mastery of the curriculum. Honor Roll status is calculated from these Millikin grades.

Millikin Honor Roll

Students in grades 1–5 are eligible for “A” Honor Roll status. Students who earn all “A”s on their Millikin Report Card for all three trimesters will be recognized with Honor Roll status. Students who maintain this status across all three trimesters and consistently demonstrate exceptional academic performance and exemplary H.E.R.D. behavior will receive an Honor Roll ribbon at the end of the year.

Use of Mobile Communication Devices

The Governing Board recognizes that the use of smartphones and other mobile communication devices on campus can cause disruption to the educational environment at school, and can be detrimental to positive student social interaction and well-being. “Mobile communication device” means any portable electronic device capable of transmitting or receiving data in the form of a voice, text message, or capable of accessing the internet. This includes, but is not limited to, cell phones, smartphones, smart watches, smart glasses, tablets, laptops, pagers, camera phones, personal digital assistants, headphones, earbuds, and other like devices that are the personal property of the student or family. For more information, please refer to the full board policy and accompanying administrative regulation.

<https://www.santaclarausd.org/families/phone-and-device-free-schools>

Class Parties and Treats

The PTA funds two grade-level classroom parties per school year, typically held in December and February. Individual birthdays and religious celebrations are acknowledged at school, but are not celebrated within the classroom.

- **Private Celebrations:** All religious or birthday celebrations should be held privately outside of school hours.
- **Policy:** Parents may not provide treats or gifts for classroom celebrations.
 - **Invitations:** Please do not use the school to distribute invitations or school-related email communication for private party arrangements.