



**Le Monde French Immersion Public Charter School  
Family Handbook  
2023 – 2024**

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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>	<b>C. David Maxey</b>	<a href="mailto:david@lemondeimmersion.org">david@lemondeimmersion.org</a>
<b>Office Assistant:</b>	<b>Rebecca Driscoll</b>	<a href="mailto:rebecca@lemondeimmersion.org">rebecca@lemondeimmersion.org</a>
<b>Elementary Hall No.</b>		971-940-6699
<b>Middle School Hall No.</b>		971-940-6702

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

For the following scenarios, please reach out to:

<b>Content Area</b>	<b>Examples</b>	<b>How to Get in Touch</b>
<b>Attendance</b>	My student will be late/picked up early/absent.	Email <a href="mailto:Attendance@lemondeimmersion.org">Attendance@lemondeimmersion.org</a> with your student’s teacher included in cc.
	I am at school for a late drop-off/early pick-up (elementary).  I am at school for a late drop-off/early pick up (middle school).	Go to our drop-off gate on Burnside St. and call our Hall Monitor at <a href="tel:971-940-6699">971-940-6699</a> .  Go to our drop-off gate on Ankeny St. and call our Hall Monitor at <a href="tel:971-940-6702">971-940-6702</a> .
<b>Academics</b>	When is my student’s parent-teacher conference?	Email your student’s teacher.

	What is my student's curriculum?	Email your student's teacher.  AFTER, if you would like further information, email Shouka, Principal, <a href="mailto:Shouka@lemondeimmersion.org">Shouka@lemondeimmersion.org</a> .
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<b>Behavior/ Mental Health</b>	I have a concern about my student's behavior or mental health.	Email your student's teacher.  AFTER, if you would like further support, email David Maxey, Director of Student Support, <a href="mailto:David@lemondeimmersion.org">David@lemondeimmersion.org</a>
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<b>Records</b>	I have a new pick-up/immunization/other form for my student.	Email enrollment at <a href="mailto:enrollment@lemondeimmersion.org">enrollment@lemondeimmersion.org</a>
	I need to update my student's address as we recently moved.	Email enrollment at <a href="mailto:enrollment@lemondeimmersion.org">enrollment@lemondeimmersion.org</a>

Not sure who to contact? Email Shouka!

### Office and School Hours

<b>8:15</b>	<b>Doors open to students; office staff available by telephone or email</b>
<b>8:30</b>	Classes start
<b>2:30 (Wednesday); 3:30 (M/Tu/Th/F)</b>	Dismissal
<b>3:45</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 2:45 PM on Wednesday, 3:45 PM all other days), without exception as after that staff may not be available to supervise your student.

### 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 9:00 AM and 3:45 PM 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 Principal. We also can ask the district to provide internet access hotspots if you need internet assistance.

## Communications 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 additional hours in excess of their work day. 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 staff privacy and leisure time and only contact them through the school phone number or email, not via text, calls to personal cell phone numbers, or social media.**

## Appointments with the Executive Director/Principal

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.

## Progress Reports

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

## Homework Policy

Generally, Le Monde policy is to limit homework. 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. 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 [enrollment@lemondeimmersion.org](mailto:enrollment@lemondeimmersion.org) with any changes to emergency contacts.

## 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 a lot 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 assess whether your student is ill. If they are, please check their symptoms on our Communicable Disease Management Plan, which is posted on our website under the Parent Resources tab.

## 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.** 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. 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 Aurelie or M. Hadrien's room, who are walking or biking up should enter school from M. Hadrien's outside door, which is the door on Burnside closest to the sidewalk (marked on the diagram below as Door 1). Please DO NOT walk away until your child is through the doors of the school.

**Walk or Bike up (1<sup>st</sup> – 5<sup>th</sup>):** All other elementary student families (besides kindergarteners) walking or biking up should drop their students off at the Burnside office main entrance (between Doors 2 and 3 on the diagram below). Please line up for your turn and DO NOT walk away until your child is through the doors of the school.

**Drive Through Drop Off:** All elementary 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. For student and staff safety, **parents/guardians should not exit the car or permanently park in the school's parking lot.** You will be directed to pull up, stop while remaining at the wheel, and students will be assisted out of the car by staff and will be guided to the door.

### **Middle School Students on Time:**

**Middle School Walk Up or Bike Up:** Middle school students should only enter from the Ankeny Street gate carefully and enter middle school through Door 5 on the diagram (Parents/Guardians, please do not enter through the Ankeny gate).

**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. Students will be assisted out of the car by staff and will be guided to the door.

**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, you 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. This number is on the gate and is posted on the front page of our website ([www.lemondeimmersion.org](http://www.lemondeimmersion.org)), but we recommend that you program it in your phone.

For **middle school**, students should enter from the Ankeny gate 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 door and on the front page of our website ([www.lemondeimmersion.org](http://www.lemondeimmersion.org)), but recommend that you program it in your phone. (Parents can call this number and ask for their student to be released from middle school. Please wait on Ankeny for your student to exit the building, and do not enter our parking lot.)



## **DISMISSAL PICK UP**

At pick up, we do not 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 to families. Students will wait in classrooms, and will be released to specific outside doors when a parent/guardian arrives and asks for their student.

**Please park in the neighborhood.** Doors will open for dismissal at 3:30 PM (2:30 PM on Wednesday), and we ask that all students be picked up within 15 minutes. As we all get used to this process, please allow extra time for pick up.

Students will **exit** from the following doors (please see the labeled picture above for locations):

1. Kindergarteners: M. Hadrien's outside door (Door 1 closest door to Burnside Street--the same place where you dropped them off if you walked up).
2. 1st Graders: Mme. Teresa's outside door (Door 2).
3. 2nd, 3rd, and 5th Graders: Elementary side parking lot.
4. 4th Graders: Door 3, the dark blue/grey door in the small, front staff parking lot near Burnside.
5. Middle School: Ankeny Street.

Please retrieve your student and promptly move offsite to allow others to retrieve their students and use available parking spaces in the neighborhood. If you have multiple students at different doors,

we recommend starting pick up with your youngest student.

**Students must be picked up within 15 minutes of dismissal (by 3:45 PM, or 2:45 PM on Wednesdays).** 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 [attendance@lemondeimmersion.org](mailto:attendance@lemondeimmersion.org) to advise us that you are 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.

## 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, Le Monde middle school students, and non-Le Monde older siblings aged 13 or older, all of whom must be listed as emergency contacts on the Student Registration Form or added on the authorized pick up form (available under the Parent Resources Tab of our website). Any exceptions to this must be made in writing and given to and approved by the office. Any individual picking up a student from school must be prepared to show photo identification. Elementary school students are not allowed to leave the premises without an authorized individual.

## Attendance Policy

This year we plan to attend school onsite as usual, unless an entire class is put in quarantine, in which case we may 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 may 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. 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 learning.
- Submit schoolwork to their teacher electronically 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.**

### Extended Absences/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 un-enrollment. Reasonable leaves of absence may be granted by the Executive Director only for medical reasons related to the student or a member of the student's family, often with the provision of a doctor's note.**

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 second grade under current policies.

### Severe Weather, School Closures, and Late Openings

Le Monde will notify you by an official newsletter email to confirm whether or not it will be open in the event of bad weather. It also posts this information on the official Le Monde Facebook page. 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, so it is important to watch for Le Monde's announcements.

### Lost and Found

A Lost and Found is located in the main hall of each of the elementary and middle schools. 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 staff do not provide babysitting or private tutoring services to Le Monde families. 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.

## 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, or to a location we determine is safe. 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. In this way we hope to 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 Le Monde staff member 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 may be sent home and/or emailed as soon as possible.

## 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 may be 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. "Cyberbullying" means the use of any electronic communication device to harass, intimidate or bully. "Harassment, intimidation and bullying" are defined 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; or
  - 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.

Students and parents are encouraged to contact their teacher and/or the Executive Director/Principal 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. The parent/guardian should be in touch with the Director of Student Support 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 Authorization for Medication Administration 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. Please review carefully our Communicable Disease Management Plan, on our website under the Parent Resources tab. 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. The PPS auto-dial system is tied to our district attendance system and neither it, nor its messages, are controlled by Le Monde (so it may leave telephone numbers to contact not tied to our school).

## COVID-19 Safety

For Covid safety, our basic educational messaging is:

1. **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.

2. **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.

3. **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.

4. **Wear a mask at school:** We recommend (but do not require) that everyone at school wear a mask if ill. We reserve the right to require masks as we deem it necessary for public health. If your student cannot wear a mask, please provide a doctor's note to the office and we will determine an appropriate accommodation. Masks, when required, should follow the [CDC Guidelines for Face Coverings](#). Neck gaiters and bandanas do not qualify as masks.

## 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

This year we do not anticipate having a lunch vendor; if we obtain a lunch vendor, their information will be linked on our website and we will send a newsletter informing the community. 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 ensure that your student is able to open their lunch on their own. **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, please contact the Executive Director at [shouka@lemondeimmersion.org](mailto:shouka@lemondeimmersion.org)

## 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.

## Suicide Prevention

Protecting the health and well-being of all students is of utmost importance to Le Monde French Immersion Public Charter School (Le Monde). Le Monde has adopted a Suicide Prevention Policy to help protect all students.

Students will learn about mental health using developmentally-appropriate educational materials integrated into the curriculum of all K-8 health classes and other classes as appropriate (for example, the importance of safe and healthy choices, coping strategies focused on resiliency building, recognizing warning signs of distress in friends, and seeking help for oneself and friends). This curricular content will occur throughout the school year, not just in response to a suicide.

Le Monde has designated the Director of Student Support as Le Monde’s Suicide Prevention Coordinator to serve as a point of contact for students in crisis and refer students to appropriate resources. When a student is identified as being at-risk, a risk assessment will be completed to help connect the student to appropriate resources.

Students can contact these resources for additional support:

- OregonYouthLine.org: call 1-877-968-8491 or text teen2teen to 839863 Youth ages 15-20 years old answer calls 4pm-10pm Pacific, and adults are available all day and night.
- SuicidePreventionLifeline.org: call 1-800-273-TALK (8255)
- CrisisTextLine.org: text TALK to 741-741
- TheTrevorProject.org: call 1-866-488-7386 or text “TREVOR” to 678-678 The Trevor Project is for LGBTQ young people.

Families and students can contact these Portland-area crisis services:

- in Multnomah County: call 1-503-988-4888
- in Washington County: call 1-503-291-9111
- in Clackamas County: call 1-503-655-8585

All Le Monde staff and students are expected to help create a school culture of respect and support, in which students feel comfortable seeking help for themselves or friends. Students are encouraged to tell any staff member if they or a friend are feeling suicidal, or are in need of help. Although privacy is important, students should know that when there is risk of suicide, safety comes first—a secret about suicide is good to share with trusted adults.

For a more detailed review of the policy, please see Le Monde’s full Suicide Prevention Policy on the Le Monde website under “Parent Resources”.

## 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 cellphones 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, including but not limited to being required to keep their cellphones at home.

## Uniforms

We are a uniform school. Our Uniform Policy is linked on our website under the Parent Resources tab. Middle school students have some additional options that are separately emailed to the middle school families.

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 opportunities to volunteer at Le Monde, though typically not in the classroom. Please contact your student's teacher or the Executive Director if you would like to volunteer, noting that most volunteer opportunities are for field trips. All volunteers must be background checked by the school prior to volunteering, so please complete a Criminal History Verification form (available under the Parent Resources tab of the website) and submit it to the office ([shouka@lemondeimmersion.org](mailto:shouka@lemondeimmersion.org)) in order to be background checked. The school does not control the timing of background checks, which can take many weeks to months to be completed.

## 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 and Le Monde policy and/or Oregon Laws relating to weapons in schools can result in expulsion.

## Visiting

Only visitors providing approved educational programming are allowed in the Le Monde building, except as authorized by Le Monde staff. All visitors must follow Oregon law regarding vaccination for volunteers in schools.