

Parent's Handbook



McCullam School Tigers

McCollam Elementary School

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Together we make a difference.

At McCollam School we strive to inspire, motivate, and guide students to success in academics and in their relationships with one another. We strive to use the best practices, strategies, and approaches to bring about an optimal learning environment.

VISION: At McCollam, we are committed to the creation of an environment that fosters respect, creativity, accountability, and perseverance which allows all McCollam students to excel academically, socially and emotionally.

OFFICE HOURS: The school office opens at 7:30 a.m. and closes at 4:00 p.m. when students are in attendance.

EXTENDED LEARNING OPPORTUNITIES: The program Think Together provides an after school program for students who apply. Students in the program receive homework assistance and are given opportunities to participate in art classes, sports, and various other extra curricular activities. The Think Together program is free. In addition, some intervention classes are offered to students experiencing difficulties in class. Please contact your child's teacher for more information.

Breakfast and Lunch

BREAKFAST

All students enrolled in Alum Rock School District receive breakfast at “no cost”. Breakfast is served from 7:30 a.m. to 8:00 a.m. in the school cafeteria.

LUNCH

All students enrolled at McCollam School receive lunch at “no cost”. The first lunch is served at 11:00 a.m. and the second lunch is served at 11:45 a.m.

We need to follow California Education Code. To do so, parents must not serve cafeteria food to their children. All food must be consumed in the cafeteria and only by the students. Parents are requested to wait outside or at the back table.

CLASSROOM PARTIES AND CELEBRATIONS

Food offered to students for class parties, such as birthdays, must meet the approved guidelines in the Board Policy. Please check with your child’s teacher prior to sending any food as a birthday celebration or classroom reward. Low-fat yogurt, fruit, and vegetables are some suggestions for healthy treats.

Attendance Procedures

ABSENCES

The key to student achievement is regular school attendance. Please make sure that your child is at school everyday and on time. If your child is absent from school, a parent must call and notify the office and/or send a written excuse with the student when he/she returns. The only legal excuse for absence from school is illness, injury, death in the family, religious events, family emergency, or medical and dental appointments. We highly encourage you to schedule medical and dental appointments after school or during non-school days. Prolonged illnesses or communicable diseases need to be reported to the office as soon as possible.

EARLY DEPARTURES

Parents wishing to have children excused before the end of the school day for a medical appointment, or other reason, must pick up their children in the school office. **No child shall be released to the parent until the parent has signed him or her out. This is for your child's protection.**

STUDENT TRANSFERS

We request that a parent come to the school office to obtain transfer papers when a student is moving to a new school. Please give the office notice ahead of time to allow the teacher time to collect all school books and to prepare all needed transfer documents.

EXTENDED LEAVE

Although we request and prefer that your child attend school on a regular basis, we do realize that on occasion an event may arise which necessitates having to take your child out of school for an extended period of time. In the event that this happens, please notify your child's teacher as soon as possible. With adequate notice, we can place your child on an Independent Contract for a limited number of days.

GENERAL RULES

Gum chewing, Cheetos®™, and sunflower seeds are not allowed.

Hats are allowed outside for sun protection. They must be worn with the brim forward and must be removed immediately upon entering any indoor area. Knit beanies and caps are not allowed. Hats must be navy blue, white, gold, or maroon. They must be plain, no logos.

All students must adhere to the school dress code: navy blue bottoms and white or maroon shirts with collars.

Running in corridors and on the blacktop is not allowed.

Use of the restroom or drinks after the bell are not allowed.

Students are expected to put garbage in trash cans.

GO FOR THE GOLD

We reward our students for positive behavior in a variety of ways. First of all, students have the opportunity to earn a Go For The Gold certificate and ribbon at the end of each quarter. Students earn these rewards for following the playground and cafeteria rules. Students can also receive “Caught Being Good” tickets for showing respect, good citizenship, and following the rules. There is a monthly drawing for prizes in each classroom for students who have received “Caught Being Good” tickets. In addition, each classroom teacher offers homework incentives and rewards. In keeping with the District policy on healthy eating, we do not use candy as an incentive.

Please note, we do expect students to follow all rules and to take responsibility for their actions. Failure to follow school and class rules may result in a call home, an office referral, loss of school privileges, and, depending on the offense, may warrant a school suspension.

McCollam School Rules

Our focus is on building a positive school community through mutual respect, attentive listening, and active learning. We expect students to take responsibility for their actions and to respect the rights of others. We have developed a school-wide discipline plan to maintain a safe and nurturing environment. Your child deserves the most positive educational climate possible for his or her growth. Together we will help every student make good decisions about his or her behavior. The plan below outlines the rules. Please take the time to review these with your child.

PLAYGROUND RULES

- Hitting, kicking and shoving are not allowed.
- Play within the yellow lines.
- Name calling, cursing, and gossip are not allowed.
- Follow judge's decision in hand-soccer.
- Follow game and equipment rules.
- Stop play and freeze when bell rings.
- Use the bathroom quickly and leave.
- Keep bathroom clean and neat.
- Follow teachers' instructions.
- Kindergarten playground opens at 7:45.

CAFETERIA RULES

- Stay in line.
- Speak softly.
- Raise hand to get attention.
- Keep food on the tray.
- Keep area neat.
- Keep hands to yourself.
- Sit in assigned areas.
- Follow directions of the person in charge.
- Serve consequences if rules are broken.

Supporting Your Child's Success

HOMEWORK

Homework helps children develop good study habits and fosters positive attitudes toward school. In addition, homework provides students the opportunity to deepen their understanding and skills of concepts taught during the day. Please support your child by providing him or her with a quiet area for doing their homework and a consistent time to complete it. Always ask to see and check their homework.

READING

Encourage your child to read each and every day. Reading daily develops fluency, which is the ability to read automatically and easily. Reading daily also helps improve vocabulary and comprehension. Please choose a book that is at an appropriate level for your child, meaning that it is not too difficult and not too easy. Your child's teacher will be able to help you and your child choose the appropriate book.

REINFORCING EFFORT AND GIVING RECOGNITION

There is a strong correlation between effort and achievement. Students who believe that effort is an important factor in achievement have a motivational tool that they can apply to any situation. Children who are taught the relationship between effort and achievement increase their achievement more than students who do not believe that their efforts count. Please acknowledge and support your child's efforts. Reinforcing effort can help teach students the valuable lesson - the harder you try, the more successful you are.

Positive recognition for effort also helps students succeed. Praise for accomplishing homework, attending school, and trying one's best can be a powerful motivator. Please take the time to acknowledge your child's efforts by praising them for trying.