

# Charlemagne

## Parent Handbook

### **La Famille Charlemagne:**

Caring world citizens building a dynamic community of independent, bilingual learners in a secure environment.

Joie de vivre!

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**Dear Parents,**

**This Parent Handbook was designed as a resource to help you understand the resources available at Charlemagne so that you can better access them in meeting the needs of your child. We hope that it is helpful.**

**If you have suggestions for improving the handbook, please give them to any Site Council representative, or drop a note at the front office.**

**Sincerely,**

**Charlemagne Site Council**

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## Welcome! Bienvenue!!

Part of what makes Charlemagne at Fox Hollow such a rich educational environment is the time and energy that parents bring to our school. Our students come ready and eager to learn and parents support them at home and through volunteer opportunities throughout the school. Hopefully, this parent handbook will answer most questions you may have. If not, please be sure to contact the front office. Get to know our teachers and other parents. Drop in the office or call. Come to school events and meetings and bring your questions and ideas. There are many exciting ways to get involved.

## Daily Schedule

### Monday - Thursday

8:20	Classrooms open.
8:30	Morning instructional block begins. To avoid being tardy students must be <b>in</b> their seats and <b>ready</b> to begin working at 8:30.
10:00 - 10:15	Morning recess for grades K, 1, 2, 3
10:15 - 10:30	Morning recess for grades 4, 5
11:00 - 11:40	Lunch for grades K, 2 followed by recess
11:20 - 12:00	Lunch for grades 1, 4 followed by recess
11:20 - 12:00	Recess for grades 3, 5 followed by lunch
12:00 - 2:45	Afternoon instructional block
	Afternoon recess for grades K, 1, 2, 3 as determined by teachers
*2:45 - 3:00	The school day is done; supervised afternoon pick-up
<b>Friday only</b>	
*(1:30 - 1:45)	Afternoon pick-up

Please note: There is NO staff supervision for students at Charlemagne before 8:15 or after 3:00. Childcare for students who need to arrive before 8:15 and for those not picked up by 3:00 is available through the YMCA Fun Club in the cafeteria. Please either enroll your student or purchase a drop-in card for the most economical use of this service. You may enroll in the YMCA Fun Club for before and after-school care by calling 686-9622.

**Kindergarten:** Charlemagne at Fox Hollow offers two sessions of kindergarten:

8:30 - 2:45 Monday and Wednesday, plus Friday morning from 8:30 - 10:30, or,  
8:30 - 2:45 Tuesday and Thursday, plus Friday afternoon from 11:30 - 1:30.  
There is no Friday lunch for kindergartners.

**Early Release** Early release days are scheduled for parent-teacher conferences. Students have their regular lunchtime and are excused at 12:00. We will notify you of early release dates through Fox Tales, the reader board, teacher weekly letters and the school's web site, <http://schools.4j.lane.edu/foxxollow/>.

## Yearly Schedule

The 4J calendar has dates for holidays, early release days and no-school days. If you do not receive a calendar in the mail at the beginning of the school year, please ask for one at the school office. School events and no-school days will be printed in monthly editions of the school newsletter, Fox Tales, distributed on the second Monday of each month, in weekly teacher newsletters, on the school website and on the reader board.

## Inclement Weather - School Closure Days

The school district will inform local radio stations about school closure decisions by 6:00 a.m. District radio station KRVM FM (91.9) and KRVM AM (1290) will broadcast school closure decisions as soon as they are made. When after school activities are cancelled because of hazardous weather conditions, the media and schools will be notified by noon. We appreciate your listening for this information on the above stations prior to calling the office.

## Who To Call

The entire Charlemagne at Fox Hollow staff is here to help families answer questions and to solve problems that may arise. Please contact the school if you have a question pertaining to your child and/or school procedures.

Whenever you have a question or concern about classroom instruction, curriculum, activities or discipline, please contact your child's teachers directly. If you have a question regarding broader curriculum issues, the immersion program, school policies or all school events, call the principal, a Site Council representative or the school secretary. The principal is available to meet with parents and has access to other available resources including the school psychologist and educational specialists. If you have questions or concerns that require additional attention, the principal can refer you to other individuals within the district who are available to assist you.

Teachers, staff and the principal are available for conferences by appointment. If you have more than a quick question it is important that the teacher be able to give you their full attention. Since this is not possible during instructional time, appointments can be arranged by leaving a message in the office or by emailing the teacher.

Telephone: 687-3177

FAX: 334-4895

Email: [LastName@4j.lane.edu](mailto:LastName@4j.lane.edu) works for most staff. Refer to your student directory for specific email addresses of staff, PTO and Site Council members.

The following list will help you know who to contact for specific help and /or information:

<b>FOR INFORMATION ABOUT</b>	<b>ASK FOR</b>	<b>BEST TIME</b>
Your Child and Classroom Instruction	classroom teacher	before 8:15, after 3:00--leave a message or email
General Office Procedures	school secretary	8:00 - 4:00
Lunch Program	Lunchroom assistant	leave a message or email
Library	Library IA	8:30 - 3:00--leave a message or email
Music	Music teacher	Wed/Th only--leave a message or email
Physical Education	P. E. teacher	Mon/Tues only--leave a message or email
Technology Program	Tech Support	leave a message or email
Administration of the school, Philosophy, Pupil Services, Student Records, TAG	Principal	before 8:15, 8:30 - 4:00, or, leave a message or email
Special testing, TAG, behavioral Concerns	Psychologist	Thursday p.m. and by appt
Speech	Speech Pathologist	leave a message or email
PTO Meetings and Agenda	PTO Chair*	see Student Directory
Volunteers, Fundraising	PTO Committees*	see Student Directory
School Newsletter	Parent Editor*	see Student Directory
Site Council Meetings and Agenda	Parent Representatives*	see Student Directory
Before and After-school care	YMCA Fun Club	686-9622
Keys and Security Codes for or Special Events	Custodian	9:00–2:00, leave a message email
Reserve building space for Special event	Principal, then Activity Coordinator	687-3177 then 687-3293

*\*Parents with an asterisk have mailboxes in the school office.*

## Traffic Around the School

When opened in 1974, Fox Hollow was designed to be a neighborhood school with most of the students walking to school. It now serves as an alternative school with no bus service and the majority of our students requiring car transport to and from school. Accepting that we have a difficult drive-through configuration and that no system is perfect, we ask for your cooperation and patience during drop-off and pick-up times to make our system flow smoothly and to help us to maintain the safety of our children.

In the morning from 8:15 - 8:30 and in the afternoon from 2:45 - 3:00 there are two lanes of traffic: a drive through on the left and a drop-off/pick-up on the right. There is NO PARKING curbside during these times although there is temporary stopping in the area **after** the bus zone. If you park your vehicle in the driveway prior to these times, please remember to move your vehicle before cars begin arriving. It helps to leave with plenty of time to get to the front of the school by 8:25. The driveway is often empty at 8:15. Remember, your child needs to be seated and ready to begin working at 8:30.

Drivers need to remain in vehicles as traffic moves through the driveway. Staff will be available to help your child enter and exit vehicles, if needed. If you must stop and exit your vehicle, please move forward, past the bus zone. Children must enter and exit vehicles from the curbside of the driveway only. During afternoon pick-up, it is very helpful to the staff on duty if you **display a sign with the names and grades of students being picked up.**

Our parking lot is small and most spaces are reserved for staff and each day's volunteers only. Limited parking is available on Mahalo Drive for parents who want to walk their children to campus. Please help our children learn appropriate pedestrian rules by using the sidewalks and crosswalks.

### **Carpooling Helps!**

Many families find that carpooling is a great way to save time for parents and help children build new friendships. It also helps reduce the traffic around our school and, as our kids often point out, it helps the environment. If you would like to be part of a carpool, please:

- Sign up on the carpool sheet in the office the first weeks of school or at the school picnic
- Make a request through the newsletter. (Contact the parent editor)
- Use the school directory to call people in your area of town or on your route to school.

### **Attendance**

Research shows that students who arrive at school promptly and attend on a regular basis have a much greater chance of success at school than those who do not. We invite you to join us in ensuring that students are at school and in their seats by 8:30 each morning when student absences and tardies are recorded. If you intend to walk your child to class, please allow sufficient time so they can be seated and ready to begin the day's work at 8:30.

If your child will be absent, please leave a message on the school answering machine (687-3177), call the office before 9:00, or send a note to school if the absence is anticipated. Excused absences are allowed for personal illness, doctor/dental appointments, pre-arranged absences for family business, and family emergencies. When appointments occur during the school day, please notify the office or the classroom teachers in advance. Children who leave during the day must be signed out by a parent or guardian in the office. They will need to be signed in when they return.

## Truancy

The school will contact parents when a pattern of problem attendance is noticed. Parents will be notified when their child has 8 unexcused half days or 4 unexcused full days of absence within a 20-day period. According to OAR 339.065, a student between the ages of 7 and 18 with this attendance record is considered truant. 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 the families and students to develop a plan to get students to school on time.

## Food and Food Service

Lunchtime is a great time to come and visit. Parents and children both enjoy having lunch together on a school day. We always need extra supervision on the playground and your help would be greatly appreciated. Recess and lunchtime helpers can sign up in the office for regular and occasional shifts.

Lunch is served every attendance day. There is no lunch served for kindergarten on Fridays due to the split schedule. Our lunch program is operated by SODEXHO Food Services. They offer five entrees daily for students with a salad bar *using lettuce from the Charlemagne garden*, rolls, milk, and juice. \$1.90 includes milk. Milk alone is \$0.50.

Lunch and milk can be purchased daily or, preferably, tickets can be purchased in the front office on a five, ten, or twenty-day plan. Checks should be made out to **4J Food Services**. Completed envelopes, with payment, can be given to classroom teachers or brought to the office. Applications for free and reduced price lunches are sent to families at the beginning of the school year and are also available in the 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.

Several children at Charlemagne at Fox Hollow have peanut allergies and a few are severe enough to be life threatening to that child. The school cannot prohibit students from bringing certain foods, but the school makes the request on behalf of students with allergies to not send peanut products to school. Many parents have found creative alternatives to peanut butter; others, who do send peanut products to school, provide a towelette for their child to wash and remove any peanut oil residue that could end up on public areas and provoke an allergic reaction.

Students may bring a morning snack. If you choose to send a snack, please send something nutritious and easy to eat, such as fruit, crackers, cheese, yogurt, or carrots.

We welcome parent volunteers to help supervise the lunch room and outdoor recesses. It is amazing how many problems are prevented by simply having an adult in the vicinity. Please indicate on the parent volunteer sheet if you are willing to help in this capacity.

## Field Trips and Special Events

We provide opportunities for students to expand their learning through field trips and special events. For most of these events, we use a prepaid activity fee to pay for needed supplies, admissions and transportation. We depend upon parent volunteers to help with supervision on and may occasionally ask parents to help with transportation. Oregon law requires children between four and six years of age, OR, weighing between 40 and 60 pounds, be secured in a child safety system that elevates the child so that a seat belt properly fits the child.

Field Trip and Activity Guidelines:

1. Only students who have a signed permission slip may go on field trips. Arrangements will be made to supervise students without permission slips in the school.
2. Students are expected to follow directions of all adults and behave in a courteous and responsible manner when away from school.
3. Parents who drive for field trips need to fill out a Volunteer Auto Insurance Information form and provide a copy of a driver's license and insurance card.
4. Younger, non-school siblings are not allowed on school field trips.

## Class Holiday Parties and Special Occasions

Many classes have parties and celebrations throughout the year. Examples are Halloween, the last day before winter break, Valentine's Day and the end of the school year. Other events include concerts, plays, the states parade, medieval festival, 5<sup>th</sup> grade promotion, the Francophone Cultural Faire and others. A costumed parade usually occurs on Halloween and Mardi Gras. Parents are welcome and encouraged to attend and help in all these festivities.

Students may wear costumes to school for Halloween and Mardi Gras provided that they are not scary or grotesque, do not have any type of weaponry, and will not interfere with learning.

Class parties are generally held within the last hour of the school day. Information is available in weekly letters. If you have questions or wish to help in these activities, please contact your child's teachers or room parents. If you prefer that your child not participate in planned activities, please notify teachers.

If you would like to celebrate your child's birthday at school, please check with the classroom teacher in advance. ***Although we appreciate the desire to recognize student birthdays, food items, including candy, are not allowed at school to celebrate these special days. Individual teachers will determine how birthday celebrations will be handled in each grade level or class and notify parents early in each school year.*** Non-food alternatives may include stickers, small toys, a book for the class library, or a board game for rainy days. Any balloons or flowers sent to the school to celebrate your child's special day will be kept in the front office until 2:40 to prevent distraction in the classroom.

Invitations to private parties may be distributed at school ONLY if the whole class is being invited.

## **Supplies and Belongings**

### **Lost and Found**

Lost articles of clothing are stored in barrels in the cafeteria. Smaller items such as jewelry, glasses, and keys are stored in the main office. Unmarked and unclaimed clothing will be donated periodically to non-profit organizations after they have been displayed in the cafeteria or breezeway.

Please be sure that your child's name is in all clothing worn or brought to school as well as on all other possessions: notebooks, back packs, lunch boxes, etc. This is very helpful in getting possessions back to your child when they are found.

### **Supplies**

Supply lists are sent out in the back-to-school mailing sent out in August. On this list is an activity fee which is collected each year to cover field trips, party supplies, and other class related activities. This prevents our having to collect money for individual activities. Checks should be given to classroom teachers made payable to Charlemagne at Fox Hollow. Please contact the principal if you need assistance purchasing supplies or paying fees.

### **Toys**

Any possessions brought to school are the responsibility of your child. Please make arrangements with classroom teachers for the safe storage of precious possessions *before* they are brought to school for sharing. Typically items brought for sharing should be left in the student's backpack or put in a place designated by the classroom teacher. Items brought from home may be held by a staff member if students are playing with them during instructional time. Confiscated items may be picked up in the classroom or office after school, unless other notification is given.

## **Illness, Injury and Emergency Care**

Please inform the school if your child has any special health concerns such as allergies or has special instructions such as use of glasses or crutches. A form for notification is in the back-to-school mailing. A copy of all student allergies and medical concerns is kept in the office and given to appropriate staff. Instructions on care are recorded as well as your list of emergency contacts. Please keep phone numbers and contact information up to date by contacting the office with any changes.

The office staff, teachers and principal provide minimal health care and first aid, usually in the form of ice packs. Children can rest in the health room and return to class when they feel better. No medications can be administered without written consent and instructions from parents. Children who feel ill at school may ask teachers to go to the office. Parents or emergency contacts will be notified when a child is injured or seriously ill.

Many children come to the office because they feel nauseous, have a headache, or a stomachache. This is often remedied by giving the child plenty of water and allowing a calm visit to the bathroom. Please encourage your child to drink plenty of liquid both at home and at school. Allowing time for an early morning visit to the bathroom may also prevent a queasy feeling at school.

Please keep your child home from school if they have a contagious condition or a fever over 100° F.

## **CURRICULUM HIGHLIGHTS**

- French language immersion K-5
- Coordinated curriculum in French and English
- Math and science taught in French
- Bilingual library and software
- Project learning experiences
- Specialists in music, PE, and technology
- Excellent technology program: networked classroom labs, separate IMac lab, a COW (Computers on Wheels), file server, internet research, student projects, school web pag
- After school Chess Club (K – 5)
- After school Garden Club
- After school Running Club
- After school Art Club
- YMCA Fun Club before and after school child care on site
- Extensive use of parent volunteers in the classrooms
- Active PTO and parent committees
- Mardi Gras Festival / Field Day / Fun Run / All School Picnic
- Curriculum Night
- Successful Positive Behavioral Systems Program (PBS)
- Second Step Violence Prevention Program
- National Geographic Bee Participation
- Spelling Bee participation
- Science and Project Fair
- Francophone Cultural Faire
- Talent Show
- Field Day for K - 5

## **SCHOOL IMPROVEMENT GOALS for 2004 – 2006**

1. To enhance Charlemagne’s literacy program for students scoring at or below the 25<sup>th</sup> percentile in fluency or comprehension on the district-normed reading test.
2. Provide a welcoming and inclusive environment for all members of the school community.

A copy of our School Improvement Plan is available in the office.

## **STUDENT GOALS**

By the end of fifth grade, students will

1. Demonstrate academic progress that reflects effort and realization of potential that meets or exceeds the State benchmarks.
2. Meet or exceed the CIM requirements for second language learning which means that students will be able to communicate in French and be prepared to participate in multilingual communities at home and around the world in a variety of contexts and in culturally appropriate ways.
3. Exemplify the behaviors and attitudes of caring citizens as set forth in the school vision statement.

## **SCHOOL VISION**

La Famille Charlemagne: Caring world citizens building a dynamic community of independent, bilingual learners in a secure environment. Joie de vivre!

## **INSTRUCTIONAL PROGRAM**

### **The Instructional Day**

Students spend one half of their day in French and one half in English. During the French portion of their day, students focus on French language arts, science, and math. In the English classroom they focus on English language arts, social studies, and health. Art is shared by French and English. Grade level teams coordinate areas of the curriculum so that students receive the knowledge and skill instruction necessary to meet the State Benchmark expectations. Teachers also coordinate enrichment and extension activities. Specialists teach and serve as resources for physical education and music. Technology support is available for classroom teachers.

### **Physical Education**

Basic P.E. skills in ball handling, movement, gymnastics, life-long leisure skills, physical fitness, and sports enjoyment are stressed in the physical education program. Students meet twice a week with a specialist.

### **Music**

General music is offered to students in kindergarten through fifth grade. Classroom instruction and musical repertoire are in English. Skills involved include singing with appropriate physical support and expression, unison and part music, movement activities, folk dances, learning basic music vocabulary and developing musical listening skills. Hands-on learning is achieved through the use of Asian, African, and Latin percussion instruments augmented by marimbas, xylophones, recorders, and piano. All grades perform in assemblies during the year.

### **Library**

Both English and French books are in the school library for student check out. Each student is limited to two English books and one French book or video per one-week checkout. This is to help prevent loss of library materials and provide ample opportunity for all students to read popular titles. Students with overdue books must bring the books back before checking out new books. Overdue slips are sent home several times a year so parents can help their children locate missing books. At the end of the school year parents are asked to pay for missing books checked out to their child. If the books turn up later, the amount will be reimbursed.

The library is automated. Each book is entered into a computerized database and assigned a bar code. With books electronically cataloged, our library operates much like the Eugene Public Library. Our goal is to teach students to search for a book in our library, other school libraries, and public libraries.

**There is much in the library for volunteers to do! Please contact the library instructional aide or the Parent Volunteer Coordinator if you would like to help.**

### **Enrichment Activities**

Charlemagne at Fox Hollow parents can be proud of the PTO-financed enrichment activities, assemblies, and materials for classroom instruction. Science activities, playground equipment, and library books, as well as teacher aides and classroom teacher time, are paid for with funds raised by parent volunteers.

### **Strings**

String instrument instruction is available for students in fifth grade only. Classes are provided on a fee-based schedule. Students involved in the Strings Program receive instruction two days a week. Both beginning and advanced orchestra meet at Spencer Butte Middle School. Students

may select a class schedule. A bus transports students choosing to have class at the end of the regular school day.

### **Performances**

Singing and acting are effective ways for children to learn and use French therefore children perform many times throughout the year. Preparing for performances provides opportunities for practicing and perfecting skills. Classroom performances are part of instructional activities. These take place during the school day, often for audiences of peers and parents. School performances in the evening demonstrate skills and knowledge for parents and interested community members.

Evening and public performances are optional. Children who cannot attend performances may participate in the preparation of props, scenery, and group parts. Parents are welcome to volunteer tasks they would be willing to do to help with e.g., set-up, transportation, and clean up. Each successful performance is the result of many people working in the background.

### **Release Time for Special Instruction**

Children may be released from school instruction to attend special instruction as arranged by their family. Written permission from parents is required for students to leave the school.

## **SUPPORT PROGRAMS**

### **Support Services Team**

A support services team comprised of the school psychologist, speech and language specialist, school principal, and individual classroom teachers meet as needed to discuss any concerns staff or parents have regarding specific students. The purpose of the meetings is to address student needs not being served in the regular program. Special testing, program adjustments and behavioral plans may be developed to meet these needs. All discussions and plans are developed with parent input and approval.

### **Speech and Language Specialist**

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

### **Resource Room – Mildly Handicapped Learner Education**

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 for mildly handicapped learner receive services in the areas identified as deficient. 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, and principal to discuss the test results, review the options and the proposed Individual Education Plan (IEP), and give permission for the child to be served by the Resource Room teacher.

### **TAG – Talented and Gifted**

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 97<sup>th</sup> 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 plan for each student. The plan will become part of the reporting process.

**Rights of Parents**

Parents must be informed of their student's TAG or other identification.

Parents must have an opportunity to provide input and discuss the programs and services to be received by their child.

Parents may request, at any time, the withdrawal of their child from programs.

Parents have a right to file a complaint with the school or district.

## **ADDITIONAL RESOURCES**

### **Camp Rigolo**

Parents of French Immersion students at South Eugene International High School sponsor a week-long day camp at Charlemagne at Fox Hollow during the summer. A successful fundraiser for the High School Immersion program and lots of fun for Charlemagne at Fox Hollow students, the camp provides a week of activities – games, songs, food, and science experiments – taught in French by high school students. Parents, with the help of Camp Rigolo staff, supervise activities.

### **Tutoring**

Families wishing to gain extra instruction to help their children with French language learning may wish to hire a tutor. Such tutors advertise their services through the newsletter or by posting flyers at school. Teachers may know of community volunteers or tutors. International High School students can sometimes tutor children at no charge. Since community service hours are a requirement for graduation, tutoring and Camp Rigolo are both popular with high school students. Please ask the school secretary for the form requesting help from International High School students.

### **French for Parents**

Parents wishing to learn French are encouraged to take classes through programs at Lane Community College, the University of Oregon, or the Eugene Parks and Recreation. In the past, parents have organized classes in the evening at Charlemagne. Such classes remain a possibility for parents who wish to do the organizational work of finding an instructor and arranging for enrollment.

### **Fifth Grade Trip to Québec**

Since 1996, parents have organized a summer trip to Québec for students who have completed grade 5 at Charlemagne. This is an optional language activity supported by fundraising and parent contributions. Each grade level parent group sets goals, decides on fundraising activities in conjunction with the PTO and develops guidelines for participation.

After fundraising, the \$2000 trip costs each child approximately \$1,300 for transportation and a week of travel. The cost for each trip will vary from year to year depending on airfare, the length of the stay, the type of activities planned, and the stability of the American dollar. It is recommended that interested parents begin planning fundraising activities by their child's third grade year. In an attempt to get full participation some financial assistance is available.

## **CLASSROOM PLACEMENT**

Teachers begin working in the spring to establish class lists for the coming school year. When making class lists we consider many factors, including:

- Gender
- Social skills
- Age
- Academic needs
- Special Needs
- Special talents
- Physical size
- Parental input

The class lists for the year are posted for Open House, the day before school begins. Teachers will use that first two weeks to determine how well class groupings are working. No changes will be made during that period. If parents or teachers feel that a change is needed after two weeks, they will work together with the administrator to find the best placement for the child.

## **HOMEWORK**

Homework is an extension of the learning process and is important to the progress of each child. We encourage every child to read a library book and practice French each evening. In addition, homework may be assigned for:

- Practice of skills introduced in class
- Additional practice for skill or knowledge mastery
- Activities for discussion and sharing at home
- Long-term projects
- Review for tests
- Enrichment extension of classroom study
- Extension of student interest
- Reinforcement of study skills

### **Teacher Responsibilities:**

- Communicate homework to parents through weekly letters.
- Make students aware of homework needs.
- Make sure students understand directions and have written directions when appropriate.
- Check work completed at home and provide feedback to students.
- Inform parents about student progress through work sent home, report cards, and conferences.

### **Student Responsibilities:**

- Ask questions if directions are unclear in class.
- Write down assignment and put work to be completed in an organizer during class.
- Remember to take assigned work and materials home.
- Complete the assigned work and bring the completed work back to the class.
- Call a classmate to get clarification if questions arise while working at home.
- Tell the teacher if the assignment wasn't understood and redo it after explanation.

### **Parent Responsibilities:**

- Provide time, materials and a quiet place for studying.
- Provide assistance and support, when needed.
- Talk with the teacher about homework concerns.

## **SCHOOL DISCIPLINE PROCEDURES AND EXPECTATIONS OF BEHAVIOR**

The **district policies and procedures** regarding discipline are outlined in the Students' Rights and Responsibilities Handbook. The standards for student conduct are established to maintain a climate conducive to learning and for the protection of individuals and property. Any conduct that disrupts school activities is addressed. Inappropriate language, insubordination, threats, harassment, or violations of law are prohibited.

The **school discipline plan** was developed to ensure that school is a safe place for children and adults so that all can participate fully in learning and teaching. The plan is composed of several components including Goals, Rules, Procedures and Consequences. Copies are sent in the back-to-school mailing and they are available in the office.

Goals:

- Students will demonstrate self-control and responsibility in academic and social situations.
- Students will demonstrate respect for other people's person and property; ideas and feelings; learning and teaching.
- Students will exhibit cooperative behavior and demonstrate an understanding of their rights and responsibilities within a group.

We have three school rules that are applied in each area of the school. They are:

Safety (Prudence)  
Respect (Respect)  
Responsibility (Responsabilite')

More specific descriptions of expected behaviors in different areas of the school are included on the behavior grid included in the back-to-school mailing.

**Throughout the school day students are encouraged to do the following:**

1. Monitor their own behaviors and choose behaviors that are appropriate for the situation.
2. Work out problems themselves, when possible, by reminding others of the rules, asking others to stop specific behaviors, walking away, playing with someone else, etc.
3. Seek help from an adult if they cannot resolve the problem themselves.
4. Seek help from an adult if they are hurt themselves, if they see another person hurt, or if they are concerned about the physical or emotional safety of others.

**Consequences:**

If a child engages in prohibited behavior, several things may occur. They may be warned and asked to explain expected behavior, they may be asked to sit out and not participate in recess activities, they may receive a warning (dommage), or they may be referred to the classroom teacher or principal. Parents will be notified of problem behavior when it is serious enough to warrant a referral or when parent help is needed.

## **HARASSMENT , DISCRIMINATION, INTIMIDATION, BULLYING, RETALIATION**

### **All bullying hurts**

No youngster should ever have to experience being bullied by anyone else. Unfortunately, sometimes children are victimized by bullies at school. Some of the bullying takes the form of physical intimidation or sometimes fighting, but other bullying takes the form of teasing. The staff at Charlemagne 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 are teaching our youngsters about positive and respectful social behaviors.

Students are hurt and afraid when they hear unkind and hurtful words shouted – or even whispered – by other youngsters. Although most kindergarteners or students in the primary grades do not know what many of the “name calling” words really mean, almost all of them understand when words are meant to be insulting and hurtful.

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.

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.

### **REFERRAL**

Teachers and staff work with students to correct behaviors at school. If a pattern of behavior or attitude is not corrected or if a teacher has a specific concern, you will be contacted by phone. It is sometimes necessary to issue a referral for unacceptable behavior. The referral is a communication tool to document an incident of concern, not a request for punishment. The referral is sent home to inform parents about their child’s behavior so that parents and children can discuss behavior choices at school. Please sign the referral and have your child return it to school. Referrals should be returned to the office the day after issuance. Every effort will be made by the principal to contact you if a referral is issued. If you have questions regarding the referral, please contact the principal.

## **PARENT COMMUNICATION AND INVOLVEMENT OPPORTUNITIES**

There are many ways to get information about our school. Each month the school's newsletter, Foxtales, is sent home, generally on the second Monday of the month. Teacher newsletters come home each Monday. The reader board and signs around the school note special events and meetings. Flyers, minutes of meetings, and special event posters and forms are available in the office. Special notices are sent home as needed. The Charlemagne web site can be reached at <http://schools.4j.lane.edu/foxbollow/> for additional information.

### **Newsletter – Foxtales**

The monthly newsletter is written by and for parents, with additional information written by teachers, the principal, and students. It contains dates and information about upcoming activities and events. Questions and concerns are addressed. Parents wishing to publish information in Foxtales may do so by contacting the editor, or by placing an article in the newsletter mailbox in the school office. Be sure to put your name and phone number on the article. A calendar of newsletter deadlines is posted on the Parent Bulletin Board in the office

### **Charlemagne at Fox Hollow Web Page** (<http://schools.4j.lane.edu/foxbollow/>)

Our school web page is designed to have interactive sites so all paper communication can also be posted. The sites include grade level classrooms, student projects, school programs, PTO and Site Council information.

### **Student Directory**

Each year we publish a student directory of all Charlemagne at Fox Hollow students. The directory includes the most current address, telephone numbers, and parent names for students. The intent is to help parents arrange car pools, after school play groups, birthday parties, and conduct committee work related directly to our school activities. Any other use of the student directory information is prohibited.

District policy allows the school to release "Directory Information" relating to students without parent authorization for school purposes, i.e., for use by room parents or other school related needs. This would normally include giving out names, addresses, and phone numbers. Please notify the school in writing if any portion of such directory information relating to your child should not be included in the directory or released without your consent.

### **Weekly Letters**

Teachers send a letter home each Monday to tell parents about the activities for the week, the curriculum to be covered and the homework expected. Some teachers also post their letters on the school web site (<http://schools.4j.lane.edu/foxbollow/>).

### **Visiting Classrooms**

We encourage parents to visit classes so they can experience the learning environment and activities of their child. Visits make explanations and reports more understandable. As parents, you are welcome at any time in your children'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. While you are in the classroom, you may be asked to help with some activities. What we can accomplish is extended because of your efforts.

Remember that observations about children other than your own are confidential and should be shared with school staff only.

If you take notes during class, please make a courtesy copy for the teacher.

Please discuss with the teacher your questions, concerns, and observations.

### **Open House**

Open House is held each year the day before students return to school from 2:00 to 3:00. This is an opportunity for parents and students to visit informally with teachers and staff. You may also purchase lunch and milk tickets, sign up for before and after school child care, and bring school supplies in at that time. This visit helps tremendously to make the first official day run smoothly.

### **Curriculum Night**

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

### **Parent-Teacher Conferences**

Parent Teacher 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 to participate in goal setting for your child.

Because each grade level has over 50 conferences, the time for each conference is limited to 20 minutes. Teachers appreciate knowing in advance, by way of a short note, if parents have specific questions or specific areas they wish covered during the conference.

#### **Before the conference:**

- Decide what you want to ask the teacher.
- Determine what you can tell the teacher about your child.
- Arrange for childcare 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 school to check on 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:

- Contact the teacher or person with whom you have a concern. If you are not satisfied with the response,
- 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,
- Write your concerns to George Russell, 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.

## **VOLUNTEERS**

One of Charlemagne at Fox Hollow's greatest strengths is the generosity of our parent volunteers. There are many opportunities to help our children develop and learn. Our program offers a wide selection of activities for participation and new ideas are welcome. A Parent Volunteer Checklist comes to parents each fall with the back-to-school letter and is available in the office during the year. Please complete the form and return it to the office. The Volunteer Coordinator will organize the information and prepare a list of volunteers for staff and PTO information; however, don't wait to be called! Take the initiative whenever you see a need. If you have an idea or an interest, talk with the Parent Volunteer Coordinator or come to a PTO meeting.

Volunteers must fill out an Emergency Information Card (kept in the office) and a Confidential Information form. State law now requires a background check of every adult volunteering at school. District 4J pays the expense of the background check.

When you volunteer please sign in at the front office. Signing in (1) lets us know that you are in the building should someone need to get a message to you, (2) means you are covered by workman's compensation and liability insurance should there be an accident, and (3) helps us maintain records of volunteer hours. Please pick up a volunteer badge. Wearing a badge assists in the security of our students. As you leave our building, please remember to return your badge to the front office.

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.

Schools need to provide a healthy and safe environment for students, staff, and volunteers. Please call the school office and report that you will not be in if you are not feeling well. Staff may need to alter plans if you will not be at school.

### **Volunteer Responsibilities**

District 4J has identified several responsibilities of each volunteer such as confidentiality and non-discrimination, keeping your time commitment and informing teachers if students are uncooperative. (See Student Rights and Responsibilities Handbook for further explanation.) A copy of the district's Volunteer guidelines is included in your back-to-school mailing.

### **Volunteer Opportunities**

#### **Library Assistant**

Library volunteers help students locate and check out materials, read aloud to classes, shelve books, and decorate bulletin boards.

#### **Newsletter Editor**

This volunteer accepts and edits articles and compiles the school newsletter.

#### **Playground/Lunch Supervisors**

These volunteers provide additional adult presence in the cafeteria and on the playground during lunch and recesses.

#### **Field Day Volunteers**

These parents organize and supervise fun field day activities on the last day of school.

## **Esprit de Corps**

This group of volunteers monitors the well being of our Charlemagne families by providing cards and support for deaths, illnesses, and other times when support is needed. They are also instrumental in providing contacts for incoming families and for organizing celebrations for staff.

## **Classroom Volunteers**

Classroom volunteers work with teachers and perform tasks needed in the classroom. This might include preparation of materials, field trip assistance, help with class projects, tutoring individuals or groups, sharing skills or hobbies, setting up displays, correcting papers, filing student papers, and getting supplies. Opportunities are available to offer direct help to students or work more in the background.

## **Guidelines for Helping in the Classroom**

- Children learn by doing. Encourage students to do things for themselves. Refuse to do for a child anything a child can do independently. Tell children to do the best job they can and congratulate them on their efforts.
- Be positive. State directions as “do” rather than “don’t.” (“Let’s walk,” rather than “Don’t run.”)
- Encourage children by saying specific things about their work or behavior. (“You are working hard at writing those letters,” “You used a lot of red in your picture,” “You seem to be enjoying working these math problems.”)
- Children are expected to use “inside” (quiet) voices, to walk (not run), to use furniture and equipment appropriately and to be constructively engaged in an activity. Please tell the teacher if you observe problems in any of these areas.
- Children are expected to complete each activity, including cleanup, before going on to something else. Make sure childrens’ names are on all work. Let the teacher know if a child finds any task particularly difficult.
- Remember that your work with children at the school is confidential. Please discuss a child’s behavior with only the school staff, particularly the classroom teacher.
- If you are unable to come on your scheduled day, try to arrange for a substitute. If you cannot arrange a substitute, please notify the school.
- Please arrange for child care for young children. We rely on you to be available to supervise our students during your volunteer time.
- When working in your child’s classroom, treat your child as you do other children. If your child begins to expect your focused attention, you may wish to volunteer in a different area.
- Let the teachers know how you like what you are doing. Let’s have fun working together.

## **PTO – PARENT TEACHER ORGANIZATION**

The Charlemagne at Fox Hollow Parent Teacher Organization is recognized for its strong involvement and supportive role in our school. Annually, the PTO sponsors parent education activities, raises funds, manages finances, and coordinates many recreation activities for our students. The PTO steering committee consists of four representatives from each class, the PTO chair, secretary, and treasurer and the Site Council representatives. Committees are established as needs arise and open to any parent who wishes to participate. Each committee chooses a chairperson and meeting schedule. The chairpersons call monthly meetings, set agendas, communicate with the Site Council, and make reports at PTO meetings.

The meeting schedule for the year and the meeting agenda and minutes are posted on the school web site, on the parent bulletin board in the office, and in the Charlemagne newsletter, Foxtales.

Meetings are open to all parents, whether you are a PTO representative or not. If you would like more information, have a question or concern, or would like to offer a suggestions, please feel free to contact any of the officers or class representatives.

### **Budget Committee**

Charlemagne at Fox Hollow has a Budget Committee that provides guidance to the larger PTO group. The Budget Committee includes the PTO treasurer, PTO fundraising chair, one parent Site Council representative, and the school principal. In addition, any interested parent can be a member of the Budget Committee.

The Budget Committee meets monthly 30 minutes prior to the PTO General Meeting. The purpose of the Budget Committee is to provide information and recommendations to the PTO regarding funds dispersal and to present a line item budget in May for the following school year.

Persons requesting additional funds outside of the budgeting process should follow these steps:

- Staff or parent brings an idea/proposal for a funding request to a staff meeting to be discussed and decided upon by staff.
- If agreed to by staff, the request is presented to the PTO Budget Committee. Details are worked out within committee to be sure the purchase has a long term value, the best price paid, and warranty information is verified, etc.
- The Budget Committee makes a recommendation at the next PTO meeting.
- The PTO membership votes on the request.
- If the PTO treasurer is not at the meeting, the PTO chair will inform the treasurer of approval so that funds can be dispersed.

### **Donations/Fundraising**

Each year we have been able to add to our library, computer, and classroom programs through the generous donations and hard work of Charlemagne families and community members. We appreciate each donation—art supplies, materials for science projects, software, library books. Every donation helps us stretch district funds just a little further to meet the educational needs and goals of students. Please contact the technology teacher to ensure that donations of technology items are compatible with our hardware and software.

PTO fundraising includes the annual Gift-Wrap Sale in early fall, Mardi Gras with a Silent Auction in the winter, and the Jog-A-Thon in the late spring. In addition, year-long scrip sales, and French and English book faires provide additional revenue and supplies. A direct donation drive helps offset funding cuts.

Charlemagne at Fox Hollow is a nonprofit organization eligible to accept tax deductible donations. If you wish to make a donation, contact the principal. All donations of money or items are receipted with a letter from Charlemagne at Fox Hollow, providing you with the nonprofit tax identification number for your accounting purposes.

## **SITE COUNCIL**

The Oregon Educational Act for the 21<sup>st</sup> Century (House Bill 3565) mandates that schools will create 21<sup>st</sup> Century School Councils which consist of parents, administrators, classified district employees, certified employees and, where appropriate, students. School District 4J has chosen a school council model known as site-based decision making or Site Councils. The district's guidelines for site-based decision making state, "Each school will have a site council composed of stakeholders that work together collaboratively and cooperatively to plan programs, make operational decisions, consider curriculum issues, and adopt building policies and rules. Each site council determines what decisions it will participate in making."

Site-based decision making is a participatory, decentralized form of school governance and organization in which the major decisions are made by those closest to the students and classroom, including building staff (administrators, teachers, and classified), and parents. Site-based decision making is an ongoing process that evolves and is responsive, but is also accountable to itself, to the school district, to the community, and to its constituents. The Site Council must operate within the constraints of state and federal law, as well as the established set of goals, school board policy, administrative rules, operational guidelines, and collective bargaining agreements under which School District 4J operates. (Report and Recommendations, January 30, 1992)

### **Site Council Representatives' Commitments**

- Be able to work for the overall program
- Be able to represent multiple points of view of their constituency
- Be committed to the duties of Council Representative to the exclusion of all other school governance offices
- Be willing to develop group agreements and operating procedures
- Develop goals and tasks for Site Council reflecting district and state mandates, program goals, and parent input.
- Attend regular Site Council meetings
- Take an active role in establishing and maintaining an inclusive communication network
- Take responsibility for learning background information needed to make decisions about instructional programs, staff development, school restructuring, and student outcomes
- Actively participate in setting agendas and making decisions

### **Site Council Representatives**

3 Parents  
3 Certified Staff  
1 Classified Staff  
1 Administrator

### **Length of Term**

The length of each term is two years. Elections are held in early spring. Parents wishing to be a Site Council representative should submit an application statement that explains the candidate's intentions and qualifications in seeking a Site Council position. Notice of elections and ballots listing applicants with their statements will appear in the Foxtales newsletter.

### **Site Council Meeting Schedule**

The Site Council meets once a month on a regular schedule determined by members at the first meeting of the year. Site Council members may change the meeting schedule by consensus. In special circumstances, additional days may be added for committee work as decided by the council.