

# **STUDENT HANDBOOK**

**2019-2020**

**MILLIKAN AFFILIATED CHARTER,  
SAGE & PERFORMING ARTS MAGNET  
MIDDLE SCHOOL**

**5041 Sunnyslope Avenue  
Sherman Oaks, California 91423  
(818) 528-1600**

**<http://www.millikanmiddleschool.org/>**

**Welcome to Millikan Affiliated Charter &  
Performing Arts Magnet Middle School. This  
handbook contains information parents and students  
need to become acquainted with our school. Please  
read it carefully. Students should carry this  
handbook in their backpack and refer to it as needed  
when questions arise.**

<b>MILLIKAN STAFF I SHOULD KNOW</b>
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<b>Title</b>	<b>Name</b>
<b>Principal</b>	Felicia Drew
<b>Administrative Assistant</b>	Cynddi Covarrubias
<b>Assistant Principals</b>	Esther Gass
	Paula Greene
	Lisa Nuñez
<b>Magnet Coordinator</b>	Joseph Porter
<b>Dean of Students</b>	Nina Jackson
<b>Counselors</b>	
6 <sup>th</sup> grade	Marlene Wasserman
7 <sup>th</sup> grade	Kim Douglas
8 <sup>th</sup> grade	Anabel Zahler
<b>Bilingual/Intervention Coordinator</b>	Erika Smith
<b>Special Education/ Testing Coordinator</b>	Marisa Winokur
<b>Cafeteria Manager</b>	
<b>Financial Manager</b>	Carmina Madrideo
<b>Parent Center Directors</b>	Silvia Torres Baker
	Brandi Horan
<b>Plant Manager</b>	Julio Juarez
<b>Nurse</b>	

## Basic Office Responsibilities

Attendance	Counseling	Main
Enrollment	Records/ Transcripts	Principal
Attendance/ Tardies	Grades/Progress Reports	Personnel
Leaving Early for Day	Student Programming	Payroll
Residence Verification	Counselors	Substitute Teachers
Bus Passes/ Tokens	Culmination	Mailboxes
Photo ID's	Homework Requests	Staff Messages
	Messages for Students	Calendar
	Parent/Teacher Conf.	

Magnet	Special Education
Charter Lottery	Special Education
Musical Theater	IEP's
Performing Arts Academy	Textbooks
SAGE	Field Trips
Tours	SAS/Gifted
Transportation	

## IMPORTANT DATES 2019 – 2020

<b><u>AUGUST</u></b>		<b><u>JANUARY</u></b>	
Pupil free day	08/19	Second Semester Begins	01/13
1st day of Instruction	08/20	Dr. Martin Luther King, Jr. Day	01/20
Admissions Day – No School	08/30	<b><u>FEBRUARY</u></b>	
<b><u>SEPTEMBER</u></b>		Presidents' Day – No School	02/17
Labor Day – No School	09/02	<b><u>APRIL</u></b>	
Unassigned Day – No School	09/30	Cesar Chavez Day Observed – No School	04/03
<b><u>OCTOBER</u></b>		Spring Recess	04/06 – 04/10
Unassigned Day – No School	10/09	<b><u>MAY</u></b>	
<b><u>NOVEMBER</u></b>		Memorial Day – No School	05/25
Veterans Day Observed – No School	11/11	<b><u>JUNE</u></b>	
Unassigned Days – No School	11/25 – 11/27	Last Day of Instruction	06/12
Thanksgiving Holiday – No School	11/28 – 11/29	For detailed up-to-date calendar information, please visit our website at <a href="http://www.millikanmiddleschool.org">http://www.millikanmiddleschool.org</a>	
<b><u>DECEMBER</u></b>			
1 <sup>st</sup> Semester Ends	12/20		
Winter Recess	12/23 – 01/10		

<u>My Schedule</u>			
Period	Room	Subject	Teacher
<b>1</b>			
<b>2</b>			
<b>3</b>			
<b>4</b>			
<b>5</b>			
<b>6</b>			
<b>H</b>			



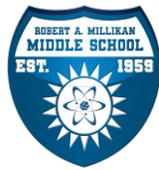
# MILLIKAN AFFILIATED CHARTER BELL SCHEDULE

## Monday, Wednesday, Thursday & Friday

See next page for Tuesday  
(Opening Bell 7:54 a.m.)

Per. 1	8:00 -	9:01	61 min. (Flag Salute, BIC)
Per. 2	9:07 -	9:57	50
<b><i>Nutrition</i></b>	<b><i>9:57 -</i></b>	<b><i>10:12</i></b>	<b><i>15</i></b>
Per. 3	10:18 -	11:08	50
Per. 4	11:14 -	12:04	50
HR (6 <sup>th</sup> Grade)	12:04 -	12:34	30
<b><i>7<sup>th</sup> / 8<sup>th</sup> Lunch</i></b>	<b><i>12:04 -</i></b>	<b><i>12:34</i></b>	<b><i>30</i></b>
<b><i>6<sup>th</sup> Lunch</i></b>	<b><i>12:34 -</i></b>	<b><i>1:11</i></b>	<b><i>31</i></b>
HR (7 <sup>th</sup> & 8 <sup>th</sup> )	12:40 -	1:11	31
Per. 5	1:17 -	2:07	50
Per. 6	2:13 -	3:03	50

\* Minimum Day bell schedule is available on the school website (Fewer than 10 days).



# MILLIKAN AFFILIATED CHARTER BELL SCHEDULE

## Tuesday

### PD/Common Planning Days (all school year)

See previous page for Mon., Wed., Thurs. & Fri.  
(Opening Bell 7:54 a.m.)

Per. 1	8:00 -	8:53	53 min. (Flag Salute, BIC)
Per. 2	8:59 -	9:40	41
<i>Nutrition</i>	<i>9:40 -</i>	<i>9:55</i>	<b>15</b>
Per. 3	10:01 -	10:42	41
Per. 4	10:48 -	11:29	41
<i>Lunch</i>	<i>11:29 -</i>	<i>11:59</i>	<b>30</b>
Per. 5	12:05 -	12:46	41
Per. 6	12:52 -	1:33	41

\* Minimum Day bell schedule is available on the school website (Fewer than 10 days).

**Millikan Affiliated Charter, SAGE &  
Performing Arts Magnet Middle School**

**Vision and Mission**

Guiding Principles -

***Social Community***

- *We believe in establishing a culture of kindness and tolerance and understanding of diversity*
- *We believe in promoting high behavioral standards, school pride, and self-respect*
- *We believe in communicating effectively with students, teachers, and community members*

***Academic Community***

- *We believe in upholding high academic standards based on state curricular guidelines*
- *We believe in utilizing unique curriculum strategies, and collaborative, innovative, interdisciplinary, and engaging instruction*
- *We believe in enhancing instruction with technology across all curricular content areas.*

*Upon culmination, all Millikan students will be:*

- **Effective Communicators** who demonstrate competency in reading, writing, and speaking.
- **Creative Thinkers** who use a wide variety of information sources and strategies in problem solving.
- **Self-Directed Learners** who possess the skills for continued lifelong learning.
- **Informed and Responsible Citizens** who give time and talent to benefit their communities.
- **Cooperative Team Members** who collaborate effectively.

### **VISION STATEMENT**

*Millikan Affiliated Charter Middle School is designed for learners who want a creative, challenging, and rigorous curriculum to prepare them for advanced education and the highly skilled technology-oriented jobs of the 21<sup>st</sup> century. In a personalized learning environment, Millikan emphasizes the relationships between all curricular areas (math, science, English, social studies, physical education, visual and performing arts) and technology. Varied teaching methodologies coupled with meaningful differentiated instruction enable all students to access information and excel as a result. A concerted effort is made to address the needs of each learner according to his or her needs, including the accelerated learner, the average student, students with learning difficulties, and the at-risk student.*

### **MISSION STATEMENT**

*The mission of Millikan Affiliated Charter Middle School is to provide opportunities for all students to become self-motivated, life-long learners. We provide a safe environment where our students are encouraged to become self-reliant and disciplined citizens. We promote academic and character development as we foster individuality, creativity, and teamwork. Our students will possess the knowledge and skills necessary to pursue their academic and career goals and to be mentally and physically healthy, analytic learners.*

## **MILLIKAN AFFILIATED CHARTER**

Millikan Middle School opened its doors to 1600 students on September 14, 1959. It was named after the Nobel Prize winning scientist, Robert A. Millikan (1868-1953). This teacher and scientist was able to accurately measure the charge of an electron. These measurements are the basis of many electronic inventions, which we enjoy today and from which we may go forward to even greater discoveries and experiences. He was responsible for the design and some of the planning of the Mount Palomar Telescope. Dr. Millikan was president of the California Institute of Technology in Pasadena from 1921 to 1945. In 2012, Millikan Middle School became an affiliated charter.

## **PERFORMING ARTS MAGNET**

The Millikan Performing Arts Magnet offers a program of academic classes and performing arts electives to approximately 500 students. The electives include drama, musical theatre workshop, traditional dance and classical dance genres, beginning, intermediate, and advanced band, strings, orchestra and Afro-Caribbean percussion and Jazz bands, and choir. Millikan Magnet students are ambassadors who perform throughout the metropolitan Los Angeles area.

## **CORE BELIEFS**

1. We believe in providing students with a clean,

safe, healthy and nurturing environment.

2. We believe in encouraging kindness, compassion, tolerance, understanding, and respect for all peoples and cultures.
3. We believe in promoting life-long learning for the Millikan community.
4. We believe in fostering the development of critical and creative thinking.
5. We believe in implementing the Common Core State Standards and Curriculum Frameworks for all students.
6. We believe that meaningful, positive and effective communication is vital to a successful learning environment.

## **SCHOOL MASCOT**

The official school mascot is the turtle, and you can find him on murals throughout the campus.



## **SCHOOL EMBLEM & COLORS**

“The Apollos” was the name selected by the first student body. They designed the cosmic sunburst for a school emblem and chose blue

and white as the school colors. The sun shape traditionally means “in the glory of...” The sun also stands for Robert A. Millikan’s studies in astronomy and with cosmic rays. The atom symbolizes his discoveries in atomic physics.



### VISITORS

District policy requires that all visitors to Millikan Middle School **must sign in at the front desk with identification. Then proceed to the Main Office to sign in and receive a Visitor's Pass before visiting the campus.** Parents/Guardians are welcome to visit the school, but must make an appointment with the teacher if they wish to visit the classroom. **Visitors under the age of 18, not accompanied by an adult, are not allowed.** Visitors are expected to follow all rules and regulations of Millikan Affiliated Charter and the Los Angeles Unified School District. Violation of these rules will result in removal from the campus and suspension of visitation privileges.

### AFTER SCHOOL HOURS

For safety reasons the main campus is closed 30 minutes after school. Arrangements for after school pick up should be made prior to school. Pick up times and designations need to be clearly defined and agreed upon by parent/ guardian and

students. All students who stay on campus after school must be in a supervised program such as intervention, rehearsal, enrichment or with Beyond the Bell. Students are not allowed to wait along the perimeter of the school or throughout the inner campus. Students are not to be picked up anywhere on Hesby St. or the Hesby parking lot 30 minutes after school. After 4:30 pm, students are to be picked up through the Gym gate monitored by Beyond the Bell staff.

### ABSENCE INFORMATION

Upon returning from an absence, a student must report to the Attendance Office before 1<sup>st</sup> period. A parent/ guardian note or a doctor’s note must be presented to document the absence. A stated reason for the absence is necessary. The Attendance Office will readmit you to class using the **MISIS** system. Please refer to the Parent/Student Handbook for a list of excused absences. **Any student returning from suspension must first see the Dean, Counselor, or Administrator to be re-admitted to school.**

It is the student's responsibility to find out what work was missed while he/she was absent. If a student will be absent for an extended amount of time (more than 3 days), the parent may call the student's grade level counselor and request work from the student's teachers. If the student is absent for more than five days, he or she must visit the nurse upon returning to school.

### **TARDIES**

Students arriving before 8:30 a.m. go directly to their class. If arriving after 8:30 a.m. students must report to the Attendance Office before going to class. A parent/guardian note must be presented to document the tardiness. The following reasons will not be excused: parent running late, personal reasons or personal business, car problems, traffic, rain, waking up late, or alarm issues.

### **TRUANCY**

Students are identified as truant when they are “absent without a valid excuse three full days in one school year or are tardy or absent for more than any 30-minute period during the school day without valid excuse on three occasions in one school year, or any combination thereof (EC48260).”

### **EARLY RELEASE FROM SCHOOL**

A student who plans to leave school before the close of the day must go to the Attendance Office before school with a note explaining why he/she will be leaving early, the time to be released, and a telephone number for confirmation. The student will be summoned from class after the parent or guardian presents picture identification to the Attendance Office. **In addition, no early dismissal of students will be allowed after 1:10 PM on Tuesday or 2:45 PM on other days.** Picture I.D. is required at all times when picking up a student and that person must be on the Emergency Card. Faxed permission or telephone calls will not be accepted. **No Exceptions**

### **DISMISSAL**

To improve school safety at Millikan, it is important to clarify the expectations for everyone once the school day ends. Upon dismissal from school, students are to:

- Obey all traffic signs
- Report to a supervised activity (rehearsal, detention, after-school tutoring, etc.)
- Go home

All students must leave the campus within 30 minutes of dismissal time unless they are participating in a supervised activity. Students who stay after school for a supervised activity must leave campus within 10 minutes after the activity has ended. Leaving campus means not waiting within or outside the school. Students may not wait for pick-up across the street. Students participating in the Beyond the Bell Program must be in the P.E. or lunch area no more than 15 minutes after dismissal from school. Any student who is picked up more than 30 minutes after dismissal must enroll in the Beyond the Bell Program. Any student outside of those assigned areas may be subject to disciplinary action.

When dropping off or picking up your child, parents are requested to:

- Drive in a clockwise direction.
- Refrain from dropping off or picking up your child in the middle of the street
- Obey all traffic signals and signs

- **NOT PARK IN RED ZONES, NEAR FIRE HYDRANTS, OR IN CROSSWALKS OR DRIVEWAYS.**

All students must be picked up in a timely fashion. It is also essential that students are respectful of the surrounding community when waiting for pick up. Loitering and vandalism will not be tolerated. Any damage to private property caused by students remaining after school may result in legal action. All arrangements for after-school plans or pick-up should be made by the parent or guardian and child before coming to school in the morning.

#### **PHONE CALLS**

**Offices are not available to answer phones until 8:00 AM. The office is not able to deliver messages to individual students during the school day except in emergency situations.** A phone for student use is available in the Attendance Office. Students may use the phone before and after school only. Office phones are available to students for emergencies only.

#### **FUNDRAISING**

All school sponsored fundraising sales shall be conducted before or after school hours only. Teachers and parent groups are prohibited from soliciting on campus during the school day per Education Code Section 51520. Any collection of funds must be accounted for through the establishment of an account with

the financial manager in the Student Store.

#### **COUNSELING INFORMATION & CONTACTING TEACHERS**

Teachers communicate student progress four times each semester via Progress Reports. If you wish to conference with a teacher, contact the Counseling Office. All teachers include contact information in their course syllabus that is distributed at the beginning of the school year. Parents can also contact teachers by checking the school website and/or calling the school at (818) 528-1600 and leaving a message. The teacher will return the email/call as soon as possible (usually within 2 school days). If after contacting the teacher the parent/guardian is unable to come to a resolution, they should contact the Main Office to be directed to the department administrator who will assist in resolving the situation.

#### **CLASS CHANGES**

Class changes are disruptive to all concerned. Changes are necessitated by the need to collapse classes, or occasionally, if a student is programmed incorrectly. Every attempt is made to provide the student's first, second or third choice of exploratory classes. Changes are not permitted because students want a particular teacher or a class during a certain period of the day.

#### **TEXTBOOKS**

All students will be issued State adopted textbooks for the following subjects: English, Mathematics, Science/Health, and History/Social

Studies. They are to write their name, teacher's name, and date in ink in the space provided inside the front cover. Students are required to turn in the textbooks with the exact bar code that was assigned to them. Textbooks will be inspected periodically for damages. Students are required to pay for lost, stolen or damaged books. **Eighth graders will need to clear any textbook debt for grades 6-8 in order to participate in culmination or 8<sup>th</sup> grade activities.**

### **HOMEROOM**

The Homeroom period focuses on one or more of the following: intervention, Second Step, enrichment or special areas of interest. Important information is distributed during homeroom that may require parent/guardian signature.

### **LOST AND FOUND**

Check with the Student Store for lost items such as clothing, lunch boxes etc. Valuable items found should be turned in to the Dean's Office. Medical devices such as glasses or retainers should be turned into the Health Office. Do not leave purses or backpacks unattended. Keep money and meal tickets in a safe place. **Protect your valuable articles by leaving them at home. School is not responsible for locating lost or stolen items.**

### **STUDENT STORE**

The Student Store is open before and after school and during nutrition and lunch. **Items for sale:** PE clothes, tickets for student body activities, snacks and drinks.

**The Student Store does not accept personal checks or credit cards.**

### **STUDENT HEALTH**

The following are the laws and LAUSD policies regarding student health: New California state law requires all students entering or advancing 7<sup>th</sup> through 12<sup>th</sup> grade to show proof of a pertussis (whooping cough) booster shot (Tdap); no whooping cough immunization, no school entry.

### **Immunizations**

1. New or transfer students will not be admitted to school without presenting an up-to-date written immunization record from a physician or the health department at the time of enrollment.
2. Students who require additional vaccine dose or who lack a written record are no longer allowed a grace period.
3. Students' immunization status will be reviewed periodically. Students not meeting the state guidelines will be excluded from school until the requirements are met. Students who have been exposed to a communicable disease for which they have not been immunized may be excluded from school at the discretion of the health department.

### **Medications**

Students may not carry or use medications including over the counter or cough drops on campus without written consent. A student who needs to take medication during school hours must have a

statement to this effect on file at the school, signed by the prescribing physician and written statement from the parent/guardian indicating the desire that the school district assist the student in the matters set forth in the health care provider's statement. The required forms are available from the school nurse. School health personnel do not prescribe or give advice regarding medication or other care beyond first aid.

#### **Physical Examinations**

1. Students enrolling for the first time in LAUSD secondary schools are encouraged to provide the school with a report of a recent physical examination. Forms for this purpose may be obtained from the school nurse.
2. Screening of vision and hearing will be done in accordance with state guidelines. All girls in grade 7 and boys in grade 8 will be screened for possible scoliosis (curvature of the spine). Parents/guardians will be notified of any findings in these mandated screening tests, which require further attention.

#### **Miscellaneous**

1. **Pink Eye:** Students waking up with itchy, sticky, red eyes may have Pink Eye, a contagious eye infection. Please seek medical advice before coming to school.
2. **A student returning to school with sutures, casts, ace bandages, crutches, braces, a wheelchair, or other ambulatory assisted devices** must have a

physician's written permission to attend school, check in with the Nurse, and must comply with any safety procedures required by the school administration and Health Services.

3. **A student returning to school following a serious or prolonged illness, injury, surgery, or other hospitalization,** must have written permission by the health care provider to attend school, including any recommendations regarding physical activity. Students must be cleared by the Nurse prior to attending classes.
4. **An excuse from a physical education class** may be granted to a student who is unable to participate in a regular or modified curriculum for a temporary period of time due to illness or injury. A parent's written request for an excuse will be accepted for up to 3 days; thereafter, for up to 10 days, a written request is needed from the student's health care provider. Requests for exemption beyond 10 days are referred to the school nurse.
5. **A current District emergency information card must be on file** at the school so that parents/guardians can be notified promptly in case of an accident or illness involving their child. School health personnel are available for consultation.

## **HONOR/ PRINCIPAL'S**

### **HONOR ROLL**

The grade point average (GPA) for eligibility for Honor Roll is 3.0 - 3.49. The grade point average for the Principal's Honor Roll is 3.5 or higher. The GPA is based on the final semester grades.

### **MILLIKAN MINIMUM**

**ESSENTIALS** Requirements vary from class to class. However, the following minimum essentials are required in all classes:

1. Personal Respect: Communication and actions of students must show regard and respect for others.
2. Property Respect: Students are responsible for the school equipment and property they work with. Damages will be charged to violators.
3. Attention: Students are expected to give their attention and respect to class activity without having to be asked by the teacher.
4. Supplies: Students must bring all materials required by the teacher to class.
5. Tardiness: Students are marked tardy if they are not in their seat or at their station when the bell rings.
6. Dismissal: The signal to leave class comes from the teacher. The bell rings to alert the teacher and the class.
7. Food: No food or candy is to be brought to class.

### **ELIGIBILITY POLICY**

The LAUSD has a policy that requires students in grades 4 -12

maintain a "C" average in order to participate in extracurricular activities. The "C" average is determined by the grades students earn on the midterm and final semester report cards.

Students who are ineligible may not participate in extracurricular activities. Extracurricular activities are those activities that are not a part of the regular school curriculum, and as such, are not graded and do not take place during class time or after school hours.

Co-curricular activities are defined as those programs associated with the curriculum in a regular classroom as indicated in the Guidelines for Instruction, Secondary School Curriculum, Office of Instruction (Pub. No. SC-863.1-22), or in the California State Frameworks (EC-641). When this is the case, ineligible students may continue the activity, performance, or competition as part of the class (LAUSD Policy Bulletin –BUL. 676.)

Eligibility can be gained or lost only at the 10-week and 20-week grading periods. Students who are not eligible at the end of a grading period remain ineligible until the next 10-week or 20-week grading period. A student may regain his or her eligibility by meeting the "C" average requirement.

### **PROGRESS REPORTS & REPORT CARDS**

Progress reports are issued at the end of the 5<sup>th</sup> and 15<sup>th</sup> weeks. Satisfactory progress is indicated by a slash (/) mark. Report cards are issued at mid semester and at the end of each semester. Academic

marks of A, B, C, D, or Fail and marks of E, S, or U in work habits and cooperation are reported at these times.

### **WEEKLY PROGRESS REPORTS**

Beyond the four grade reports each semester, students may circulate a Weekly Progress Report to monitor unsatisfactory progress in a particular class. The “weeklies” may only be circulated on Fridays and may be obtained only before school in the Counseling Office or Attendance Office.

### **CULMINATION & 8<sup>th</sup> GRADE ACTIVITIES**

Eighth grade students who meet all culmination requirements may participate in the culmination ceremony. Any of the following will prevent the student from participating:

- (LAUSD Policy Bulletin BUL - 3815.3) Certificate of Completion and participation in the culmination activity will be determined by receiving a mark of “D” or better in eighth grade. All subject areas will be considered for eligibility. Students must earn a total of 50 credits during their 8th grade year to be eligible for a Certificate of Completion. Students earn 5 credits for passing each semester course with a mark of “D” or better. For more details speak to your counselor.

- More than 2 “U’s” in Work Habits and/or Cooperation during the 8<sup>th</sup> grade school year on the Fall and/or Spring final report cards (combined).
- Failure to adhere to school/district rules
- Outstanding school debts
- Major behavioral incidents
- All students must meet culmination eligibility at the 10-Week report card to be able to participate in 8th grade activities. NO EXCEPTIONS.
- Less than 95% attendance rate (excluding illness)

Students who do not meet the above requirements may appeal to the Appeals Committee for possible participation in culmination and 8<sup>th</sup> grade activities.

### **ACADEMIC CLASS STANDARDS & HOMEWORK POLICY**

All teachers include classroom expectations and homework policy in their course syllabus that is distributed at the beginning of the school year. Refer to the course syllabus for more information.

### **DISCIPLINE POLICY**

The Millikan faculty and staff are committed to providing a high quality education in a safe environment conducive to learning. The Millikan Discipline Policies, Behavioral code, and classroom rules and

procedures have been adopted to help students reach their full potential. Students who do not strive to meet required standards, and whose behavior affects others' ability to meet them will face disciplinary action and may lose the privilege of attending Millikan Affiliated Charter Middle School.

### **MILLIKAN RULES**

- 1. BE SAFE.**
- 2. BE RESPECTFUL.**
- 3. BE RESPONSIBLE.**

### **Additional Behavioral Expectations**

1. **Weapons of any kind.** Real or toy weapons are prohibited. This includes knives, guns, chains, sharp or pointed wood or metal objects that may be used as weapons, bullets, baseball bats and fireworks or explosives of any kind (including smoke or stink bombs). Students with such items in their possession will be subject to arrest and face suspension or expulsion from the Los Angeles Unified School District.
2. **Drugs, alcohol, or tobacco.** Students found using, possessing, selling, or under the influence of illicit drugs, including alcohol, tobacco or marijuana will face arrest, be suspended from school, and may be subject to further disciplinary action.

The use of E-cigarettes or vapes is prohibited on Millikan's campus. In the case of drugs, students may face immediate transfer from Millikan.

3. **Fighting, violence, and intimidation.** Fighting is a violation of Millikan's zero tolerance policy. Fighting will not be tolerated at Millikan.
  - Students participating in fights (mutual combat between students) will be subject to disciplinary action.
  - Students who cause injuries to others or incite other students to join a fight may be suspended from school and/or arrested and may be transferred from Millikan.
  - Students who damage or destroy the property of others are responsible for the repairs or reimbursement.
  - Students committing a battery against a staff member may be suspended, arrested, and transferred from Millikan.
  - Students who join an ongoing fight, may be suspended, arrested, and/or transferred.
4. **Theft.** Students involved in a theft or who are in possession of stolen property are subject to arrest and suspension from school. The school

- reserves the right to transfer students involved in thefts.
5. **Graffiti/Vandalism.** Vandalism or destruction of school property will result in arrest and the involved parties will be financially responsible. The school reserves the right to transfer students involved in vandalism. Items used for vandalism including spray paint, permanent markers or white out are not permitted on campus. Students in possession of these items are subject to suspension and/ or arrest. Individuals who vandalize the school will be held liable for damages.
  6. **Defiance.** Millikan students are expected to follow the instructions of all Millikan faculty and staff. Defiance or disrespect toward any member of the staff will result in disciplinary measures.
  7. **Play Fighting.** There is no such thing as play fighting. Because of the safety issues this behavior can lead to, play fights will be viewed as fighting and is subject to similar punishments.
  8. **Disruptive Items.** Items such as water balloons, water shooting devices, laser pointers and stink bombs are not permitted on campus. Students using these items will face disciplinary actions.
  9. **Gambling.** Cards, dice, items, items used in games of chance, and/or gambling paraphernalia are not permitted and will be confiscated and destroyed.
  10. **Vending Machines.** Vending machines are not to be used during class time or passing periods. Vending machines are serviced by outside agencies. Millikan is not responsible for any malfunctions. Use at your own risk.
  11. **Electronic Devices.**  
**THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS. *Counselors and administrators will not spend time and resources looking for stolen items.*** IPods, cell phones, and cameras are **not permitted for use during the school day and may be confiscated and stored until picked up by a parent or guardian.** Electronic devices like Kindles, Nooks, or other E-readers will be allowed for academic purposes. Students are not required to bring any type of electronic device to school and the school assumes no responsibility for lost or stolen items.
  12. No running in the halls or arcades.

13. No eating on campus at times other than lunch, nutrition, or at a time designated by the classroom teacher.
14. No food in the PE area at anytime.
15. No congregating in “out of bounds” areas during lunch, nutrition, and before and after school.
16. No public displays of affection.
17. No sitting on tabletops or bars in the cafeteria, lunch area and uncovered lunch area.
18. No spinners, balloons, flowers, cakes, etc. may be brought to school.
19. Students must carry their Millikan ID card at all times.
21. Profanity or willful disobedience will not be tolerated.
22. Students are required to properly dispose of their trash at all times.
23. **Students are not permitted to sell anything on school grounds. This excludes school-sponsored fundraisers.**

**STUDENTS WHO VIOLATE ANY OF THE SCHOOL RULES WILL BE SUBJECTED TO DISCIPLINARY ACTIONS.**

**CELL PHONE POLICY**

It is the policy of the Los Angeles Unified School District (LAUSD) to prohibit

the use of cellular phones or any electronic signaling device by students on campus during normal school hours. Students are permitted to possess cellular phones, pagers, or electronic signaling devices on campus provided that any such device shall remain off and stored in a locker, backpack, purse, pocket, or other place where it is not visible during normal school hours. Students are permitted to use cellular phones, pagers, or electronic signaling devices on campus before and after school or during school activities that occur outside of school hours. Students must comply anytime a request is made by school personnel to cease the use of a cellular telephone, pager or other signaling device even before or after school. Cell phone use on the school bus is for emergency purposes only; driver authorization is required. The District is not responsible for lost or stolen cellular telephones or other personal items of value such as iPods, cameras, electronic games, radios, CD players, computers, etc.

**COMPUTER USE POLICY**

In order to use any school computer, students must have an LAUSD Acceptable Use Policy form signed by both student and parent on file at Millikan. Students who violate this policy will be subjected to school and if necessary law enforcement consequences.

## **BULLYING**

The Los Angeles Unified School District is committed to providing a safe working and learning environment. Millikan will not tolerate bullying or any behavior that infringes on the safety or well-being of students, employees, or any other persons within the District's jurisdiction. The Millikan administration will not tolerate retaliation in any form when bullying has been reported. Immediate disciplinary action will be taken in the event that bullying occurs. Students and teachers have an obligation to report all suspected bullying. **Cyber-bullying (bullying/harassing over the internet) falls under the LAUSD bullying policy and will be handled with the appropriate disciplinary actions which may involve law enforcement.** Those who choose not to get involved or not to report such activity are condoning this inappropriate behavior and contributing to an unsafe learning environment.

## **DRESS CODE**

Millikan's dress code makes no distinction among cultural, ethnic, or economic characteristics of our student population. It is designed to ensure a secure social environment for our students, faculty, and staff.

1. Only hats bearing the Millikan name or logo are acceptable. All other hats and/ or head

wear are subject to confiscation.

2. Millikan hats may be worn as protection from the sun outdoors. Hats may not be worn indoors.
3. No shirts or tops that expose cleavage.
4. No cropped shirts (Students should be able to raise their hands without exposing their stomach or back)
5. No bandannas, hairnets or curlers.
6. No excessive or dangerous facial jewelry, chains or earrings (including hoop) that dangle below the shoulder.
7. No clothing that displays gang-related logos, obscene expressions, sexually related material or names of alcohol, drug, or tobacco products.
8. No sagging pants or shorts.
9. No backless, halter, tube, spaghetti-strapped and/or short tops or shirts that expose the midriff.
10. No shorts or skirts that are more than one inch above the knees.
11. No low rise jeans or ripped/torn jeans. Even when layered over tights or leggings, ripped or torn jeans are not permitted.
12. No exposed undergarments.
13. No shoes with open backs or toes, such as thongs, flip flops, open sandals or bedroom slippers.
14. No sheer, revealing, or see-through clothing.
15. No sunglasses, except in direct sunlight.

16. No pajamas (tops/bottoms/one-piece) except during school sponsored functions. e.g. Spirit Week Pajama Day.
17. Students may wear leggings, provided that they are paired with tops that are at least mid-thigh in length.

**The administration reserves the right to determine what is inappropriate, offensive or distracting.** Students wearing inappropriate clothing will be required to change into suitable clothing (P.E. uniforms are not considered acceptable clothing) provided by the school administration. Students who do not comply with dress code policy will be asked to change and this may require a parent/guardian to bring appropriate clothing. **\*Violation of dress code**

**will result in disciplinary actions.** Eighth graders will need to clear any debt for unreturned loaner clothing for grades 6-8 in order to participate in culmination or 8<sup>th</sup> grade activities.

#### **LOCKER USAGE**

The use of a locker is a privilege that can be revoked if abused (This includes the sharing of lockers). Students are responsible for the maintenance and security of their locker. The school takes no responsibility for items lost or stolen from a locker. No student shall share a locker with another student. The person assigned to the locker is responsible for its contents. Students are restricted from using lockers during class time. Students may use their lockers

before and after school, between classes and the first five minutes of lunch and nutrition. Students should not share their locker combination with anyone; lockers will not be re-issued. "Jammed" lockers will be serviced upon availability of school personnel.

#### **SCHOOL/CLASS ATTENDANCE**

Students are to be in class during the assigned school day. Students out of class without permission are truant.

1. Students are not to leave the school grounds during the school day without authorized adult supervision. Cutting or ditching classes will result in after school detention and parent conference. Students picked up by police during school hours may be arrested and/or be required to appear in court where parents may be ordered to pay a fine.

Students need the teacher's permission and need to wear the orange vest in order to leave the classroom. Students out of class without a vest will be considered tardy or truant and will be subject to the appropriate consequences. Vests must be worn, not carried.

2. Students are to be in their assigned seats ready to work before the bell rings or will be marked tardy.
3. Students caught in a tardy sweep will be assigned appropriate consequences. Excessive tardies will result in detention and/or community service after

- school, assigned by the grade level counselor, administrator, or dean.
4. Excessive unexcused tardies and absences will have a detrimental effect on grades and cooperation marks. Continued absences or tardies may result in a report to local authorities.
  5. Students returning from absence must take a written notice to the attendance office before the start of school.
  6. Only one student at a time is permitted out of class. The student must wear the orange vest. Sixth grade students may be excused two at a time during the first semester only.
  7. No student is permitted out of class during the first and last ten minutes of the period.

**Student Areas**

Students are to remain in supervised areas at all times. Areas available to students include: 8<sup>th</sup> Grade Lawn (eligible 8<sup>th</sup> graders only), the cafeteria, quad area, and P.E. field. Students will have five minutes at the beginning of the lunch period to visit their lockers.

**Off Limit areas include the following:**

- Any lawn area, other than the 8<sup>th</sup> grade lawn
- 6<sup>th</sup> Grade Hall
- Behind the gymnasium near the parking lot
- Bungalow areas unless under direct teacher supervision
- Between buildings and arcades (including behind the sixth

grade hall, outside 22-23,27-30 Row, 33-35 Row, 38-39A Row, outside 40A-41A and 42-44 Row)

- Entire service road
- Students must be in authorized areas before, during, and after school. The 8th Grade Lawn is designated for 8<sup>th</sup> graders only during lunch and nutrition.
- Any area south of painted yellow lines.

Students are not allowed to congregate in unsupervised areas on campus after school hours. Students not in an authorized after-school class or activity must wait for pick-up by parents in the P.E. or lunch area.

**8<sup>TH</sup> GRADE LAWN PRIVILEGES**

Use of the lawn during nutrition and lunch is available only to eligible 8<sup>th</sup> grade students. The lawn may be closed due to administrative decision based on safety, student upkeep and student responsibility.

**SCHOOL ASSEMBLIES**

Students will demonstrate proper behavior:

- No eating, booing, whistling, yelling or stamping of feet permitted.
- No talking unless directed to do so.

Students who violate proper audience behavior will receive a warning and then be escorted from the assembly.

**SEXUAL HARASSMENT**

Sexual harassment is a violation of state and federal laws and school district policy. It is considered a major offense, which can result in disciplinary action to the offending employee or student. Sexual harassment should be reported immediately to a school counselor or administrator. If you experience sexual harassment, you should report the incident to a Title IX complaint manager.

**METAL DETECTOR**

**SEARCHES** Administrator(s) conduct daily, random metal and locker searches to prevent weapons and other dangerous objects from being brought to school.

**STUDENT TRANSPORTATION**

1. Riding a bike on campus is not allowed. Students must walk bikes to the assigned bike rack areas. The school is not responsible for the security of bikes.
2. Students may not roller skate/blade or skateboard on campus. Skates, skate shoes, rollerblades, or scooters are not permitted on Millikan's campus. Skateboards are not permitted on or around the perimeter of the campus at any time.
3. Students riding the bus are expected to follow the rules established by the bus driver. Students who break transportation rules are subject to sanctions and appropriate consequences.

**STUDENT ID CARDS**

Students will receive a free Millikan ID card during the fall semester. Lost I.D. cards can be replaced in the Attendance Office for \$5.00.

**LIBRARY MEDIA CENTER**

The LMC is available to all students before and after school, and during Nutrition and Lunch. To use the LMC during class time, students must have a hall pass and a library related assignment. Students must have a current Millikan ID card to use the computers or check out library materials. Materials are checked out for two weeks and may be renewed. Students are responsible for the replacement costs of lost, stolen or damaged books. Late fees are 10 cents per item per day. Printing fees are 10 cents/page for black and white printing and 20 cents/page for color printing. Join the Battle of the Books Reading Team that meets Thursday during lunch. Check the LMC web page for Library news to search for books, book reviews, homework and research help, contests, cyber safety information and much more.

**PARENT ORGANIZATIONS**

Parents can obtain more information about these organizations by contacting the Main Office at (818) 528-1600.

**Parent Teacher Student Association (PTSA)**

Monthly meetings promote a partnership among parents, teachers, and students. This is a national organization that helps all

children. All parents are urged to join and support this effort.

**School Site Council (SSC)**

All parents are eligible for this decision-making committee. It reviews the school's basic plan and helps establish a budget for the coming school year.

**The English Learners Advisory Council (ELAC)**

Parents of the students who are bilingual or speak English as a second language are urged to join this committee. The English Learners Advisory Council advises the principal and staff on matters relating to the education of bilingual students and the use of federal and state funds for English Learners.

**EARTHQUAKE PREPAREDNESS**

Millikan Middle School is prepared for earthquakes and/or other emergencies. Our staff is trained to deal with emergencies. A copy of our emergency plan is available in the main office. Additionally, our school regularly conducts drills and emergency simulations throughout the school year. The Los Angeles Unified School District has also provided the following for earthquake readiness:

- Cargo containers to store emergency supplies and equipment

- Water barrels to supply enough water for students and staff for at least 72 hours
- Emergency search and rescue kits
- Emergency first aid supplies for students and staff

In addition to these items, our school is equipped with:

- Emergency food supplies for students and staff
- Emergency kits in each classroom
- Battery powered two-way radios

In case of an emergency, parents can pick up their children at the Reunion Gate, located southwest of the school's large faculty parking lot. Children will be released only at the Reunion Gate to authorized persons listed on the emergency card. Identification will be required. Do not go to any classroom or office.

**PARENT CENTER**

The Parent Center promotes communication between parents, community, teachers, and other school staff. It organizes and facilitates educational workshops for parents.

## PARENT INVOLVEMENT POLICY

### Robert A. Millikan Affiliated Charter & Performing Arts Magnet Middle School

**Millikan Affiliated Charter Middle School & Performing Arts Magnet recognizes that parents play a significant role in the education of children. The school and the home cannot be effective in isolation from one another. It is essential that parents, families and Millikan staff collaborate to help children adjust to the responsibilities of being successful students**

The staff of Millikan Affiliated Charter School & Performing Arts Magnet believes that the education of its students is a responsibility shared with parents. Parents shall have the responsibility and opportunity to work with the schools in a mutually supportive and respectful partnership with the goal of helping their children succeed in school. The school's primary responsibility is to provide high-quality and engaging curriculum and instruction that enables all students to meet the academic expectations set forth in the state of California Academic Standards.

Parental involvement as described in this policy shall be developed with the assistance of parents, agreed upon by parents, incorporated in the school action plan, reviewed and updated annually by parents, and readily available to the local community.

#### **POLICY INVOLVEMENT**

Each year parents shall be invited to attend all PTA/Booster Club, SSC, ELAC, and Shared Decision-Making Council meetings planned on evenings that are convenient for their participation. Notices of these meetings shall be available through weekly Connect-Ed messages (phone and email) and school website at least one week prior to the meetings. These meetings shall include reports from various academies and school organizations, site decision making council, school events, safety policies, recognitions & accomplishments, fund raising activities and school performance on district-wide tests.

Each year, parents shall be provided with information pertaining to curriculum, assessments, and expected proficiency levels for student

achievement at the school wide open house in October and in course syllabi distributed by all teachers during the month of September.

### **SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT**

Each year a committee composed of parents, student leadership, Millikan certificated and classified staff and administration will review and revise, if necessary, the school-parent compact that clearly delineates the school's and parents' responsibility to support students achievement. This document will be sent home annually through the student agenda book.

Each year a committee composed of parents, student leadership, Millikan certificated and classified staff and administration will review and modify, if necessary, the school vision, mission, and guiding principles.

All Millikan staff and student organizations will work together to identify and recognize students that achieve and maintain high academic achievement.

### **BUILDING CAPACITY FOR INVOLVEMENT**

The Millikan Parent Center, Magnet and EL offices will function as a hub for developing capacity for parent involvement in improving student achievement. The offices will collaborate in providing ongoing workshops or disseminating information about District workshops designed to assist parents in understanding topics such as,

- State/local assessments
- How to monitor their child's progress
- Content and achievement standards
- The role of technology in instruction, research for class projects, etc.
- Extracurricular program availability
- Intervention classes
- Literacy and mathematics
- Explanation of ELD program and the reclassification procedure
- High school and college preparation
- Practices that positively influence students' achievement and attendance

In addition, the following strategies will be utilized to build capacity for effective parental involvement:

- Increased employment of bilingual personnel in campus aide, clerical positions and in the Millikan Parent Center.
- Increase parent involvement through effective systematic communication that establishes positive home and school partnerships through regularly scheduled calendars, newsletters, internet, etc. taking the language and culture of parents into full account.
- Develop and implement a plan to communicate curricular matters to parents to ensure that the parents know what the school plans for their children.
- Millikan will make a concerted effort to provide information/reports for parents in a format/language that parents can understand. Continued support for parental involvement will be available upon request.

Millikan staff will engage in professional development designed to facilitate successful communication with parents as equal partners in the task of educating children. This will also include strategies for reaching out to and working with parents.

### **ACCESSIBILITY**

The entire staff of Robert A. Millikan Middle School firmly believes that parent participation is essential throughout the educational journey of children. For this reason opportunities will be provided for participation by parents with limited English proficiency, parents with disabilities, and migratory parents. To ensure success appropriate support will be provided to enable these parents to avail themselves of these opportunities for participation.

**Millikan Affiliated Charter, SAGE & Performing Arts Magnet  
Middle School  
School-Parent Compact**

The staff and parents of the students of Millikan Affiliated Charter School and Performing Arts Magnet are dedicated to working as ongoing partners in providing opportunities for all students to become self-motivated, life-long learners who can become self-reliant, disciplined, and successful citizens. We will collaborate to promote academic achievement and positive character development as we foster individuality, creativity, and teamwork.

Communication is an essential part of any successful partnership and it is for this reason that we have established the following list of responsibilities for all parties involved.

**School Responsibilities**

To help build and develop a successful partnership with parents the staff of Millikan Affiliated Charter and Performing Arts Magnet will:

- Provide high-quality and engaging curriculum and instruction in a supportive and safe learning environment
- Communicate with parents regularly to report on student progress. Specifically, the school will provide the information every five weeks.
- Provide parents with reasonable access to staff. Specifically the staff will be available for consultation with parents as follows:
  - Twice a year at “Back To School Night” & “Open House”
  - Conferences upon request with advance notification
- Provide parents with information and opportunities to volunteer and participate in school activities by providing:
  - a school calendar of activities distributed at the start of the school year
  - a school newsletter
  - school website that includes information about school activities

- each student will receive a school agenda that includes information pertaining to all school policies, phone numbers, offices, etc.
- monthly meetings for school/ parent organizations (ELAC,SSC, PTA, SDC)\*\*
- Each year a committee composed of parents, student leadership, Millikan certificated and classified staff and administration will review and revise, if necessary, the school-parent compact that clearly delineates the school's and parents' responsibility to support students achievement. This document will be sent home annually in the student agenda.

**Parent Responsibilities**

I, as a parent, will support the education of my child/children in the following ways:

- Encourage my child to be punctual to all classes and attend school consistently with his/her homework completed
- Stay informed about my child's progress by visiting classes and carefully reviewing Schoology, progress reports and report cards
- Sign and return school communications
- Encourage my child to engage in reading activities at least 15 minutes every day
- Participate, as appropriate, in decisions relating to my child's education
- Provide necessary enrollment information, update emergency information and immunizations
- Volunteer in school activities whenever possible
- Review and reinforce the rules of Robert A. Millikan Middle School (i.e. dress code, discipline, sexual harassment policies, homework, etc.)
- Ensure that my child is engaged in positive activities during extracurricular time and supervised after school and does not loiter on campus after dismissal
- Review all school communications and consistently utilize the Millikan student agenda Attend school meetings or events whenever possible

**Student Responsibilities**

We, as students, will share the responsibility to improve our academic achievement and be responsible, cooperative, and contributing members of the Millikan community. To ensure my success, I will:

- Attend school daily with the materials I need to do my best
- Arrive to each of my classes on time every day
- Do my homework every day and ask for help when I need it
- Use Schoology to monitor my class assignments and progress/grades
- Read at least 30 minutes every day outside of school time
- Give all notices and information distributed at school to my parent or guardian
- Consistently utilize my Millikan student agenda appropriately
- Adhere to the Millikan Rules

Copies of the compact and parent involvement policy will be sent home (through student agendas) at the start of the school year. Students and parents are expected review these documents carefully and confirm receipt to the homeroom teacher as soon as possible.

My child and I agree to adhere to these regulations and are aware of the consequences that are associated with the violation of these policies.

I agree to meet the standards set forth in the Millikan Affiliated Charter School agenda.

Student signature \_\_\_\_\_ Date \_\_\_\_\_

Parent signature \_\_\_\_\_ Date \_\_\_\_\_