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Basic School Info

School Hours
7:30 am  Student supervision and breakfast begin
7:45 am  School doors open
7:55 am  School starts promptly
2:10 pm  Students dismissed on Mondays, Tuesdays, Wednesdays and Thursdays
1:10 pm  Students dismissed on Fridays

One of our yearly goals is to maximize instructional time by reducing the number of students who come to school tardy and by decreasing absences if possible. Please help us with this goal by maintaining communication with the office. Please plan on picking up your students promptly at the end of each school day. If you are unable to do this, please make alternative arrangements for your child and contact the office with this information.

Horario de la Escuela
7:30 am  Comienza la supervisión de estudiantes y el desayuno
7:45 am  Se habren las puertas de la escuela
7:55 am  Comienza la escuela puntualmente
2:10 pm  Hora de entrada y salida los Lunes, Martes, Miércoles y Jueves
1:10 pm  Hora de entrada y salida solo los Viernes

Una de las metas de cada año es el de aprovechar todo el tiempo que tenemos para enseñar. Reduciendo el número de estudiantes que llegan a la escuela tarde y minimizar las ausencias será la única manera de lograrlo. Por favor ayuden a cumplir esta meta ayudando a su hijos para que no lleguen tarde o que falten mucho a la escuela. También necesita comunicarse con la escuela cuando estén ausentes. Por favor haga planes para recojer a sus hijos a la hora indicada y prontamente al final de la escuela. Si por alguna razón usted no podrá recojer a su hijo/a a tiempo tenga un Segundo plan y avise a la oficina de este cambio. Es muy importante para la escuela que sus hijos sean recojidos a la hora exacta.

Supervision Hours  Horas de Supervisión
7:30 am - 2:30 pm

Grade Level Instructional Schedules
Grade level teams collaborate to create schedules for the instructional day. Each grade level will have a different schedule. Please check with your child’s teachers for that information.

Before/After School Student Opportunities
For more information, please call the office at 790-5800.

YMCA After School Child Care
Hours:  2:10 - 6:00 pm
Location:  McCormack Cafeteria
Director:  Amber Alexander, 520-6409
Contact:  686-9622  Website:  www.eugeneymca.org  E-mail:  ymca_kids@yahoo.com
Education Records and the Release of Directory Information
There are school regulations regarding educational records. School Board Policy contains the district’s detailed rules and regulations. You may review or receive a copy at each school and at the Education Center, 200 North Monroe Street. If you do not want directory information released, including photographs for use in district publications, please complete the forms in the back-to-school mailing and return it to your child’s school within ten calendar days of the date you receive it. Your statement of objection will be placed in your child’s records and we will not release directory information to anyone other than school personnel without your consent.

Records Educacionales y el Relevo de Informacion Directa
Hay reglas en la escuela acerca de los records educacionales. El Distrito escolar mantiene todas las reglas y regulaciones de estos records si usted de cearia tener una copia. Hay copias en cada una de las escuelas y tambien en el Distrito escolar en el 200 Monroe Street, tambien se encuentran atras del calendario que el distrito le manda a todas las familias de 4J. Si usted no quiere informacion de sus hijos revelada incluyendo fotografias que se usan en las publicaciones del distrito. Por favor de llenar una aplicacion y regresela a la escuela lo mas pronto posible no mas de dies dias. Su forma sera puesta en los records de sus hijos y no se revelara ninguna informacion acerca de sus hijos a otras escuelas o personas sin su consentimiento.

Health Services
All elementary schools do not have a daily on-site school nurse; therefore, McCornack office staff will take care of your child’s health needs (like sickness, injury, medications, etc.). Health centers are also available and located at each of the 4J high schools. In addition to providing health treatment for those unable to afford medical care, the four centers can now bill private insurance and OHP for families who wish to utilize clinic services. One clinic also remains open for summer health care. For more information, please call the Churchill High School Clinic at 541-790-5227.

If your child is ill (fever above 100º), you will be called to come pick up your child. Please be sure the office has your most current phone numbers, including cell, pager and emergency contact information.

Servicios de Salud:
Las escuelas elementarias no tienen enfermera todos los dias en sus escuelas; es por eso que las secretarias de la oficina en la escuela McCornack tendran que atender a sus hijos con sus medicinas y su salud (cosas como Enfermedades, golpes, y medicinas, etc.). Tambien tenemos Centros de Salud en cada una de nuestras High Schools. Aparte de proveer tratamiento para personas que no tengan aseguransas, los cuatro centros tambien pueden hacer cobros a sus aseguransas en caso que usted la tenga y prefiere usar estos centros. Uno de los centros permanence abierto todo el verano. Para más información por favor llamar a la escuela (Churchill) al 541-790-5227.

School Medication
- School personnel may assist a student to manage prescription and non-prescription medication only under the directions of a physician.
- Prescription medication will be accepted only in the original container properly labeled by the pharmacist. This label will serve as the physician’s written instructions.
- Non-prescription medication will be accepted only with the physician’s written instructions and should be in the original manufacturer’s container. Any medication containing aspirin requires a physician’s order.
- All medication requested to be administered by school personnel must be checked in with school personnel and kept in a locked area.
- Students may carry emergency prescription medication/inhalers with parent and administrator’s consent.
- School personnel will accept changes in medication dosages or times only with a new, properly labeled pharmacy container reflecting the dosage and/or time changes.
- Parents are responsible for transportation of medication to and from school.
- Parents are responsible for refilling the school’s supply of medication and keeping track of the supply.
- Parents are responsible for the preparation of all tablets (e.g. halving tablets).
- Parents are responsible for picking up all unused medication at the end of the school year.
- Parents and school personnel should count medication when it is left at school.
Medicinas en la Escuela:
• El personal de la escuela podra asistir a los estudiantes con medicinas recetadas y no recetadas bajo las instrucciones de un doctor.
• Medicinas recetadas seran aceptadas solamente que vengan en su contenido original y con las etiquetas del farmacista. Estas etiquetas serviran como las instrucciones escritas por el medico.
• Las medicinas sin recetas seran aceptadas con las intrucciones escritas por el medico y en el contenido original de la farmacia. Cualquier medicamento que contenga aspirina requiere una nota del doctor.
• Todas las medicinas requeridas para ser administradas por nuestro personal deben chequearse en la oficina y seran guardadas en un lugar seguro y con llave.
• Los niños pueden cargar medicinas de emergencias con ellos solamente con el consentimiento y la firma de sus padres y el director de la escuela.
• El personal de la escuela aceptara cambios en las medicinas solamente que tengan un nueva etiqueta de la farmacia mencionando los nuevos cambios.
• Los padres son responsables de traer y llevar todos los medicamentos a la escuela.
• Los padres tambien son responsables de mantener un record de sus medicamentos, cuando traer mas, no dejar que se le acaben, etc.
• Los padres son responsables de preparar las cantidades de la medicina.
• Los padres son responsables de recojer las medicinas que no se usaron al final del año.
• Los padres y el personal de la escuela deberan contar los medicamentos en el momento que se dejan en la escuela.

Bus Transportation
Students who live 1 mile or more from school may ride 4J buses to and from school.

Students who plan to ride the bus must register during their first week of riding the bus. Registration is important for several reasons, but most notably so that the driver may become acquainted with students riding his/her bus. Students eligible to ride 4J buses will receive a letter at the beginning of the school year explaining district and state school bus rules and regulations. Parents are expected to go over these rules with their children and turn in the completed form to the bus driver to insure their student(s) are registered and riding the correct bus.

Bus riding students are assigned to a stop based on where they live. Students must use their assigned stop unless they have written permission from a parent or guardian to do otherwise. For more information, contact the 4J Transportation Department at 541-790-7474.

Transportacion de Autobuses:
Los estudiantes que vivan a una milla o más de la escuela pueden montar el autobus escolar para ir y venir de la escuela.

Los estudiantes que planean tomar el bus deberan registrarse durante la primera semana de escuela o antes. Registrarse es muy importante por varias rezones, pero mas que nada para que el conductor del bus pueda empezar a conocerlo y el sepa cuales niños estarán en su bus. Los estudiantes que son elegibles para montar el autobus recibirán una carta del distrito escolar en el comezio del año explicandole todas las reglas y regulaciones del autobus. Los padres deberan de leer estas reglas con sus hijos para que ellos entiendan como deben comportarse y mantenerse seguros cuando montan el autobus.

Los estudiantes que montan el autobus tienen una parada asignada dependiendo de donde vivan. Los estudiantes deben esperar en estas paradas solamente, al menos que tengan permiso de sus padres para esperar en otra parada que no sea la de ellos. Para más información, llamar al departamento de transportación al 541-790-7474.
**Bus Safety**
All students who ride the school bus receive safety and emergency training related to bus riding. Schools also train other students on basic school bus safety when they ride the school bus on field trips or other activities. For more information on bus safety, or for a copy of bus safety rules and evacuation procedures, call the 4J Transportation Department at 541-790-7474.

**Field Trips**
A school may transport students on a field trip or to a District authorized activity using a District school bus, a chartered school bus, a school activity vehicle or a chartered motor coach which has been approved by the Oregon Department of Education as a School Pupil Activity Bus.

An Excursion Permit is sent home annually in the back-to-school mailing. This form covers parental permission for field trips that are taken throughout the year. In most cases, a permission form will be sent home with specifics regarding each class field trip. Please see the office if you need an Excursion Permit or have any questions.

**Food and Food Services**
Lunch is served every attendance day. Our lunch program is operated by Sodexho Food Services. $2.75 includes a meal with milk. Milk costs $0.50 a carton. Breakfast costs $1.25. Reduced prices are set at the Federal level, so they will remain at the current rate: $0.40 for lunch and free for breakfast (all grade levels).

Lunch and milk can be purchased daily. Checks should be made out to 4J Nutrition Services and completed envelopes with payment can be given to the cafeteria manager. The most preferred option is buying school meals on-line. See instructions on the 4J website at [www.4j.lane.edu](http://www.4j.lane.edu). Applications for free and reduced price lunches are sent to families at the beginning of the school year and are available in the McCornack office.

If your child has food allergies or special dietary needs, please make sure that the office is informed in writing. We will make every effort to accommodate your child’s needs. A number of students at McCornack have peanut allergies. The school cannot prohibit students from bringing certain foods, but parents have made the request of other parents to not send peanut products to school. If your child brings a lunch and/or snack, please send something nutritious to eat.

**La Comida y los Servicios de Comida:**
La comida es servida todos los días que los estudiantes estén presentes en la escuela. Nuestro programa de comida esta operada por el servicio de Sodexho Food. Una acomida completa cuesta $2.75 dólares incluyendo la leche. Solo leche cuesta $0.50 centavos. El desayuno cuesta 1.25 dólares. Los precios reducidos son puestos en el nivel Federal, entonces ellos permanecerán en la tasa corriente: $0.40 dólares para almuerzo y gratis para desayuno (todos los niveles de grado).

La comida y la leche se puede comprar diariamente. Los cheques para pagar la comida deberan estar escritos a 4J food services Los sobres con cada pago deberan ser entregados a la manager de la oficina. La mejor opción que recomendamos es comprar los tickets de comida en la internet por favor vea las instrucciones en la red al [www.4j.lane.edu](http://www.4j.lane.edu).

Las aplicaciones para comida GRATIS o REDUCIDAS son enviadas a las familias al comienzo del año y tambièn estàn disponibles en la oficina de McCornack.

Sí su estudiante tiene alergias de comida o alguna dieta especial, por favor de avisar a la oficina por escrito cual es su problema. Haremos todo nuestro esfuerzo en acomodar la necesidades de su hijo/a. Un numero grande de los estudiantes de McCornack tienen alergias a la Crema de Cacahuate. La escuela no puede prohibir a los niños que traigan comidas que contengan este producto, Pero muchos de los padres han pedido a la escuela que no trainga comida con este producto. Si su hijo/a trae una merienda por favor dele algo que sea saludable y nutritivo.
4J Wellness Policy for Elementary Schools
On May 3, 2006, the Eugene School Board adopted a new District Wellness Policy
effective the 2006-07 school year. This policy required some changes in practice
at elementary schools.

The policy covers five areas: Wellness Policy Goals, Physical Activity, Nutrition
Education, Other Activities That Support Student Wellness (support for Health Clinics),
and Nutrition Standards. The Superintendent is responsible for implementing the policy, including the creation of
administrative rules.

4J Wellness Policy for Elementary Schools

Guidance Regarding Withholding Recess and P.E.
- Recess can be withheld for disciplinary reasons if such action is only on an occasional basis and is part of
  an individual or school-wide behavior plan.
- Physical education cannot be withheld for disciplinary reasons. This does not include discipline for
  behavior during P.E. class.

Setting Minimum Times for Breakfast and Lunch
- Each school must adopt a minimum number of minutes that students have to eat breakfast and lunch
  and consider other strategies, such as recess before lunch, that contribute to healthy eating.

Use of Food as Incentive or Reward
- Foods of Minimal Nutritional Value, as defined by the U.S. Department of Agriculture, cannot be
  distributed by staff as a reward for academic performance or good behavior.

  - **Foods of Minimal Nutritional Value** include soda pop and most candy (see 4J website for list). The use
    of any candy as a reward is strongly discouraged. The use of other food as incentive or reward, or as
    part of the curriculum should be used judiciously, taking into consideration the nutritional value of the
    food being served and the frequency of use.

Competitive Foods (Foods Competing with School Breakfast and Lunch Programs)
- Foods of Minimal Nutritional Value: these foods, as defined by the federal government, cannot be sold to
  students on campus during the school day. These foods include soda pop and most candy (see 4J website
  for list). Soda pop cannot be sold or distributed during the school day for any reason. The school day is
  defined as from the beginning of the class schedule day to the end of the class schedule day.

- Fundraising/School Stores: food sold at school as a fundraiser during the school day must meet the
  Healthy Snacks and Healthy Parties guidelines (see page 6).

- Vending Machines: vending machines accessible to students on school campuses at any time must
  include only nutritious food options that meet the Healthy Snacks guidelines. This does not apply to
  vending machines in faculty/staff rooms if not accessible to students.

- Celebrations/School Parties: soda pop cannot be served during the school day as part of a celebration
  or school party. During the school day, schools should limit the use of food at celebrations that are not
  related to the curriculum. Parents and staff are encouraged to provide party foods that are consistent
  with the Healthy Parties guidelines and to serve such items after the lunch hour, if possible.
After School Events Sponsored by the District

Schools must offer some healthy options at concession stands operated on campus after the school day (for example: at carnivals, after school programs and performances). Examples of healthy options include water, milk, 100% fruit juice and foods that meet the Healthy Snacks guidelines. The policy allows soda pop and foods outside the guidelines to be sold at these events.

If you have any questions, please contact Hillary Kittleson of the Wellness Advisory Committee. Her phone number is 790-7606 and her e-mail is kittleson@4j.lane.edu.

4J Healthy Parties Guidelines

Applies to Food Distributed During the School Day as part of a celebration or school party:

Beverages

Encouraged: water or seltzer water without added caloric sweeteners; fruit and vegetable juices and fruit-based drinks that contain at least 50% fruit juice and that do not contain additional caloric sweeteners; unflavored or flavored low-fat or fat-free milk and nutritionally-equivalent nondairy beverages.

Not encouraged: Fruit-based drinks that contain less than 50% real fruit juice or that contain additional caloric sweeteners.

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

Foods

Encouraged:
- No more than 35% of calories from fat (excluding nuts, seeds, peanut butter and other nut butters) and 10% of calories from saturated and trans fat combined;
- No more than 35% of weight from added sugars;
- No more than 350 mg of sodium per serving for bread, sweets and salty snacks; 480 mg for nutrient-dense snacks -- 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

Suggested limits on portion sizes for food: portion sizes should be reasonable, given the age of the student.

Suggested limits on portion sizes for beverages (except water):
- Twelve fluid ounces for fruit-based drinks that contain at least 50% fruit juice and without added caloric sweeteners and for non-dairy beverages nutritionally equivalent to dairy beverages.
- Sixteen fluid ounces for 100% fruit and vegetable juices and low-fat and fat-free milk (flavored and unflavored).

Suggestions for healthy foods for snacks and parties
- Fresh Fruits and Vegetables
- Canned Fruits (preferably packed in natural fruit juices instead of syrups)
- Dried Fruits
- Trail Mix and Granola Bars (be aware of products that contain nuts or nut by-products)
- Sunflower and Pumpkin Seeds
- Yogurt or Soy-gurt
- Jerky
- Ritz Chips
- Baked Chips (be aware that Baked Cheetos and Sunchips are higher in fat and sodium than other baked chip varieties
- Salsa, Guacamole and Fruit Salsa
Suggestions for healthy foods for snacks and parties continued
- Whole Grain Cereals (be aware of sugar content)
- Whole Grain or Multigrain Crackers
- 100% Frozen Fruit Juice Bars
- Fruit Smoothies (preferably yogurt or sorbet-based)
- Whole Grain and Fruit/Vegetable breads and Muffins: banana, zucchini, carrot or oatmeal bread, bran muffins, etc.
- Nabisco 100 Calorie Packs (Wheat Thins, Cheese Nips, Chips Ahoy, Oreo)
- Quaker Multigrain Mini’s (Honey Graham, Cinnamon Sugar)
- Nutrigrain Bars
- Pretzels (low salt is better)
- Bagels (whole grain is better)

Suggestions for healthy foods for snacks and parties continued
Celebrations, the Eugene School District Catering Service, can assist with appealing and healthy classroom snacks and pizza parties. Call 790-7654 or send e-mail to: catering@4j.lane.edu. Support your local school district and serve healthy foods and beverages to kids.

Welcome

Visitors at McCornack
Adult Visitors
In the course of a regular day, there are many people in addition to our staff and students who come into and leave the building -- parents, guest speakers, consultants, delivery people, repair people, community mentors and volunteers. We need to ensure that the people who are in the building have a legitimate purpose. We have instituted the following guidelines to support that:

All visitors to McCornack must report to the Main Office upon entering the school. All visitors will be asked to sign in when they arrive and sign out when they leave. Individuals entering the building as a representative of service agencies (e.g. Eugene Police Department, Child Welfare, etc.) will be asked to present identification and log in and out. Visitors will be provided with a name tag while in the building.

All staff are committed to approach any adult without a name tag to determine his/her business at the school and to request that they follow our standard check-in procedures at the office. Adults with questionable purposes will be directed and reported to the Main Office.

Parent Visitors
McCornack parents are always welcome and are encouraged to be a part of our program. They have the right to visit any classroom to observe how their student is performing. Ideally, we would like to have parents arrange such visitations/observations with the teacher ahead of time.

Safety and Prevention
McCornack regularly practices safety procedures in the event of an emergency. In each practice session, we test and improve our practices. We will also spend a week reviewing, practicing and sharing school safety information with parents. Drills include evacuation, lock down, earthquake and directed response.
McCornack Human Dignity Creed

We, the people of McCornack School, pledge to help create a Human Dignity Zone free of discrimination.

We believe that people should judge others by their heart and actions, not by their appearance, religion, disabilities or abilities.

All people are created equal and are worthy of respect.

We should live together in peace and harmony and love the world and everyone in it because differences make us special.

We are all the same in different ways, so we will treat others with dignity, kindness and respect -- the way we would like to be treated.

Instructional Program Highlights
- Positive Behavioral Support Program
- Caring Schools Community Program and Instruction
- School Counselor
- Second Steps Curriculum
- Physical Education (9 weeks)
- Music Education (9 weeks)
- Technology Specialist
- Strings Program
- Spring Musical
- McC TV
- Artist in Residence Program
- Pod Squad
- Active Parent Teacher Organization
- Strong Volunteer Support
- Title I Reading and Math Program
- Grade Level Field Trips
School Improvement Plan
Here are four over-arching goals for our program at McCornack. Site Council, comprised of staff, parents and administration, reviews and strategizes around these goals yearly.

Goal 1: To increase the basic skills of all students in the academic areas of math, reading and writing.
Goal 2: To assure that all students have a safe and secure environment.
Goal 3: Enhance the scope of parent involvement in our school.
Goal 4: With an anticipated decline in resources, enhance our educational programs provided by our specialists.

Support Programs

Positive Behavior Support (PBS), Expectations and Discipline Procedures
In the fall of 1996, McCornack collaborated with University of Oregon staff to become a site using the Positive Behavioral Support System. Becoming a PBS school allowed McCornack to develop a common language that clarified and unified student understanding of behavioral expectations in a positive manner. Misbehavior is treated as a learning event, not a punitive experience. The PBS program also facilitates communication between all staff (playground supervisors, classroom teachers, office staff, etc.). Analyzing the data collected allow staff to become proactive in dealing with problematic settings and individual students who are experiencing difficulty conforming to expectations.

The 3 Golden Rules of our School-Wide Behavioral Plan are:
1. Be Safe
2. Be Respectful
3. Be Responsible

These rules are applied to all settings throughout the school. Lessons have been created that help teachers and staff instruct students as to the expectations for each specific setting. These lessons are taught in the fall of each year so all students are familiar with school expectations.

Students are acknowledged for appropriate behavior in the following ways:

1. Panther Pats: given to students for appropriate behavior

2. AHA's: compliment slips for exceptional behavior; copies for student, parent, teacher and for a school display

3. Boosters: activities planned each month focusing on specific settings or behaviors
Students who do not follow the school rules are reminded in the following ways:

1. Reminder Slips: written reminders for minor infractions (ex. running in hall, etc.)
2. Behavior Slips: written reminders for more serious behaviors or excessive minor infractions (ex. disrespectful comments to others, unsafe)
3. Rule School: an opportunity for students that have excessive reminder and behavior slips to reflect on and learn appropriate actions
4. Referrals: zero tolerance infractions (ex. weapons, fighting, theft, etc.)

Students and staff also receive PBS support through the “Request for Assistance” process and the Teacher Assistance Team (TAT). These interventions help individual students who are not responding to the above-mentioned interventions.

For an in-depth view of McCornack’s behavior expectations, please turn to page 11.

PBS Team and Function
The PBS team is comprised of staff who meet regularly to review school-wide student safety and critically adjust interventions and strategies to further improve school climate. The team consists of representatives from each grade level team to facilitate communication.

Speech and Language Services
The speech and language program provides services at school such as hearing, speech and language testing. An initial hearing screening is completed for all kindergartners and students new to the district. Speech and language screening is completed upon referral from either a parent or teachers. If the screening indicates that the child needs speech and language support, the specialists will meet with parents to discuss findings, then work with a team (that includes parents) to develop an Individual Education Plan (IEP) for the child.

Resource Room
Teachers or parents may refer a child for testing if they believe that the student is not making sufficient progress in the regular classroom program. Students who meet the criteria receive services in the areas identified as needing support. These areas may be one or more of the following: reading, math and writing. Before a program is developed, parents meet with the school psychologist, Resource Room teacher, teachers, principal and other relevant staff to discuss the test results, review the options and the proposed IEP and give permission for the child to be served by the Resource Room teacher.

Talented and Gifted (TAG) Program
The program for Talented and Gifted students is designed to meet the special needs, interests and abilities of identified children. Parents and/or teachers may request a child be evaluated for inclusion in the program. Students must score at or above the 97th percentile on either a test of mental ability (intellectually gifted) or an achievement test in reading or math (academically talented). These scores are used in conjunction with other work to determine eligibility. Students who meet criteria for TAG will have differentiated instruction provided in the regular classroom. Teachers, in consultation with parents and the student, will design a TAG plan for each student based on their specific needs/abilities. Resources and information are available from the TAG-Coordinator.

Rights of Parents in regards to TAG:

- must be informed of their student’s TAG or other identification;
- must have an opportunity to provide input and discuss the programs and services to be received by their child;
- may request, at any time, the withdrawal of their child from programs;
- have a right to file a complaint with the school or district.
#McCornack's Behavioral Expectations

**Be Responsible for What You Say and Do**

<table>
<thead>
<tr>
<th>Settings</th>
<th>Be Safe</th>
<th>Be Respectful</th>
<th>Be Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cafeteria</strong></td>
<td>1. Walk</td>
<td>1. Keeps hands, feet and objects to self</td>
<td>1. Use a quiet voice</td>
</tr>
<tr>
<td></td>
<td>2. Hold tray with two hands</td>
<td>2. Uses respectful language</td>
<td>2. Clean your hands area</td>
</tr>
<tr>
<td></td>
<td>3. Sit on two benches</td>
<td>3. Returns others' personal space in line and at the table</td>
<td>3. Raise your hand if too movement or get something</td>
</tr>
<tr>
<td></td>
<td>4. Eat with elbows</td>
<td></td>
<td>4. Don't waste food</td>
</tr>
<tr>
<td></td>
<td>5. Keeps feet on coffee table without sharing</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>6. Clean up your room area</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Outside Play</strong></td>
<td>1. Walk to the driveway</td>
<td>1. Use appropriate language</td>
<td>1. Return equipment</td>
</tr>
<tr>
<td></td>
<td>2. Stay within playground boundaries</td>
<td>2. Use a quiet voice</td>
<td>2. Return equipment</td>
</tr>
<tr>
<td></td>
<td>3. Use equipment safely</td>
<td>3. Follow green rules</td>
<td>3. Follow adult directions</td>
</tr>
<tr>
<td></td>
<td>4. Follow green rules</td>
<td></td>
<td>4. Return glasses</td>
</tr>
<tr>
<td></td>
<td>5. Short wheels = stop</td>
<td></td>
<td>5. Return strawberries</td>
</tr>
<tr>
<td></td>
<td>6. Three short wheels = line up</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Inside Recess</strong></td>
<td>1. Walk in classrooms</td>
<td>1. Use appropriate language</td>
<td>1. Return equipment</td>
</tr>
<tr>
<td></td>
<td>2. Use classrooms materials safely</td>
<td>2. Use a respectful tone of voice</td>
<td>2. Return classrooms materials</td>
</tr>
<tr>
<td></td>
<td>3. Stay in your classroom unless given permission by supervisor</td>
<td>3. Follow green rules</td>
<td>3. Return to seat on teacher's signal</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Hallways</strong></td>
<td>1. Walk facing forward</td>
<td>1. Keeps your hands and feet off rails, windows and doors</td>
<td>1. Use a respectful tone of voice</td>
</tr>
<tr>
<td></td>
<td>2. Stay to the right</td>
<td>2. Use a respectful tone of voice</td>
<td>2. Focus on traveling in hallways respectfully</td>
</tr>
<tr>
<td></td>
<td>3. Return others' personal space</td>
<td>3. Focus are traveling in hallways respectfully</td>
<td>3. Wipes your face</td>
</tr>
<tr>
<td></td>
<td>4. Maintain a reasonable pace</td>
<td></td>
<td>4. Don't rush around</td>
</tr>
<tr>
<td><strong>Bathrooms</strong></td>
<td>1. Keep bathrooms clean and dry</td>
<td>1. Keeps hands, feet and objects to self</td>
<td>1. Return to natural on time</td>
</tr>
<tr>
<td></td>
<td>2. Use toilet, sinks and sinks appropriately</td>
<td>2. Uses appropriate, respectful language and form of voice</td>
<td>2. Turn off soap dispenser</td>
</tr>
<tr>
<td></td>
<td>3. Wash in and out of bathrooms</td>
<td>3. Use a quiet voice</td>
<td>3. Respect others' personal space</td>
</tr>
<tr>
<td></td>
<td>4. Wash hands with soap and water</td>
<td>4. Handwash (3-5 minute time limit)</td>
<td>4. Respect lack of supplies</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>**Arrival/</td>
<td>1. Walk inside, outside, hallways, playground, pool areas (anything with</td>
<td>1. Keep your hands, feet and objects to self</td>
<td>1. Arrive to natural on time</td>
</tr>
<tr>
<td>Dismissal**</td>
<td>wheel) in designated areas</td>
<td>2. Uses appropriate, respectful language and form of voice</td>
<td>2. Turn off soap dispenser</td>
</tr>
<tr>
<td></td>
<td>2. Stand quietly at designated chair until play opens</td>
<td>3. Respect others' personal space</td>
<td>3. Don't enter the building</td>
</tr>
<tr>
<td></td>
<td>3. Walk through designated chair</td>
<td></td>
<td>4. Don't enter the building</td>
</tr>
<tr>
<td></td>
<td>4. Leave promptly</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>5. Leave designated room</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Library</strong></td>
<td>1. Use library materials safely and squarely</td>
<td>1. Use a quiet voice at all times</td>
<td>1. Bring back library books</td>
</tr>
<tr>
<td></td>
<td>2. Wash at all times</td>
<td>2. Return materials by that date</td>
<td>2. Turn books with kindness</td>
</tr>
<tr>
<td></td>
<td>3. Sit appropriately on chairs</td>
<td>3. Leave after 30 minutes</td>
<td>3. Return damaged books</td>
</tr>
<tr>
<td><strong>Assemblies</strong></td>
<td>1. Crowds in front of using books and materials</td>
<td>1. Keep hands, feet and objects to self</td>
<td>1. Take responsibility for self</td>
</tr>
<tr>
<td></td>
<td>2. Walk at all times</td>
<td>2. Use appropriate language and form of voice</td>
<td>2. Be kind</td>
</tr>
<tr>
<td></td>
<td>3. Sit appropriately on chairs</td>
<td>3. Respect others' personal space</td>
<td>3. Follow teacher direction</td>
</tr>
<tr>
<td><strong>Classroom</strong></td>
<td>1. Use computer equipment safely</td>
<td>1. Keep hands, feet and objects to self</td>
<td>1. Follow directions of adults</td>
</tr>
<tr>
<td></td>
<td>2. Walk at all times</td>
<td>2. Use appropriate language and form of voice</td>
<td>2. Focus on teacher</td>
</tr>
<tr>
<td></td>
<td>3. Sit appropriately on chairs</td>
<td>3. Respect others' personal space</td>
<td>3. Enter and leave quickly</td>
</tr>
<tr>
<td><strong>Computer Lab</strong></td>
<td>1. Use computer equipment safely</td>
<td>1. Keep hands, feet and objects to self</td>
<td>4. Respect others' opinions and right to learn</td>
</tr>
<tr>
<td></td>
<td>2. Walk at all times</td>
<td>2. Use appropriate language and form of voice</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. Sit appropriately on chairs</td>
<td>3. Respect others' personal space</td>
<td></td>
</tr>
</tbody>
</table>

- **1.** Keep hands, feet and objects to self
- **2.** Use appropriate language
- **3.** Respect others' personal space
- **4.** Follow teacher direction
Classroom Placement

April: Notice sent home regarding school placement procedure. Parent input forms available in the office upon request.

Early May: Parent input forms available in the front office.

Mid-May: Teachers begin to create balanced, tentative class lists.

End of May: Current teachers and principal review parent requests and re-balance class lists, making minor changes if needed.

June: Final copy of class lists sent to sending teacher and principal.

August: Parents and students receive class placement information in the mail.

Teacher’s First Work Day: Prior to the first day of school for students, teachers receive updated class lists.

McCornack staff values parent input. Parents provide valuable insight about characteristics unique to their student. We will continue the opportunity for parents to give the school any information about their child they feel would be helpful to us as we make decisions about placement. Information parents want us to consider must be submitted in writing to the office in May using a Student Placement Information form. Forms will be available in the office in May.

We ask that parents not request a particular teacher, providing the most flexibility needed to balance classrooms and create the best learning environment for each child. If specific teachers are requested on placement forms, the forms will be discarded. The following steps are required for a parent to request a change of teacher for their child:

- Students must remain in their assigned class for 2 full weeks
- Within the 2 weeks, parents must communicate with the assigned homeroom teacher, detailing their concerns.
- Following 2 full weeks of class participation and a detailed conversation with the teacher, in order for a teacher assignment change to be considered, a meeting is required between the teacher, administration and the parent. Changes may be considered, but are not guaranteed.

Placement Criteria

- Learning style
- Social skills
- Gender
- Age
- Academic needs
- Motivational needs
- Special strengths or needs

Procedimiento para Colocacion de Maestros y Salones:

Abril: Políticas acerca de cómo los estudiantes son seleccionados para cual maestro el próximo año son enviados a casa.

Principios de Mayo: Queremos que los padres comparten con nosotros sus ideas acerca de la colocación del estudiante. Durante el mes del Mayo, los padres pueden escribir sus opiniones en un formulario llamado (en Inglés):Parent Input Forms. El formulario está disponibles en la oficina. Sus opiniones sobre el siguiente sera mas util para los maestros y la directora: El estilo de aprendizaje del niño, el sexo, y edad del niño, las habilidades y los desafíos académicos, lo que motiva al niño, cómo su niño se relaciona con otros, y otros habilidades y desafíos.

Mediados de Mayo: Los maestros y la Directora empiezan a crear clases para el año nuevo. Los maestros usan muchos criterios escolar para crear clases que son iguales y equilibrado.

Finales de Mayo: Los Maestros y la Directora revisan las peticiones de los padres y después vuelven a balancear la lista. Haciendo todos los cambios necesarios.

Mediados de Junio: Los padres y los estudiantes son comunicados de los resultados. Estos resultados les avisa
quien sera su maestra el proximo año. Este informe estara en el reporte de sus notas y sera enviado el ultimo dia de clases.

Agosto: La copia final de la lista de estudiantes es enviada a la maestra correspondiente. Ella se encargara de mandar la lista a los padres en con el aviso junto con el reporte de notas.

Primer Día de Trabajo Para los Maestros: Un dia antes de comenzar la escuela, los maestros reciben la lista final y precisa.

La escuela McCornack valora la informacion de los padres. Los padres proveen informacion muy valiosa acerca de las caracteristicas unicas de sus estudiantes. Continuaremos dandole las oportunidades a los padres para que nos informen los puntos importantes acerca de sus hijos/as y de esta forma ponerlos en el lugar adecuado. La informacion que los padres envian debera ser enviada en el mes de Mayo y deberan usar la forma adecuada. Estas formas estaran en la oficina de la escuela al principio del mes de Abril.

Le pedimos a los padres que por favor no hagan pedidos de sus maestros favoritos. La razn es que necesitamos mantener un balance en todas las clases y de proveer el mejor ambiente adecuado para cada estudiante.

Reglas de Colocacion:
- Forma de aprendizaje
- Sexo
- Necesidades academicas
- Motivacion
- Habilidades sociales
- Fuerte y necesidades especiales
- Edad

Holiday Policy
To promote healthy bodies and minds we will only serve healthy foods during instructional time, foods that align with the district policy. We appreciate parent/family support in maintaining a positive climate in the classroom and ask that parents coordinate directly with the home room teacher before bringing any food in for the class for any reason. Unhealthy food will be returned to parents and not accepted in the office according to district policy (also in the McCornack Parent/Student Handbook at http://mccornack.4j.lane.edu/).

Students and families observe different holidays and traditions. The Parent Teacher Organization is involved in organizing holiday events for the school. To promote an inclusive learning environment and honor these differences, we strive to create a fun, positive classroom and school climate in ways that simultaneously focus on learning. 4J policies allow students to exchange holiday cards and other items during non-instructional times. At McCornack, we ask that students exchange holiday gifts, cards, or other items at the end of the school day.

Para Promover cuerpos y mentes Sana: Sólo se servirán comidas saludables durante el tiempo de instrucción y solo los alimentos que son permitidos con la política del distrito. Apreciamos a los padres de familia por su apoyo en el mantenimiento de un sistema positivo en los salones y pedimos a los padres que por favor coordinen directamente con el maestro antes de traer cualquier comida a la clase por cualquier motivo. Alimentos muy poco saludables serán devueltos a los padres y no podran ser aceptados en la oficina de acuerdo con la politica del distrito escolar (tambien puede leerlo en el McCornack Parent / Student Handbook en http://mccornack.4j.lane.edu/).

Todos los estudiantes y sus familias observan diferentes fiestas y tradiciones. La Organización de Padres y Maestros (PTO) esta involucrado en la organización de eventos festivos para la escuela. Para promover un ambiente de aprendizaje inclusivo y honrar estas diferencias, nos esforzamos por crear una diversidad, en los salones de clases positiva y con un clima escolar de manera que se enfoquen simultaneamente en el aprendizaje. Las politicas de 4J les permiten a los estudiantes el intercambio de tarjetas de Navidad y otros articulos durante las horas de no instruccion. En la escuela McCornack, le pedimos a los estudiantes de favor que intercambien tarjetas o regalos de navidad, u otros articulos al final del dia escolar.

Dress Code
McCornack is committed to a healthy environment that is conducive to learning and positive social development. Student dress and grooming shall be clean and in keeping with health, sanitary and safety practices. Because of health and sanitation considerations, students shall wear shoes while on school property. We ask that parents assist in supporting our learning environment by guiding dress choices. Two guidelines we use to determine appropriate clothing are safety (including language and sharp items on clothing) and disruption to learning (ex. clothing that is revealing, baring midriffs, etc.)
Halloween
Halloween dress up is an option and must follow McCornack’s year-long expectations for attire:
• Safe
• Respectful
• Conducive to Learning (not disruptive)

Teachers have discretion regarding activities within the classroom. Please see your child’s teacher for more information.

Conducta de Vestuario:
McCornack está comprometida en mantener un ambiente saludable y constructivo para un desarrollo y aprendizaje positivo. El vestuario de los estudiantes deberá ser limpio y saludable. Practicando todas las formas higiénicas. Para mantener la salud y las formas higiénicas de la escuela los estudiantes deberán usar zapatos todo el tiempo que permanezcan dentro de la escuela. Les pedimos a los padres que nos ayuden a mantener estas reglas en forma y apoyen a sus hijos a que las practiquen, esto ayudara el ambiente y el aprendizaje de nuestra escuela. Hay reglas que determinan la ropa adecuada, debe ser sana y sin distracción. No se permite ropa con: (Mal language escrito en la ropa, o diseños peligrosos, ropa muy reveladora o inapropiada, etc.)

Día De Las Brujas
Vestirse para el día de las brujas es opcional en la escuela McCornack, pero siempre se debe seguir las expectaciones correctas de vestir de la escuela. Las expectaciones son iguales a las de todo el año:
• Debe ser seguro.
• Fuera de peligro y respetuoso hacia los demás.
• Propicio para el aprendizaje ( no perjudicial).

Los maestros tienen el deber y la discreción de decidir las actividades en el salón de clase. Por favor hable con la maestra de su niño para más información.

Attendance Policy and Compulsory Law
Tardies
One of our school goals is to significantly reduce the number of students who come to school tardy. Students who arrive on time not only receive more instruction, they have a more secure start to their school day, increasing opportunities for success. For attendance purposes, 4 tardies (within a 20 day period) will equal a full day of absence. The only excused tardies are for doctor and dentist appointments.

<table>
<thead>
<tr>
<th>If a student arrives:</th>
<th>Type of Tardy/Absence</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:56 am - 8:09 am</td>
<td>Counted as tardy</td>
</tr>
<tr>
<td>After 8:10 am</td>
<td>Counted as tardy with arrival time being recorded in Synergy</td>
</tr>
<tr>
<td>After 11:01 am</td>
<td>Counted as full day absence</td>
</tr>
</tbody>
</table>

Please help us and your child by being on time and ready to learn in the classes by 7:55 am.

Absences
Daily attendance is vital for student development and success. We understand there are times when they cannot attend due to illness or personal appointments. Excused absences are illness, school function, death in the family and family emergencies. When you anticipate your child will be absent, please call our Attendance phone number (541-790-5825). This number is to be used only before and after the office is closed. If you need to report an absence during office hours, please call our office number (541-790-5800). When appointments occur during the school day, please notify the office or the classroom teacher in advance. Children who leave during the school day must be signed out by a parent or guardian in the office and signed in if they return the same day.

Compulsory Law
The school will contact parents when a pattern of problem attendance is noticed. According to Oregon State Law, ORS 339.010, parents are required to send their children to school and maintain their regular attendance. Parents will be notified, in writing, when their child has 8 unexcused half days or 4 unexcused full days of absence within a
20-day period. A Lane ESD truancy referral will be made if a student’s irregular attendance continues after the school’s interventions. Parents will also be contacted if their child has five or more tardies in any term. The school will work with families and students to develop a plan to get students to school on time.

**Poliza de Asistencia y la Ley Obligatoria:**

**Llegar Tarde**

Una de las metas de nuestra escuela es de reducir el número de estudiantes que llegan tarde a la escuela. Los estudiantes que llegan a tiempo a la escuela no solo reciben más instrucción, pero también comienzan su día mucho mejor y aumentan sus oportunidades para tener éxito. Ciertas reglas son, llegan 4 veces tarde (en un periodo de 20 días) equivale a un día de ausencia.

<table>
<thead>
<tr>
<th>Si el estudiante llega:</th>
<th>Consecuencias</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:56 am - 8:09 am</td>
<td>Cuenta como tarde</td>
</tr>
<tr>
<td>Despues de las 8:10 am</td>
<td>Cuenta como medía de tarde</td>
</tr>
<tr>
<td>Despues de las 11:01 am</td>
<td>Cuenta como un día completo de ausencia</td>
</tr>
</tbody>
</table>

Por favor ayudenos a que su hijo llegue a tiempo y este listo para aprender a las 7:55 am en punto.

**Ausencias**

Asistencia diaria es vital para los estudiantes y el desarrollo de su éxito. Entendemos que hay situaciones que es imposible cumplir por razones de enfermedades o citas importantes. Tenemos ausencias que son permitidas debido a enfermedades, funciones en la escuela, alguna muerte en la familia y emergencias familiares. Pero si usted nos anticipa con tiempo que su hijo estará ausente trabaja mucho mejor. Debe llamar al número (541-790-5825). Este número solo sirve para antes y después de las horas de escuela. Si usted necesita llamar durante las horas de nuestra oficina debe llamar al número de la escuela (541-790-5800). Cuando usted tenga una cita importante debe avisar en la oficina o con la maestra de su niño anticipadamente. Los niños que tengan que salir temprano de la escuela deben ser reportados por sus padres en la oficina. Si regresan el mismo día a la escuela también deben ser anunciados en la oficina.

**Ley Obligatoria**

La escuela se comunicara con usted en caso que notemos un patron o problemas de ausencias con sus hijos/as. De acuerdo a la ley del Estado de Oregon (ORS339.010), los padres tienen la obligación de mandar a sus hijos a la escuela diariamente y que mantengan una asistencia regular. Los padres seran notificados por escrito cuando sus hijos tengan 8 medio días de ausencia sin escusa o 4 días completos de ausencia en un periodo de 20 días. Una carta de aviso del departamento de Lane ESD sera enviada si la mala conduca de ausencias del estudiante continua aun con la ayuda e intervenciones proveidas por la escuela. Los padres tambien seran avisados si su hijo tiene cinco tardanzas o más en un solo trimestre. La escuela trabajara con todas las familias para desarrollar un plan para que los estudiantes llegen a la escuela a tiempo.

**Skateboards and Bicycles/Personal Property**

**Bicycles & Skateboards**

Bicycles must be parked in the rack (in front of the school) provided. Students bring bicycles and skateboards to school at their own risk and should work with the teacher to keep them in the classroom (for skateboards) and bike racks. For safety reasons, students must always wear helmets and should not ride bicycles or skateboards on campus at any time.

**Personal Property**

Electronic equipment (musical or otherwise) is not permitted in classrooms. Cell phones are discouraged and should be turned in to the office where they’ll be held the rest of the day. Headphones are not to be worn in the halls (for safety) and cell phones are not to be brought to school (due to distraction). The school cannot accept responsibility if any of these items are lost or stolen. Students are advised to leave personal items at home or know that if they choose to bring them, they do so at their own risk. We also strongly advise that students not bring large amounts of money or valuable items to school.

**Harassment/Discrimination, Intimidation, Bullying, Retaliation**

All Bullying Hurts

No youngster should ever have to experience being bullied by anyone else. Unfortunately, children are sometimes victimized by bullies at school. Some examples of bullying are physical intimidation, fighting or teasing. The staff
at McCornack makes an on-going effort to provide a school environment where everyone feels welcome and safe. As parents, you can help reinforce the lessons that we teach our youngsters about positive and respectful social behaviors.

You can help at home by talking about the serious hurt caused by all harassment -- physical and emotional. You can help by correcting your child whenever you hear teasing or name calling. Together we can become more sensitive to the impact of actions and words and make choices that solve problems and show respect to others.

Eugene School District 4J has a process for dealing with discrimination, harassment, intimidation, bullying and retaliation at school. In the fall, a copy of these guidelines is sent to each family in the back-to-school mailing. Copies are also available in the school office. The Students’ Rights and Responsibilities Handbook is sent home every year and is also available in the office. Please review it with your student. In addition, the district has created guidelines in compliance with state law requiring schools to inform parents if a child receives a threat of violence or harm from another student.

**Balloon and Flower Delivery at School**

Are you considering sending something special, like flowers or balloons, to school to celebrate your child’s birthday or another event? These deliveries interrupt classroom instruction and student learning. They can also, unknowingly, hurt the feelings of other students less fortunate. If you still plan on sending something, we want to share with you our procedure for deliveries.

♦ All deliveries will be kept in the office. The office staff will do their best to contact your student, at the end of their school day, to pick up their special deliveries. We do need to caution you that pressing student issues will take priority over such announcements.

♦ Balloons and flowers are not allowed on the bus. Please make alternate arrangements for transportation home if your child is a bus rider.

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**Communication and Parent Involvement Opportunities**

**Site Council**

School Site Councils are part of a broader movement of school reform and renewal, particularly toward shared decision-making. Our Site Council consists of a representative group of staff and parents who make decisions ranging from grant approval to the McCornack decision-making grid. If you would like to learn more or become involved in the McCornack Site Council, please call the principal, Tasha Katsuda, at 790-5800.

**Parent Teacher Organization (PTO)**

McCornack values parental involvement and partnership. One way for parents to support our instructional program and staff is to participate in the PTO. McCornack’s PTO meets on the 1st Monday of each month. The PTO sponsors several activities throughout the year that connect families with McCornack -- a Back to School event, the Holiday Sing-along and the Spring Carnival are three such events. The PTO also organizes several fundraising activities, which provide additional monetary resources to our school. PTO works together with staff to decide the use of these funds which cover a wide variety of expenses such as our annual 5th grade musical, curriculum materials, support for the music and P.E. programs, copying supplies and art supplies, to name just a few.

**Volunteering**

Volunteering has made a tremendous impact on the learning and vital sense of community in our school. There are many opportunities to help our children develop and learn. Our program offers a wide selection of activities for participation. A Parent Volunteer Form comes to parents each fall with the back-to-school mailing and is available in the office during the year. Please complete the form and return it to the office. Our Volunteer Coordinator will organize the information and prepare a list of volunteers for our staff and PTO. Please feel free to contact the school any time you would like to volunteer.
Volunteers must fill out and turn in a Background Check form to the office. State law now requires a background check of every adult volunteering at school -- working in the classroom, field trips, etc. District 4J pays the expense of the background check. Volunteers can deduct the number of miles driven to and from school on their state and federal income tax returns. Remember to keep track of your mileage.

**Visiting Classrooms**
We encourage parents to visit classes so they can experience the learning environment and activities of their child. As parents, you are welcome at any time in your child’s classes; however, if you want to see a particular activity, it is helpful to let the teacher know in advance so that you will know if there are any changes in the schedule. We welcome your time, energy and involvement in the education of your child.

**Open House**
Open House is held each year the day before students return to school. This is an opportunity for parents and students to visit with teachers and staff. You may also pay for your child’s school lunches and milk, sign up for after school care and bring school supplies at that time. This special event helps to make the first official day of school run smoothly.

**Curriculum Night**
Curriculum Night is held within the first two months of school to offer parents an opportunity to visit classrooms and meet teachers. Teachers discuss their curriculum and activities for the year, answer general questions and recruit classroom volunteers.

**Parent Teacher Conferences**
Conferences are held during fall term. Notices will be sent home describing the process and times to sign up by phone or in person. It is extremely important that parents attend these conferences in order to participate in goal setting for your child.

To accommodate the number of needed conferences, the time for each conference is limited to 20 minutes. Teachers appreciate knowing in advance (by e-mail or note) if parents have specific questions or specific areas they wish to discuss during the conference.

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**Before the conference:**
- Decide what you want to ask the teacher.
- Determine what you can tell the teacher about your child.
- Arrange child care for younger children.

**After the conference:**
- Discuss the conference with your child -- both strengths and areas for improvement.
- Start immediately any action you have decided to take.
- Call the school to check on your child’s progress or to schedule another conference.
- Make certain your child understands that you and the teachers are working together in his/her best interest.
**District Complaint Process**

The district makes provisions for those times when a concern is not dealt with to your satisfaction. The process is known as the “Complaint Process” and consists of the following steps:

1. Contact the teachers or person with whom you have a concern. If you are not satisfied with the response, go to Step 2.
2. Contact the principal. Explain what your concern is and what you would like to see as a resolution. If you are not satisfied with the response, go to Step 3.
3. Write your concerns to Sheldon Berman, Superintendent, at 200 North Monroe, Eugene 97402-4295. Explain your concern, what you have done and what you would like to see as a resolution.

**Parent Involvement Policy**

The staff of McCornack Elementary School enthusiastically seeks the support and partnership of all McCornack parents. We know that the active involvement of parents in school activities greatly increases the success of children in school. There are many opportunities for parents to learn about and be involved in the education of their children at McCornack.

**Title 1 Notification Letters**

Early each fall, all families at McCornack are given information about the No Child Left Behind Act (NCLB) and the Title 1 program. These letters are available in Spanish for Latino families. In addition, parents are notified early in the school year if their children qualify for Title 1 services in reading and/or math. These letters are also available in Spanish.

**Title 1 Parent Meetings**

Each year the Title 1 staff convene two or more parent meetings specifically for the parents of Title 1 students. These meetings are held in the evenings so working parents may attend. Child care is provided. The purposes of these meetings include: (1) inform parents about the Title 1 program (the booklet “About Your Title 1 Program” is distributed); (2) meet Title 1 staff; (3) provide information about state content and performance standards; (4) provide speakers and presentations on such topics as parenting skills, helping with homework, networking and community resources; (5) invite parental input on program development and decisions; and (6) provide a pleasant and welcoming experience for parents so that they will be more likely to participate actively in school activities.

**Parent/Teacher/Student Compact**

Each fall, during parent conferences, Title 1 parents are invited by their child’s teacher to sign a compact which states how parents, teachers and students will share responsibilities for the education of students. This compact is reviewed on a yearly basis by staff and parents.

*See the next page for the Parent-Teacher-Student Partnership Compact form.*
McCornack Elementary School
Title 1
Parent-Teacher-Student Partnership

McCornack Elementary School’s mission is to educate, nurture and inspire each individual to be a respectful, contributing citizen of our global community. We model enthusiasm for learning, promote each individual’s self-esteem, teach the language of respect, and instill social responsibility. Strong academic skills, effective written and oral expression, problem solving, and cooperative work habits are all emphasized in our programs.

We all have a role to play in the success of our children. The following agreements list the different responsibilities important to a child’s success. Effective schools are a result of families and school personnel working together to ensure that children are successful. Families are invited to be involved in a partnership with McCornack Elementary School staff. By signing and following this voluntary agreement, together we will facilitate our children’s success.

Parent(s) or Guardian(s): To help my child succeed, I will:
- Make sure my child is in school regularly and on time.
- Help and encourage my child with homework.
- Listen to my child read or read to my child regularly (almost daily).
- Be involved with school activities by attending school functions.
- Communicate with the teacher and/or staff as often as needed
- Model a positive attitude toward school and learning.

Family member’s signature: ________________________________

Student: I can be responsible to learn so I will:
- Come to class prepared to learn with the necessary materials.
- Do my best.
- Do my homework and return it to my class on time.
- Read at least 15 minutes almost every day.
- Talk with my teacher when I need help.
- Obey school and class rules.

Student’s signature: ________________________________

Teacher: I believe all children can achieve and I will:
- Treat all children with dignity and respect.
- Provide a safe and pleasant place to learn.
- Help each child work and grow toward his/her potential.
- Communicate with parents and students on a regular basis.
- Provide fair and consistent student goals and expectations.

Teacher’s signature: ________________________________
Newsletters
McCornack produces a monthly newsletter for all parents, listing important school information, upcoming activities and ways parents can become involved in the school. In addition, most classrooms send home a regular newsletter detailing classroom activities, homework and important dates.

Latino Family Nights
Latino families are invited to attend Latino Family Nights held several evenings each year. These family nights help build community within the Latino families and are a way for McCornack to reach out and develop positive relationships with families who may have limited English-speaking skills and who may feel uncomfortable in the traditional ways families become involved in schools (such as PTO, fundraising activities and volunteering). In addition, Latino Family Nights provide these families with information about the many services and resources that are available to them through the school district and the wider community.

Conferences/Report Cards
Teacher conferences are scheduled with all parents during the fall. Assessment data is presented and academic goals for the student are shared.

Report cards are prepared for each child two times each year, usually in January and June. The report cards detail the grade level standards for each subject. Students are assessed as to how well they are meeting these state standards. In addition, Title 1 staff prepares reports for targeted students that accompany each report card, detailing the Title 1 instructional program and how the student is performing within the Title 1 program. The Title 1 report includes reading assessment through the EasyCBM program.

The report card sent home in June includes information on the student’s performance on the Statewide Assessment Test given during the current school year. Information on whether the student "exceeded," “met,” or “did not meet” the benchmark for their grade is included on the report card. This applies to students in grades 3, 4 and 5.

Before/After School Programs
McCornack sponsors several before and after school activities that provide enriching experiences for children and opportunities for parents to volunteer and be involved in their children’s school. Such programs include strings, unicycle, McC TV and the 5th grade musical. Parent helpers and support are an important component to the success of these programs.

School and District Information
At the beginning of each year the school mails a “Back to School” packet to all families. Included are a welcoming letter, forms, important dates, a school calendar, notices and classroom information.

In the fall, the District provides all families with a copy of the school report card which is developed by the Oregon Department of Education. The school report card provides a profile of McCornack based on student achievement, attendance, school climate and behavioral data.