



**Le Monde French Immersion Public Charter School  
Family Handbook (Pandemic Edition)  
2021 – 2022**

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# WELCOME TO LE MONDE!

## Office Contact and Mailing Information

Le Monde French Immersion Public Charter School  
2044 E. Burnside Street  
Portland, OR 97214  
School Telephone: 503.467.7529  
School Website: [www.lemondeimmersion.org](http://www.lemondeimmersion.org)

<b>Executive Director/Principal:</b>	<b>Shouka Rezvani</b>	<a href="mailto:shouka@lemondeimmersion.org">shouka@lemondeimmersion.org</a>
<b>Director of Student Support:</b>	C. David Maxey	<a href="mailto:david@lemondeimmersion.org">david@lemondeimmersion.org</a>
<b>Office Assistant:</b>	Chris Miller	<a href="mailto:chris@lemondeimmersion.org">chris@lemondeimmersion.org</a>  <b>(submit forms for the office to Chris at this address)</b>

You may contact your student's teacher by emailing their first [name@lemondeimmersion.org](mailto:name@lemondeimmersion.org).

## Office and School Hours

<b>8:15</b>	<b>Doors open to students</b>
<b>8:30</b>	Classes start
<b>9:00</b>	Office staff available by telephone or email
<b>3:30-3:45</b>	Dismissal (students must be picked up by 3:45—no exceptions)
<b>4:00</b>	Office closes

All Le Monde students must be picked up before the end of the 15 minute grace period after school dismissal (i.e., picked up before 3:45).

## Mission Statement

Le Monde's mission is to educate students in a French immersion environment that honors the best international academic traditions and develops students who are inquisitive, reflective, communicative, and caring.

## Non-Discrimination Policy

Le Monde Immersion does not discriminate on the basis of race, creed, color, national origin, gender, age, marital status, sexual orientation including gender identity, or non-program-related disability in providing access to student education programs, co-curricular activities, and employment opportunities.

## Charter School Description

Charter schools are nonsectarian public schools of choice. Publicly funded and open to all students with no admission testing or screening, each school has a charter, or contract, detailing its program, goals, and methods of assessment. Charter schools operate with increased autonomy in exchange for accountability to the school district that grants the charter (for Le Monde, this is the Portland Public School District).

## Language Immersion Description

Immersion is a method of foreign language instruction in which the regular curriculum is taught through the medium of the language. The foreign language is the vehicle for content instruction; it is not the subject of instruction (except in the applicable foreign language class).

# COMMUNICATION BETWEEN HOME AND SCHOOL

The Main Office staff is happy to accept your calls and direct your questions between the hours of 9:00AM and 4:00PM every day that school is in session. Please recognize that the times 15 minutes before and after student arrival and dismissal tend to be the busiest; our office may not be responsive at those times.

During arrival and dismissal, please refrain from relaying oral messages to teachers and other staff, as they must remain focused on and available to students during these times.

The school communicates important information through email. Teachers also communicate with families via email and through use of certain apps (teachers will provide you with sign up information after school starts). In an effort to save postage and paper costs, we primarily use email for all communications. For families that do not have internet access, we will provide hard copies of communications upon request in writing to the Office Assistant. We also can ask the district to provide internet access hotspots if you need internet assistance.

## Communication with Teachers

Teachers are available to speak on the phone, respond to emails, and meet with parents outside of class time with an agreed upon appointment. Our teachers generally prefer that you schedule meetings during the day if your teacher is available, so that they do not have to work excessive amounts of overtime. You can expect to receive regular updates on classroom happenings and your student's work throughout the school

year. In addition to scheduled conferences, you can arrange additional meetings with teachers to discuss your student's progress.

Please be sure to contact your student's teacher if there are significant changes at home that could affect the emotional life of your student. These changes may be temporary (for example, one parent is away on an extended business trip) or profound (for example, the death of a grandparent). When teachers are informed, they can better support your student.

**Please respect teachers' privacy and leisure time and only contact them through the school phone number or email.**

## Appointments with the Executive Director

If you would like to meet with the Executive Director, please schedule an appointment with her via email ([shouka@lemondeimmersion.org](mailto:shouka@lemondeimmersion.org)) and be sure to include times you can meet and the reason you would like to meet. Our Executive Director's time is often scheduled tightly, so making an appointment will guarantee you will have full attention for the duration of your meeting.

## Parent/Teacher Conferences

Parent/Teacher Conferences are a time for you and your student's teacher to discuss your student's development in school and at home. Conferences take place twice a year and are scheduled by appointment to ensure privacy and sufficient preparation time. There will be no more additional parent/teacher conferences this academic year, but you can always schedule a meeting with your student's teacher if you wish to discuss specific concerns.

## Progress Reports

Progress Reports are sent home at the end of each trimester.

## Homework Policy

All homework assigned will be meaningful to the student and be connected to the curriculum. Teachers will advise parents of the number of minutes students should anticipate spending on homework nightly, and parents should plan to give their students that amount of time to work on homework. In middle school the bulk of homework may be completed during study hall. If a student is taking more time to complete an assignment than the allotted time, then parents may stop the student when the allotted time has passed. At Le Monde, we expect all students to read in English and/or French for at least 20 minutes nightly, in addition to any assigned homework if reading is not the assigned homework.

## Social Media

While you are invited to like and follow Le Monde on Facebook, it is the policy of Le Monde that individual staff members do not engage with currently enrolled families on social networking websites, unless such engagement preceded employment with Le Monde.

## Giving Gifts to School Staff

School staff members are public employees, and as such, are subject to the Oregon state ethics laws. Oregon ethics law (Chapter 244) states that public employees may not accept gifts with a value greater than \$50.00. This limit applies to groups of people with a common interest. Therefore, families in the same classroom (or with any other similar interest applied to a staff member) may not combine their resources to purchase or make a gift valued at more than \$50.00. This law was enacted to ensure that members of the public (our families and students) are treated equally and that no one has or might be perceived to have special advantages or influence.

As a staff we look forward to and are grateful for our community's generosity. Token gifts, cards, and appreciations are valued and welcomed. While the ethics law exists to prevent real or perceived unequal treatment of the public (students and families), it also serves to lessen disparities in gift giving between classrooms and alleviate pressure on families to participate. With this policy, we seek to ensure equity and to assuage any feelings of obligation. Those looking to support the school in a more substantial monetary way may donate directly to Le Monde Immersion. Such donations are very much needed and appreciated.

## Emergency Notifications

There may be times when a Le Monde staff member must contact you immediately because of an emergency. It is essential that Le Monde staff have a way of reaching a parent or approved emergency contact by phone at any time during the school day. In addition to letting the office and/or your student's teacher know when a parent is out of town, please keep your contact information and that of your emergency contacts on file in the office updated at all times. Please email [chris@lemondeimmersion.org](mailto:chris@lemondeimmersion.org) with any changes.

## School Calendar, Policies, Forms, Etc.

The school's print calendar, a syncing calendar that is regularly updated, many of the school's policies, forms, and lots of other information is located under the Parent Resources tab of the Le Monde's website at [www.lemondeimmersion.org](http://www.lemondeimmersion.org)

# PROCEDURES

## Prescreening Questions

Before coming to school, please answer the following questions:

1. To your knowledge, does your student, or anyone in your household, have COVID-19 or a primary symptom of COVID-19?
  - Primary symptoms of COVID-19 include:
    - Cough (a change in baseline for those with a chronic condition)
    - Fever of 100.4 F or higher, or Chills
    - Shortness of breath
    - Difficulty breathing

- New loss of taste or smell (Other symptoms may include muscle pain, sore throat, diarrhea, nausea or vomiting, new nasal congestion and runny nose).

**If your student has one of the primary symptoms only as a result of a chronic condition, please provide the school office with a doctor's note stating that the situation is chronic and not contagious.** We will rely on the parent/guardian response to confirm this during prescreening, but would like to have a doctor's note on file going forward.

2. To your knowledge, has your student been in close contact with anyone who has COVID-19 in the past 14 days?

If you answer “yes” to any of these questions, please do not drop off your student at school! However, please advise the Executive Director immediately by calling the school office (503-467-7529) AND emailing her if possible ([shouka@lemondeimmersion.org](mailto:shouka@lemondeimmersion.org)). Please do NOT respond to the newsletter emails, as responses go to an unmonitored account.

If your student has traveled out of state in the past 14 days you must review Le Monde's Policy on Travel-Related Quarantine (linked [here](#)) to determine if you can come to school. You also may contact the Executive Director to help you make this determination by emailing her here: [Shouka@lemondeimmersion.org](mailto:Shouka@lemondeimmersion.org).

If you answer no to the questions, then you can proceed to school.

## Arrival and Dismissal

### Arrival

Doors will open for drop off at 8:15 AM, and outside doors will close and classes will start at 8:30 AM.

There is no Before Care this year.

Please note that, as always, parents should not enter the building at drop off. We request that students enter by themselves to develop a feeling of autonomy and confidence, and during the pandemic parents are prohibited from entering the building. Students will enter the building in one of the following ways:

### Elementary Students on Time

**Walk or Bike Up (Kindergarten):** All kindergarten students, whether in Mme Rebecca or Mme Aurelie’s room, who are walking or biking up should enter school from Mme Rebecca’s outside door, which is the door on Burnside closest to the sidewalk. We have distancing spacing dots on the ground. Please wait for a dot, and then stay with your student to wait for their turn to enter on the spacing dot. When your student is at the entrance, please respond to the entrance questions, then your student will receive a squirt of hand sanitizer and go inside alone. Please DO NOT walk away until your student is through the doors of the school.

**Walk or Bike up (1st – 5th):** All other elementary student families with students who are not kindergarteners walking or biking up should drop their students off on the designated dots at the Burnside office main entrance. Please wait until a distancing dot is available, then wait on a dot with your student. When it is their turn, please answer the screening questions, and allow them to receive their hand sanitizer



squirt before allowing them to enter alone. Please DO NOT walk away until your student is through the doors of the school.

**Drive Through Drop Off:** All elementary families may drive through our drop offline, entering only from Burnside Street in single file and exiting by turning right only onto Ankeny Street.

**Parents/guardians should not exit the car or park in the school's parking lot** and will be asked the screening questions by staff when it is their turn. Students will be assisted out of the car by staff and will be guided to follow the distancing dots to the door, where they will be provided with a squirt of hand sanitizer. **Walking or biking families should not enter the drive-through parking lot.**

### Middle School Students on Time

**Middle School Walk Up or Bike Up:** Students only should enter from Ankeny Street carefully (Parents/guardians, please do not enter through the gate). At the middle school entrance (door 5 on the diagram), students should wait on distancing dots, and will be asked the screening questions and given a squirt of hand sanitizer.

**Middle School Drive Through Drop Off:** Middle school families may drive through our drop off line, entering only from Burnside Street in single file and exiting by turning right only onto Ankeny Street. Parents/guardians should not exit the car and will be asked the screening questions. Students will be assisted out of the car by staff and will be guided to follow the distancing dots to the door, where they will be provided with a squirt of hand sanitizer. **Walking or biking families should not enter the drive-through parking lot.**

### Tardy Students and Late Arriving Students/Picking Up Students Early from School:

For students who arrive after 8:30 AM, and for parents/guardians picking up students early from school, parents/guardians will need to park in the neighborhood.

For **elementary**, parents/guardians will need to walk to the Burnside playground gate (but not enter) and wait for a staff person to take their student or retrieve their student. If there is no staff person readily available, you can call 971-940-6699 and ask for your student to be let in or retrieve your student. We will have this number posted on the front page of our website ([www.lemondeimmersion.org](http://www.lemondeimmersion.org)) but recommend that you program it in your phone.

For **middle school**, students should enter from the Ankeny side on their own and walk to the middle school entrance. If there is no staff person available to let them in the middle school entrance, they can call 971-940-6702 and ask to be let in. We will have this number posted on the front page of our website ([www.lemondeimmersion.org](http://www.lemondeimmersion.org)), but recommend that you program it in your phone. Parents/guardians can call this number and ask for their student to be released. Please wait on Ankeny for your student to exit the building, and do not enter parking lot.

### Dismissal

**At pick up, we can no longer have parents pick up from inside of the school.** Instead, different grades will be exiting from different outside doors. **Please have your identification ready, as we will need to check identification before releasing students.** Students will wait in classrooms and will be released to specific outside doors when an authorized parent/guardian arrives and asks for their student.

**Please park in the neighborhood, distance yourselves on the school property, and take turns standing on a blue distancing dot at the designated entrance for your grade for your turn to pick up a student.** Doors will open for dismissal at 3:30 PM, and we ask that all students be picked up before 3:45 PM. As we all get used to this process, please allow extra time for pick up.

Students will **exit** from the following doors:

1. Kindergarteners: Madame Rebecca's outside door (closest door to Burnside Street).
2. First Graders: Madame Jessica's outside door (door closest to the gas station side of the building on Burnside Street).
3. Fourth Graders: The dark blue/grey door in the small staff parking lot near Burnside.
4. Second, Third and Fifth Graders: Elementary side parking lot entrance.
5. Middle School: Ankeny middle school entrance from side parking lot.

**Until we are used to this dismissal process, parents with multiple students will need to go to the designated dismissal entrance for each student. Middle school students who have authorizations on file with the school to leave independently may pick up elementary grade students if the elementary student has the middle school student as an authorized pick up person on file with the office.** The authorization form is linked [here](#), and is also on the Le Monde website under the Parent Resources tab>Forms. Please mail forms to the office assistant at [chris@lemondeimmersion.org](mailto:chris@lemondeimmersion.org), understanding that they may take up to a week to process. Middle school students will also need to wait at the designated external locations, and may not enter the elementary building.

**Onsite, including in the parking lot, we are required to ask adults to maintain three feet of distancing and to wear masks.**

THERE IS NO AUTOMATIC AFTER SCHOOL CARE THIS YEAR. STUDENTS MUST BE PICKED UP BY 3:45, OR HAVE PRE-ARRANGED PLANS WITH THE CHAMPIONS PROGRAM. If there is a true emergency that will prevent you from picking up your student, and you are able to do so, please call 971-940-6699 (for elementary) or 971-940-6702 (for middle school) and also email your student's teacher and [chris@lemondeimmersion.org](mailto:chris@lemondeimmersion.org) to advise us that you are forced to be late.

Please make an appointment if you need to have a lengthy or confidential discussion with your student's teacher. Drop off and pick up are often the busiest time for teachers as they help students transition into and out of school.

**Parents may not enter the school building during the pandemic.**

## Transportation

As an urban school, Le Monde has very limited designated parking. Accordingly, families are encouraged to help lessen the congestion around Le Monde at both locations during arrival and dismissal by carpooling, biking, and using public transportation whenever possible. Le Monde's locations are located within blocks of many bus routes.

If your family drives to and/or from school, please follow all parking regulations so that our relationships with city agencies and our neighbors are not put at risk. As your family establishes a daily routine/schedule, please keep in mind that locating a parking spot close to the school may be challenging during arrival and dismissal and plan accordingly.

## Releasing Students to Adults

Students are only released to parents, adults, and middle school students listed as emergency contacts on the Student Registration Form or added on the authorized pick up form linked again [here](#). Any exceptions to this must be made in writing and given to and approved by the office. Any adult picking up a student from school must be prepared to show photo identification. Please see information in the dismissal section regarding middle school students picking up elementary grade students. Elementary school students are not allowed to leave the premises without an authorized adult or middle school student.

## Leaves of Absence

Any student who is absent from school for 10 consecutive school days automatically will be unenrolled at the end of the 10th day, unless the student is granted a leave of absence that is requested prior to automatic unenrollment. Short term leaves of absence (up to an additional 5 consecutive days of absence) may be granted by the Executive Director for medical reasons related to the student or a member of the student's family. To request an additional leave of absence for such medical reasons, the student's family must make a written request to the Le Monde Immersion Board prior to un-enrollment through the Executive Director ( [shouka@lemondeimmersion.org](mailto:shouka@lemondeimmersion.org) ). The board will consider all facts and circumstances in determining the duration of any additional medical leave.

Students who are automatically un-enrolled will be compelled to re-apply to the school for admittance if the school determines that there is an available space and will be subject to regular lottery and waitlist requirements. Students are not admitted to Le Monde after the second grade, except as permitted by a medical leave

## Attendance Policy

This year we plan to attend school onsite as usual, unless an entire class is put in quarantine, in which case they will engage in comprehensive distance learning (CDL). Individual students who are in quarantine will be treated in the same manner as students who were sick in previous years (assignments will be shared for students to work primarily independently, not with CDL instruction).

The majority of our students have excellent attendance, and we have been spared many school-wide epidemics of illness due to students staying home when they have a contagious illness. We balance those excused absences with full attendance at other times. We are able to meet state attendance benchmarks only when you as parents/guardians ensure that healthy students come to school.

Attendance will be taken once per day for each student in elementary (whether we are in CDL or onsite), and once per class for each student in middle school (whether we are in the CDL or onsite).

Regular and prompt attendance is necessary for a student to maintain satisfactory progress during both CDL and during onsite learning. However, we know that students will need to stay home from school during on-site learning or miss live classes occasionally due to illness or other family obligations.

For an elementary student to be counted as present on a school day, or during a class period for a middle school student, a student must do at least one of the following:

- Attend their live lesson during CDL or attend school during onsite.
- Submit schoolwork via Schoology or email to their teacher if in CDL.

**If your student will be absent on any day (or for any class in middle school), whether in onsite or CDL learning, you should email [attendance@lemondeimmersion.org](mailto:attendance@lemondeimmersion.org) and your student's teacher with the reason for the absence. Please provide the reason for the absence, or at least whether the absence is for illness or for a different reason. If your student is ill, please share their symptoms so that we may track any outbreaks of illness in the school.**

**Please remember that if your student has been in the school building and is diagnosed with COVID-19, or is living with or otherwise in close physical contact in the last 14 days with a person who has been diagnosed with COVID-19, you should advise the Executive Director immediately by**

calling the school office (503-467-7529) AND emailing her if possible ([shouka@lemondeimmersion.org](mailto:shouka@lemondeimmersion.org)). Again, in either case, please do not bring your student to school.

## Severe Weather, School Closures, and Late Openings

Le Monde generally follows Portland Public Schools' plan for school closures and late openings due to severe weather; however, it reserves the right to vary from PPS policy at its discretion. Le Monde will notify you by an official email to confirm whether or not Le Monde will be open.

## Lost and Found

The Lost and Found is located in the main hall at each location. Unclaimed items will be donated to a local charity or the school's clothing closet at the end of each month. To prevent items belonging to your student from ending up in the Lost and Found, **mark everything that your student brings or wears to school with his or her name.**

# POLICIES

## Admissions

The most up-to-date admissions and enrollment information can be located on the school website.

## Babysitting and Private Tutoring

It is the policy of Le Monde that classroom teachers do not provide babysitting or private tutoring services to Le Monde families. Assistants may provide babysitting and tutoring services for a Le Monde student if the student is not in the assistant's classroom or entering the classroom the following year. Interns should not be approached to provide babysitting or tutoring, except that they make arrangements with their host families as approved in the host family guidelines. Tutoring arrangements with employees must be cleared with Executive Director in writing prior to the start of services.

## Celebrations

All birthdays are celebrated once monthly in each class. This means that all March birthdays will be celebrated on one designated day in March and so on. All summer birthdays are celebrated on a student's half birthday to ensure that no student is left out. The school will provide a designated treat for all birthdays. Please do not plan to send treats to school for your student's birthday, send balloons, or other presents to your student(s) while at school, because we prefer for all students to have a relatively similar experience while at school.

## Emergency Preparedness

Students and staff participate in regular fire, earthquake, and lock-down drills.

In the unlikely event that an emergency at the school makes the school building unsafe to be in, staff and students congregate in the school's side parking lot.. If it is necessary to relocate farther away from the

school, we go to the parking lot next to Willoughby Hearing Aid Store across the street by 20th and East Burnside. In the case of an emergency relocation, families are contacted as soon as possible to pick up their student(s). In the event of emergency, the school will try to send emails to families and/or post on Le Monde's official Facebook page.

## Fire and Life Safety

Le Monde schedules, at a minimum, fire drills monthly, “drop, cover, hold” (earthquake) drills twice a year, and lockdown drills twice a year. Prior to the first of each kind of drill, students will be educated about the procedures and walked through what the drill entails. Drills are expected to truly prepare students and staff alike for unexpected emergencies, and we often make them more challenging by posing potential additional obstacles (i.e., fire drill with front door “blocked”, or while some students are still outside at recess). In this way, we ensure that students are ready to respond and act appropriately when the teacher gives them instructions during a real emergency.

Under no circumstances should a student be removed from the school community during a drill or real emergency without signing out with the teacher or other adult in charge.

In the event of a true emergency, all staff will be performing their assigned tasks related to student safety and there will be no one answering incoming phone calls from parents. Please do not tie up the school’s limited phone capacity by calling. If the nature of the emergency requires students to be sent home, families will be contacted as soon as the emergency situation has been safely resolved.

If an emergency situation has occurred and resolved itself within the course of a single school day, a letter summarizing the incident will be sent home and/or emailed before the end of the work day.

## Discipline

Le Monde strives to offer a safe and secure environment for all students, families, and staff. Whenever possible, inappropriate behavior is responded to with redirection, natural/logical consequences, guidance towards student-led problem solving, and other positive, non-punitive approaches. Corporal punishment is never used at Le Monde.

Suspension and possible expulsion is used in response to severe and/or repeated behavior that threatens the learning environment and/or the safety of students and staff. A copy of Le Monde’s Suspension and Expulsion Policy and Procedure can be obtained from the office.

## Harassment, Intimidation, Bullying, and Cyberbullying

Harassment, Intimidation, Bullying, and Cyberbullying are strictly prohibited at Le Monde. These behaviors are defined by ORS 339.351 as any act that:

- substantially interferes with a student’s educational benefits, opportunities, or performance;
- takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop;
- has the effect of:
  - physically harming a student or damaging a student’s property;
  - knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property;

- creating a hostile educational environment, including interfering with the psychological well-being of a student; and
- may be based on, but not limited to, the protected class status of a person.

Protected class means a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation, national origin, marital status, familial status, source of income, or disability.

Cyberbullying means the use of any electronic communication device to harass, intimidate, or bully.

Students and parents are encouraged to contact any staff member to report harassment, intimidation, bullying, and cyberbullying. The Executive Director or another assigned staff member will investigate all reports with the support of other staff members.

Consequences for students who have engaged in harassment, intimidation, bullying, and/or cyberbullying may include, but are not limited to, suspension and possible expulsion.

## Health and Safety

### Allergies

If a student has an allergy that is life threatening or could require immediate emergency care, that information must be reflected on the Student Medical Information and Release Form prior to a student's first day of school. Parent should be in touch with student's teacher to create an allergy plan. If a student requires an Epi-Pen to be used in the event of an allergic reaction, it along with a Medication Authorization Form must be turned into the office before the student may attend school.

### Head Lice

Per the Centers for Disease Control and Prevention (CDC), "Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice." In keeping with what pediatricians have advised us, Le Monde does not do schoolwide lice checks and parents are encouraged to check their students regularly for head lice throughout the academic year. Students found with live lice are excluded from school and must stay home until they have been treated and have no live lice. A student can be readmitted to school after treatment and re-examination for live lice at home. In accordance with the recommendations of the CDC, American Academy of Pediatrics, and National Association of School Nurses, a student with nits only will be allowed in school and parents or guardians should monitor for re-infestation of lice. We do not provide specific notices when lice are found present in a classroom. Instead, we encourage all families to visit the Centers for Disease Control and Prevention website ([cdc.gov](http://cdc.gov)) and follow their guidelines for the correct way to regularly monitor their students and treat for lice.

### Illness

If a student has a fever or shows signs of illness, they are to stay at home. If a student becomes ill at school, a parent or guardian will be contacted to pick up the student. Students showing symptoms of Covid 19 will be isolated in the isolation pod in the school's side parking lot, with staff supervision, until the parent or guardian arrives to pick the student up.

Please review carefully our [Communicable Disease Management Plan](#). This advises when you should keep your student home.

It is very important for parents/guardians to leave a message in the office ([attendance@lemondeimmersion.org](mailto:attendance@lemondeimmersion.org)) **and** with the student's teacher via email as soon as they know a student will be out sick, so we can mark attendance accordingly. **Please specify any symptoms your student is experiencing.** The auto-dial system will be calling the homes of those students who are unaccounted for (generally between 10 am and 11 am) to check on their attendance status.

**Please remember that if your student has been in the school building and is diagnosed with COVID-19, or is living with or otherwise in close physical contact in the last 14 days with a person who has been diagnosed with COVID-19, you should advise the Executive Director immediately by calling the school office (503-467-7529) AND emailing her if possible ([shouka@lemondeimmersion.org](mailto:shouka@lemondeimmersion.org)), In either case, please do not bring your student to school.**

## COVID-19 Safety

For Covid safety, our basic educational messaging is:

- Cover your cough:** We will teach students coughing and sneezing etiquette in classrooms and hang instructional posters in the school building. We will have an ample supply of tissues available in each classroom and school area. Students should:
  - Cover your mouth and nose with a tissue when you cough or sneeze.
  - Cough or sneeze into your upper sleeve, not your hands.
  - Wash your hands after you cough or sneeze, or use hand sanitizer.
- Wash your hands often:** Handwashing with soap and warm water is the best option. Hand sanitizers can be effective when there is no access to water; they are most effective if they have at least 60% alcohol in them. Staff are encouraged to provide time and opportunity each day for students to practice washing their hands with soap and water upon arrival at school, after coughing and/or sneezing in hands, at the beginning and end of lunch time, after bathroom use, and after recess. Appropriate hand washing should include:
  - Wet hands with water, apply soap and scrub hands together for at least 20 seconds.
  - Thoroughly rinse under warm, running water.
  - Dry hands completely with a paper towel. Use a paper towel to turn off faucet handles and open restroom doors.
- Stay home if you're sick:** A primary strategy against the spread of illness is for sick people to stay home from school. This includes all individuals entering the building.
- Wear a mask at school:** Everyone at school must wear a mask, including while outdoors or at recess, unless they have a doctor's note explaining that they cannot wear a mask, in which case we will determine an appropriate accommodation. If your student cannot wear a mask, please provide a doctor's note to the office. Masks have loops behind the ears or head and cover the nose and mouth, as well as ideally the chin and sides of the face. Please see guidance here: [CDC Guidelines for Face Coverings](#). Neck gaiters and bandanas do not qualify as masks. Most students will likely need to have at least three masks daily for comfort, since masks can become wet with sweat or breath during the day.



## Injuries at school

If a student is injured at school, staff can administer basic first aid. A parent or legal guardian, and when necessary a medical professional, will be contacted if a student requires more in-depth medical attention.

## Student Medication

If a student needs to use any prescription or over-the-counter medication including vitamins, homeopathic remedies, inhalers, and cough drops during school hours, a parent or legal guardian must fill out an Authorization for Medication Administration by School Personnel form. All medications must be in the original packaging and delivered to the office by a parent or legal guardian.

## Holidays

While celebrations of religious holidays are not permissible at school, the study of religious holidays may be included in the curriculum as students explore history and culture. Le Monde staff makes every attempt to approach holidays and religious traditions in an objective and sensitive manner.

## Immunizations

By the first day of school, each student must have a current Certificate of Immunization Status form or paperwork required for a nonmedical or medical exemption on file at school. To claim a nonmedical exemption, a parent/legal guardian must check the appropriate boxes and sign the back of the Certificate of Immunization Status form and provide appropriate substantiating documentation as specified on the form. Students who are not up to date on their immunizations will be excluded from school on the date required by PPS. To avoid exclusion, it is important to keep your student's school immunization record up to date.

In case of an outbreak of vaccine-preventable disease in a community, the county health department has the legal authority to exclude from school any student who has not been appropriately immunized, including students with a religious or medical exemption.

Oregon law requires the following vaccines to have been administered by the time a student enters school:

Vaccine	Number of Doses
Diphtheria/Tetanus/Pertussis (DTaP)	5
Polio	4
Varicella (Chicken Pox)	1
Measles	2
Mumps	1
Rubella	1
Hepatitis B	3
Hepatitis A	2

## Nutrition

### Allergies and Special Diets

If a student has an allergy, that information must be reflected on the Student Medical Information and Release. Additionally, please notify the office and your student's classroom teacher if your student has special dietary requirements or allergies.

### Snack

The school does NOT provide a snack. You may pack a snack for your student to enjoy only at the teacher-designated snack time. Soda and candy are prohibited.

### Lunch

If we obtain a lunch vendor, their information will be linked on our website. Unless you purchase such a lunch from that vendor, **all families should plan to pack a lunch (and snack as needed, especially in grades K and 1) from home. As always, please remind students that sharing food at school is prohibited.**

The school will not be able to reheat or chill any lunch items. You should pack any necessary flatware, napkins and a beverage (though we do have water bottle filling stations in the school). Please remember that students are prohibited from having candy and soda at Le Monde, so these items should not be packed from home.

If your student qualifies for free or reduced lunch and you need lunch assistance for the remainder of this year, please contact the Executive Director at [shouka@lemondeimmersion.org](mailto:shouka@lemondeimmersion.org)

Weather permitting, we plan to eat primarily outside. When students need to eat inside, they will maintain 6 feet of distance from anyone else who will be unmasked. Students will be allowed to lower masks to sip from their water bottles throughout the day, but must immediately pull their masks up again. **Our preference is that all students use water bottles with straws so as to be able to drink under masks to the extent possible.**

## Pets

Pets are not allowed on school property at any time unless a special visit has been arranged with the classroom teacher. Service animals are welcome.

## School Property

If a student damages, defaces, or loses school property, including books, furniture, and classroom materials, the student must repair or replace the property.

## Toys, Personal Electronics, and other Distractions

Please leave toys, personal electronics (cell phones, iPods, video games, etc.) except those requested for school-use by the teacher, and other distracting items at home. Classroom teachers will communicate procedures for sharing special items from home. If students carry telephones they should not take them out at school, and if they are seen the teacher may confiscate them until the end of the day. Students repeatedly found to use unauthorized devices may be subject to disciplinary measures.

## Uniforms

We are a uniform school. Our uniform policy is linked [here](#).

Le Monde's uniform policy is an important element of our insistence on a healthy learning environment for our students. The benefits of uniforms are well established. Uniforms take the competition and complication out of dress; keep the focus in school on learning and self-development, rather than superficial appearance; allow every student at the school to fit in and have a sense of belonging; relieve peer pressure and social anxiety; enhance expectations of themselves and one another in fruitful ways. All students are required to be in uniform every school day, except on teacher-authorized special days.

## Volunteering and Field Trips

There are many varied opportunities to volunteer at Le Monde, though typically not in the classroom and this year opportunities are very limited. Please contact your student's teacher or the Executive Director if you would like to volunteer.

## Weapons

The PPS and Le Monde policy on weapons is clear: Weapons and weapon-related activities are prohibited in the schools, on school grounds, at school activities, and school sponsored activities.

Violation of PPS policy and/or Oregon Laws relating to weapons in schools can result in expulsion.

## Visiting

During the pandemic, no visitors are allowed in the Le Monde building.