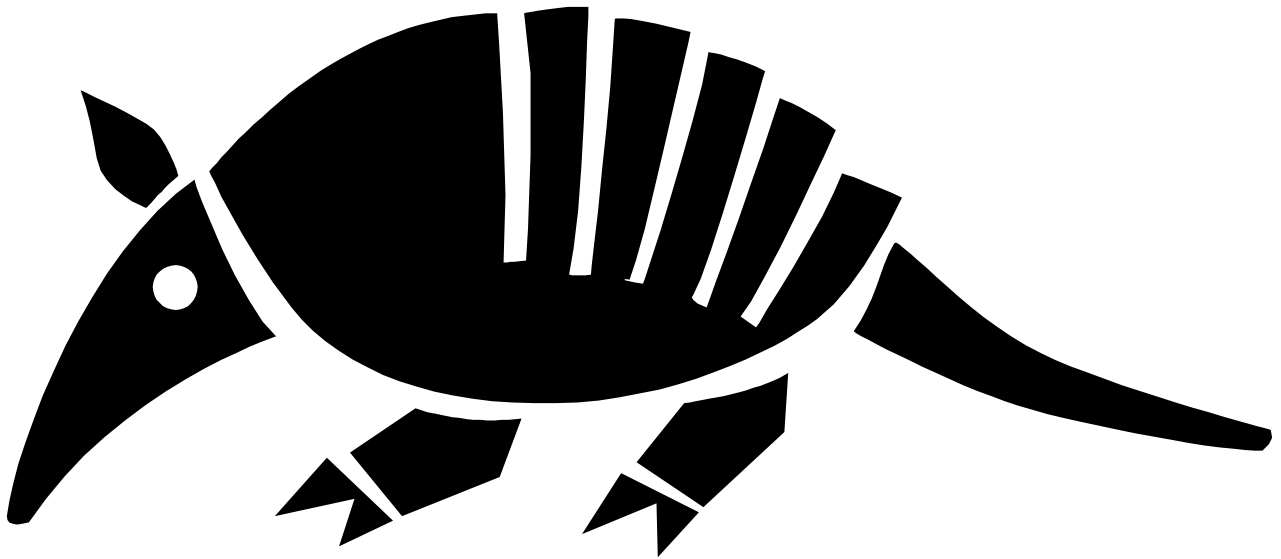


Corridor Elementary School Choice Parent Handbook



Corridor Alternative Elementary School

250 Silver Lane, Eugene, OR. 97404

Office: 541-790-4600

Fax: 541-790-4605

Attendance: 541-790-4625

School Website: schools.4j.lane.edu/corridor

Daily Schedule

Students may enter the building each morning at 8:05. Classes for all grades K-5 begin and attendance is taken promptly at 8:15 in the morning. **Please make arriving to school on time and ready to learn a priority in your home.** Corridor dismisses grades 1-5 at 2:45 Monday through Thursday. On Friday we dismiss at 12:00 and do not serve lunch. Please plan on staying at school the entire school day, plan appointments or events after the school day is over when possible. **Kindergarten is on an extended day schedule,** dismisses at 12:00 Tuesday through Friday. There is no school for kindergarten on Mondays.

Hours of School Supervision

It is important for you to be aware that there is **NO** supervision of students at Corridor School before 8:05 a.m. and after 3:00 p.m., with the exception of students eating breakfast, official school events, and programs that occur before and after school. First, second and third graders should wait for the morning bell in the front courtyard by the office. Fourth and Fifth graders should wait for the morning bell near the quad.

School Website

schools.4j.lane.edu/corridor

Please visit the school website for important dates, general school information, newsletters, classroom websites & blogs, and other happenings & events at Corridor.

Attendance line

The Attendance Phone number is 541-790-4625. This line is available 24 hours a day, 7 days a week. If your student will be absent for any reason, please leave a message stating your student's name, teacher's name, reason for being absent, your name, and a phone number where you can be reached if necessary.

Picking up a student for an appointment? Bringing in a student after the school day has begun? Please stop by the office to check students in or out of the building.

Tardies

Your student is considered tardy if they are not in their classroom ready to begin the day at 8:15 a.m. Your student must stop by the tardy table or the office **first** to check in if they arrive late for school before going to their classroom. Being on time for school is a very important step in starting your student's day off right and helping them to feel successful in school. We strive to have HOT students at Corridor. HOT stands for Here On Time. We have a HOT trophy that classrooms can earn by having the least amount of tardies the previous week. The students feel proud of themselves to help earn the trophy for the classroom.

On-site child care

The YMCA provides on-site morning and after school child care. Contact the YMCA at 541-686-9622.

Birthday treats at school

A Grand Birthday Bash will replace all individual birthday parties throughout the year. We will celebrate each and every birthday, even the summer birthdays one day before Winter break throughout the whole school. That way everyone will be able to celebrate with their school friends and we can adhere to the district's healthy food guidelines.

Inviting classmates to a party

There are always hurt feelings when it comes to party invitations. If you are inviting the entire class you may send them to your child's classroom for distribution, otherwise please send them from home, not at school.

School Information Available For Non-Custodial Parents

Corridor School is able to provide all parents a duplicate copy of all district labeled mailings. Please let the school office know if you would like the name of a co-custodial or non-custodial parent added to the student's enrollment information. This does not include Thursday envelope information, however, extra copies are available at the school in the main hall information rack.

Medications Given At School

School personnel may assist a student with prescription medication only if it is in its original container, properly labeled by the pharmacist. It will be stored in a locked drawer in the school office. Guardians of a child who requires prescription medications to be given at school need to come by the office, prior to the first day of school to fill out the necessary paperwork. Remember to bring the original labeled prescription bottle with the medication inside to leave at school.

If your child requires medication, we request that all doses be given at home if possible. If a dose must be given at school, Oregon Law and District Policy requires all medication, (including over the counter cough drops, vitamins, aspirin, etc.) to be administered in the office, from the original container. Your pharmacist can provide you an extra bottle for this purpose. We must have a medication form filled out and signed by the parent. These forms are available in the office. The information on the form must be the same as the information on the prescription container or on the over the counter medication. Students are not allowed to have medications elsewhere on the school grounds without permission granted by the principal. **Parents are required to bring the medications to the school office, not the student.**

Allergy Alert

Corridor School has several students with severe nut allergies. To insure that these students have a safe school environment, we are asking that **NO NUT PRODUCTS** be brought into any of the classrooms or electives school-wide. Nut products in your students lunch will still be allowed at this time, but be sure to let your student know that there are nut products in their lunch. There will be designated **NUT FREE** tables in the cafeteria for those students with nut allergies to have lunch. If your child chooses to sit at these tables, their lunches **MUST NOT CONTAIN NUT PRODUCTS**. The lunchroom supervisors will be checking the food at these tables for nut products.

4J's Health Centers

The health centers are available to students and their siblings birth to 19 years of age. The Health Centers can handle most healthcare issues, including illnesses, injuries, immunizations, prescriptions and ongoing health problems. They also provide mental health counseling for depression, anger management, attention and focusing challenges, family stress and change, anxiety, substance abuse, as well as other mental health issues. The health centers work on a sliding fee scale, down to zero. The health centers are affordable and available to all in need, insured or not. Call for an appointment.

Churchill Clinic 541-790-5527

North Eugene Clinic 541-790-4445

Breakfast and Lunch Program

Our cafeteria will begin serving breakfast at 7:45. Lunch is served at 11:05. Breakfasts are \$1.25, milk is 50¢ and lunch is \$2.75. Free or reduced meal applications are available in the office or the rack outside the office for families who may need assistance. We recommend you purchase lunch credits and/or turn in applications for free or reduced meals prior to the first day of school. Remember that a new application must be filled out each year to renew your status for free and reduced meals, the deadline is mid-October. If your financial status changes during the school year, you may apply at anytime.

Thursday Envelopes

A Corridor Tradition...

One of the many great ideas at Corridor is the way to get information home via the "Thursday Envelopes". Every Thursday a large envelope is sent home with each child. It contains important school news, notices from teachers, PTO information, etc. This has proven to be a very efficient way of assuring that parents receive current information.

As parents, it is your pleasure to go through your child's envelope every Thursday. If you have more than one child at Corridor, be sure to check **both** envelopes, they may contain different grade specific information on field trips and other events. We wouldn't want you to miss any of the exciting info!

After reading through the notices, have your child return the envelope to the box in the hall by the office. Permission forms or other papers that need to come back to the school can be sent back in the envelope, our experienced and dedicated helpers (envelope stuffers) will see that it all gets returned to the right place. **Return envelopes by Tuesday.** Four consecutive returns earns a treat - an effort by our "handlers" to encourage responsible round trip transporting by students. The FC written on some of the envelopes means family courier, any item that is sent home one per family is sent with the family courier, usually the youngest sibling is the family courier. Also note, the bright neon green sheets that come home are a signature needed paper, please read, sign and return to school.

School Solutions Info

Want to walk or bike in a group? Carpool? *School Solutions* offers free services to connect families. Check out their website at: point2pointsolutions.org or give them a call at 541-682-6213.

Site Council

The Corridor School Site Council meets the 4th Tuesday of each month. The group works together collaboratively to help facilitate the Corridor School program. Meetings are open to anyone. Meeting dates and minutes are posted on the hallway bulletin board. Elections for parent Site Council reps are held in May. Watch for information in Thursday envelopes regarding elections.

Site Council members are:

Principal: Tom Piowaty

Classified: Joanne Jones

Teachers: Justine Chunn and Cari Orr

Parents: Erin Hobbs

PTO

Parents are encouraged to attend PTO meetings. They are held bi-monthly in September, November, January, March and May. Topics of meetings are relayed through the school and PTO newsletters. PTO provides free childcare for you to attend the meetings. Open executive board positions will be advertised in April with elections at the May meeting.

PTO Executive Board members are:

President: Jessica Matthiesen

Vice President: Erin Hobbs

Secretary: Keri Shidek

Treasurer: Sandy Krupicka

Fundraising Co-Chairpersons: Jenny Gambill & Denise Velasco

Volunteer Coordinator: Tristin Beach

PTO Fundraising

PTO raises funds to supplement the programs that are taught at Corridor. Some examples of where the funds are used include field trips, elective materials and curriculum enhancements. Some fundraising opportunities are jog a thon, car show & carnival and spaghetti feed & silent auction. Easy ways to help raise funds for Corridor include Fred Meyer Community Rewards, Box Tops & Campbell's labels for Education, e-Scrip and Scrip (gift cards).

Parent Signature Paper

From time to time we need a parent signature on a form. In order for you to see that important note that may come in a stack of other papers, we print it on bright neon green paper. When ever you see that color you will know that you need to read, sign and return it.

Volunteers

Want to volunteer at school? Great! First step is to complete a criminal background check. Forms are available in the office and the rack in the main hallway. Before you may volunteer you MUST have an approved Criminal Background Check AND a signed Volunteer Contract on file with the teacher.

When arriving to volunteer, stop at the office first and sign in on the laptop and a badge will print for you. All Corridor school visitors and volunteers must sign in and wear a badge.

Remember before you may volunteer you MUST have an approved Criminal Background Check AND a signed Volunteer Contract on file with the teacher.

From Eugene 4J Volunteer Guidelines:

Be a good ambassador. As a volunteer, you will represent the school and the district not just "on the job," but everywhere in the community. Help spread the word about the good things that your school is doing. Answer questions when you can, or urge people to call the school for more information. Above all, please don't speak badly about the school. If you have concerns about anything happening in the school, please speak to the principal.

Be courteous and respectful. You make the school a happier place by doing so, and this helps the school be a good member of its community. The appreciation you receive makes your volunteer time more fun, too.

Set a good example for students and visitors by following school and district rules. This includes dress, language and conduct. We expect our students to dress modestly and use respectful language, and we expect the same from our volunteers. By wearing businesslike clothes and using respectful language, you can help set a good example for students that school is an important place that deserves our respect.

Be punctual and reliable. Volunteers are most helpful when they can be counted on. If you can't make it for your shift or will be late, please call the school office as far in advance as possible. Be fair and realistic with yourself about the times you can volunteer, and then stick with that schedule. Make it a priority.

Keep confidential information confidential. As a volunteer, you may learn confidential information about 4J students. This includes grades, behaviors and disciplinary actions, Individual Education Plan (IEP) information, and more. It is critical that you keep that information confidential, and not divulge it, even to friends or family. Students are trusting you to maintain their rights and privacy.

Important Volunteer /Driver Information

District policy requires all volunteer drivers to provide proof of insurance and a completed approved background investigation form. We are also requesting a copy of your driver's license. A copy will be made for you in the office. These must be completed, returned and approved before driving/supervising kids on field trips and/or helping in the classroom. If you think you might volunteer sometime this year, we suggest that you turn in the background form now so that you are on the cleared list as soon as possible (currently it takes 2-4 weeks for approval). If you completed a background check in the past and are wishing to volunteer at the same school, you do not have to repeat the criminal check this year. You are welcome to double check with Joanne in the office if needed. The driver's insurance information needs to be updated every school year. You will also need to sign the volunteer agreement contract each school year.

CHILD RESTRAINT LAW: (effective July 1, 2007) Child passengers must be restrained in approved child safety seats until they weigh forty pounds. Infants must ride rear facing until they reach both one year of age AND twenty pounds.

BOOSTER SEAT LAW: (effective July 1, 2007) Children over forty pounds must use boosters to 4'9" tall unless they have reached age eight.

Field Trips

Corridor takes pride in the many field trip offerings we have developed for children. Some field trips are annual events that are specific to a grade level-- Oceanography for fifth graders, state capitol for fourth, Central Oregon for third, and transportation for second grade are examples. These events have a long and storied history and are part of the Corridor tradition. Other field trips are planned as opportunities arise each year. In either case, they are meant to be a fun, educational way for students to interact with the world around them. For many of our field trips we rely on parent volunteers to drive and chaperone children.

Here are some tips for each of the participating groups to help make field trips successful:

Tips for Students:

- Remember you are in school, all school rules still apply.
- You are representing Corridor in public.... be proud of your school and make your school proud of you.
- Treat all adults on the field trip with respect and respond to their guidance.

- Keep yourself safe and under control at all times. Do not put yourself or your fellow students in harm's way.
- Learn a lot and have fun!

Tips for Parents:

- Remember the trips are for the children.
- Please follow the directions of the organizing teachers. We take great care in planning successful trips.
- Do things for the benefit of **all** students, not just for your own child or those in your charge.
- Please be very careful what you say and do in the presence of children. Model the behaviors you expect of others.
- Learn a lot and have fun!

Tips for Teachers:

- Remember that without parent volunteers, most of our field trips would not be possible.
- Remember that most of our field trips are funded by parents... be sensitive to those who are not as well off financially as others.
- Remember to include and encourage all students.
- Show appreciation for all of your volunteers.
- Model the behaviors you expect of others.
- Learn a lot and have fun!

If each of the participating groups does its best to follow the tips above, our field trips will continue to be the exciting, educational, fun events we have grown to expect and hope to continue to be able to offer our students. Thanks in advance for your continued cooperation and excellent participation.

Behavior Program



Corridor Behavior Plan

We believe that:

- **All students have a right to learn.**
- **All teachers have the right to teach.**
- **All people have the right to feel safe.**

School Rules:

- 1. Follow directions immediately.**
- 2. Keep hands, feet and objects to yourself.**
- 3. Use respectful and appropriate language.**
- 4. Respect school and personal property.**
- 5. Walk from place to place.**

Corridor has a school wide behavior support system that will focus on proactively teaching the rules and expectations in a systematic manner, have a consistent systematic response to misbehaviors, and developing a system for acknowledging students who do follow school rules and expectations.

Children at Corridor are the responsibility of all staff members and all will enforce rules and expectations as consistently as possible when a child acts in an inappropriate or unsafe manner. We want our students to be safe, thoughtful, accepting and responsible in all school settings.

Specific guidelines under that umbrella statement are the following:

1. Level One (minor) Behavior Examples

Description:

- Inappropriate language
- Verbal aggression (put downs that are not harassment)
- Physical contact / horseplay
- Property misuse
- Technology misuse
- Dress code violation
- Running in halls/breezeway
- Tardies (to electives)
- Off task
- Others

Consequences may include:

- Re-teach the rule that was broken.
- Practice the right way to follow the rule.
- A short "time-out".
- Complete a short reflection form.
- In all cases, a Level 1 Incident Report will be given to the homeroom teacher.

2. Level Two (major) Behavior Examples

Description:

- Abusive language/profanity
- defiance (though not all defiance are majors)
- Fighting / Physical Aggressing (intent to hurt, not horseplay)
- Major disruptions
- Bullying / Harassment
- Lying/cheating
- Stealing
- Vandalism
- Endangerment to self or others
- Technology misuse
- Possession of weapon or dangerous instrument
- Others

Consequences in addition to a Level 2 Incident Report, consequences may include:

- immediate instruction on appropriate behavior and a Level 2 Incident Report. Families will be notified by phone or the incident report sent home.
- a reflection report will be included with the incident report form on which student will identify and demonstrate the appropriate behavior.
- consequence will follow that relates to the behavior and is designed to encourage appropriate behavior.
- a formal behavior plan
- restitution and/or loss of privileges

3. Teaching of School Expectations

Social skills that emphasize respectful interactions, problem solving interpersonal conflicts and responding to bullying, harassing and discrimination will be taught school wide at the each year. Rules for all school locations will also be taught and reinforced.

4. Student Safety

Any student in grades K, 1 or 2 who jeopardizes the safety of another student or an adult will receive an in-school suspension and parent conference to discuss alternative acceptable behavior. (In-school suspension is a temporary exclusion from regular classroom attendance. The student is assigned to a supervised work area and if permitted, may perform regular class work.)

Any student in grade 3,4 or 5 who jeopardizes the safety of another student or an adult may be suspended (excluded) from school. A follow-up parent conference to plan alternative acceptable behavior will be required. **The principal will decide when/how long the exclusion will be.

District Wellness Policy

Remember foods brought to school must be commercially prepared & wrapped. These restrictions are necessary in order to protect our students with life-threatening food allergies and also to reduce the chances of inadvertently spreading illnesses such as Hepatitis A, Norwalk Virus, Salmonella and E.coli.

Healthy Parties Guidelines: Applies to: Food Distributed During the School Day as Part of a Celebration or School Party

Beverages

Encouraged:

K-5th Grade

Beverages limited to water and the following:

- Fruit or vegetable juice, provided the beverage item is not more than eight ounces, is 100% juice with no added sweeteners and contains no more than 120 calories per eight ounces.
- Milk or a nutritionally equivalent milk alternative, provided the beverage item is not more than eight ounces, is fat free or low fat and, if flavored, contains no more than 150 calories per eight ounces.

Not allowed: Beverages of Minimal Nutritional Value as defined by the USDA (soda water or "pop".)

Foods

Encouraged:

Each individual food items that do not contain any trans fat and have no more than:

- 35% of its calories from fat (excluding legumes, nuts, seeds, non-fried vegetables, cheese, eggs, and other nut butters) and 10% of its calories from saturated (excluding nuts, eggs, and cheese)
- 35% of its weight from added sugars (does not apply to fruit and vegetables);
- 350 mg of sodium per serving for bread, sweets and salty snacks; 480 mg for nutrient-dense snacks, such as nuts, seeds, fruits, vegetables, dairy; 530 mg for pre-packaged entrees, such as "hot pockets," soups, burritos; 600 mg for freshly made entrees

Portion Sizes

Portion sizes should be reasonable given the age of the student. Appropriate portion sizes for beverages are noted under "Beverages."

Suggestions for Healthy Foods for Snacks and Parties

Please limit items that contain nuts or are produced in a facility that processes nuts, especially snacks provided to elementary aged children.

- Fresh Fruits & Vegetables
- Low fat Yogurt or Sour Cream based Dips (be aware of sugar and salt content)
- Canned Fruits (preferably packed in natural fruit juices instead of syrups)
- Dried Fruits
- Trail Mix, Chex Mix, or Popcorn based snack mix (be aware of products that contain nuts or nut byproducts and sodium content)
- Granola Bars (be aware of products that contain nuts or nut byproducts)
- Sunflower or Pumpkin Seeds
- Yogurt or Soy-gurt
- Jerky
- Baked Chips (be aware that Baked Cheetos and Sunchips are higher in fat and sodium than other baked chip varieties)
- Salsa, Guacamole, Bean Dip, and Fruit Salsa
- Pita Bread or Pita Chips and Hummus dip
- Whole Grain Cereals (be aware of sugar content)
- Whole Grain or Multigrain Crackers and Cheese (cheese made with 2% milk is better)
- 100% Frozen Fruit Juice Bars
- Frozen Yogurt
- Fruit Smoothies (preferably yogurt- or sorbet- based)
- Whole Grain and Fruit/Vegetable Breads & Muffins: banana, zucchini, carrot or oatmeal bread, bran muffins, etc.
- Other Fruit based desserts: Fruit and Yogurt Parfaits, Strawberry Shortcake, Mixed Berries with Whipped Cream, Baked Apples with Granola topping
- Fruit or Pretzels dipped in a yogurt based coating: Strawberries, Raisins, Cherries etc.
- Nabisco 100 Calorie Packs (Wheat Thins, Cheese Nips, Chips Ahoy, Oreo)
- Quaker Multigrain Minis (Honey Graham, Cinnamon Sugar)
- Graham Cracker based items: Honey Maid Squares, Teddy Grahams, Animal Crackers, Goldfish Giant Grahams etc. (Individual packets and Honey flavored is better)
- Nutri-Grain Bars
- Pretzels (low salt is better),
- Bagels (whole grain is better)
- Tortilla Roll Ups: Meat and Cheese, Cream Cheese and Salsa etc (cut into finger size pieces)

Foods of Minimal Nutritional Value

(As defined by the U.S. Department of Agriculture)

Foods of minimal nutritional value--Foods of minimal nutritional value are:

(1) Soda Water--A class of beverages made by absorbing carbon dioxide in potable water. The amount of carbon dioxide used is not less than that which will be absorbed by the beverage at a pressure of one atmosphere and at a temperature of 60 deg. F. It either contains no alcohol or only such alcohol, not in excess of 0.5 percent by weight of the finished beverage, as is contributed by the flavoring ingredient used. No product shall be excluded from this definition because it contains artificial sweeteners or discrete nutrients added to the food such as vitamins, minerals and protein.

(2) Water Ices--As defined by 21 CFR 135.160 Food and Drug Administration Regulations except that water ices which contain fruit or fruit juices are not included in this definition.

(3) Chewing Gum--Flavored products from natural or synthetic gums and other ingredients which form an insoluble mass for chewing.

(4) Certain Candies--Processed foods made predominantly from sweeteners or artificial sweeteners with a variety of minor ingredients which characterize the following types:

(i) Hard Candy--A product made predominantly from sugar (sucrose) and corn syrup which may be flavored and colored, is characterized by a hard, brittle texture, and includes such items as sour balls, fruit balls, candy sticks, lollipops, starlight mints, after dinner mints, sugar wafers, rock candy, cinnamon candies, breath mints, jaw breakers and cough drops.

(ii) Jellies and Gums--A mixture of carbohydrates which are combined to form a stable gelatinous system of jelly-like character, and are generally flavored and colored, and include gum drops, jelly beans, jellied and fruit-flavored slices.

(iii) Marshmallow Candies--An aerated confection composed as sugar, corn syrup, invert sugar, 20 percent water and gelatin or egg white to which flavors and colors may be added.

(iv) Fondant--A product consisting of microscopic-sized sugar crystals which are separated by thin film of sugar and/or invert sugar in solution such as candy corn, soft mints.

(v) Licorice--A product made predominantly from sugar and corn syrup which is flavored with an extract made from the licorice root.

(vi) Spun Candy--A product that is made from sugar that has been boiled at high temperature and spun at a high speed in a special machine.

(vii) Candy Coated Popcorn--Popcorn which is coated with a mixture made predominantly from sugar and corn syrup.

Safety precautions in case of an emergency

We have three tools at our disposal to handle emergencies:

1. **Lock down:** We will lock students with their teachers in their classrooms until the danger has passed or move them to a secure location in the building-the gym- which has no outer windows.

2. **Walk to a safer location:** If we had to evacuate, we would move to North Eugene High School's gymnasium.

3. **Bused to a safer location:** If we had to evacuate by bus, we would be transported to the Moshofsky Center, the indoor University of Oregon practice field next to Autzen Stadium.

In any of these three situations you could obtain relevant information by tuning to KRVM 1280 A.M. or 91.9 F.M.

All of us need to be united when it comes to handling possible emergency situations to prevent chaos, further endangering our students. We appreciate your support of our plans, should we ever have to put them in place. Allowing students to go to a safe home nearby or leave helter-skelter during school hours would **not** be an alternative. Do not come to Corridor to pick up your child during an emergency, your child will not be released until it is safe to go. We will stick together until it's safe to release everyone into the waiting arms of family!

Parking Lot Cooperation

Let's keep our parking lots SAFE, by following these safety guidelines:

- Enter only at the west end driveway
- Exit only at the east end driveway
- Park in designated spaces only (Handicap spaces have a sign and a space between for wheelchair lift)
- Stop at crosswalk when pedestrians are waiting to cross
- Use the center walkway or sidewalk along the south fence
- No parking in the Fire lane
- No pause parking at the front curb or in any driving lanes (this one is especially important so that drivers have a clear line of sight for a small child)

Your cooperation in the parking lot helps keep all our students safe.

Corridor School Song

We're the kids at Corridor,
Learning and fun and a whole lot more!

Yes! We're your friends at Corridor
Learning to open brand new doors!

Overnights and oceanography, outdoor school and Yesiree!
We're the kids at Corridor!

We're the kids and we want to have fun. Kids who smile at the sun,
Kids to brighten your day.
We sing, we laugh, we play.

We're kids who will grow up someday,
the ones who'll take over they say.
Invest in us today.
We sing, we learn, we play!
Takin' it easy learning along the way,
Life can be breezy,
Growin' up a little each day.

Corridor School Colors

Red and Blue

Corridor School Mascot

Armadillo

