



**ROCHAMBEAU**  
THE FRENCH INTERNATIONAL SCHOOL

## **Elementary School Internal Rules 2023-2024**



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**Approved by the School Council on November 30th, 2023.**



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# Introduction

The school is a place of teaching and education made up of students, teachers and non-teaching staff, administration and parents, who together form the school's educational community.

While pursuing its mission of education and encouraging excellence, the school promotes the development of each child in an atmosphere of caring, openness and safety.

It is the place where, in addition to the education they will receive, children will learn about life in society, responsibilities and citizenship.

By defining in this spirit the rules of life within the school community, these internal regulations aim to guarantee optimal working and safety conditions for everyone.

## 1. The School Community

### 1.1 The students

#### 1.1.1 Protection

The School guarantees students' physical and emotional well being to be respected. By applying local American regulations, students are also protected by the "Child Abuse and Child Neglect Act," included as an annex to this document (annex 2).

#### 1.1.2. Respect of others

Students must respect teachers, assistants, administrative staff, service personnel, lunch monitors and bus drivers. They will not engage in any behavior, gestures or words that would be detrimental to these people or their function. Similarly, children must respect their peers and refrain from any offensive or aggressive behavior or words. Any insulting attitude towards the families is also forbidden.

#### 1.1.3. Behavior

The games should be friendly and peaceful. Hard balls are not allowed. It is forbidden to throw wood chips, roll on the floor, pull each other's clothes or hair, play fights or any other dangerous game, especially those involving physical contact that could harm other children. For safety reasons, traffic in the hallways must be calm and orderly, without running or jostling, and to avoid disrupting other classes.



#### **1.1.4. School supplies**

Students should only bring to school items necessary for school work. Rulers, pencils, compasses, pens, scissors, etc. should never be carried in the hand but should be kept in a bag or pencil case. Dangerous objects, especially sharp objects, are not allowed. The school reserves the right to prohibit any object whose use proves disruptive. Parents must ensure throughout the year that their children bring the necessary materials for the class to run smoothly.

#### **1.1.5. Respect of school facilities**

It is essential to respect the school's clean environment (classrooms, corridors, multipurpose rooms, toilets, courtyard) and its surroundings. It is therefore strictly forbidden to throw papers, fruit peels or other waste on the ground.

#### **1.1.6. Connected devices (phones, watches...), personal belongings, Personal belongings**

They may not be used at school, and must be turned off and stored in the school bag. In general, personal games/objects must be left at home (except for a show and tell)

#### **1.1.7. Freedom of speech and expression**

Students have the right to express themselves. There are specific spots called "box of ideas" situated on the Maplewood campus for this purpose. In each Elementary class, a delegate and an alternate are elected and meet once a period with the principal and the counselor.

### **1.2. Teachers**

#### **1.2.1 Communication**

The teaching staff keeps parents informed of their child's progress: his/her successes, his/her efforts but also the difficulties he/she may encounter. They provide a detailed electronic evaluation booklet 3 times a year, and twice a year for the Maternelle classes via the "Je Valide" application.

#### **1.2.2 Special cases**

When a child encounters difficulties, the teacher discusses with the parents and advises them to contact the appropriate department: School Counseling, SLS, FLSCO, infirmary.

#### **1.2.3 Theft, loss**

The school cannot be held responsible for the exchange, theft, breakage or loss of children's belongings.

## **1.3. The parents**

### **1.3.1 Parent representation**

Parents are full partners in their child's school life. They elect their representatives to the School Council. They have the right to be represented by one or more parent associations and to meet.

### **1.3.2 Information for parents**

Parents are informed at the beginning of the year of the school's operating procedures and the organization of each class.

Thereafter, they are regularly kept informed of school life through information notes sent by e-mail or via the school website ([www.rochambeau.org](http://www.rochambeau.org)). In each class, the parent delegates, in addition to the assistance they provide to the teachers, also contribute to the circulation of information.

The participation of parents in information meetings organized for them is an essential element of the cohesion of the school community.

### **1.3.3 Communication with the teacher**

Parents are regularly informed via the "Cahier de Vie" of their child's curriculum.

Parents should inform the teacher of any circumstances in the child's life that could have an impact on the child's school life.

Individual parent-teacher conferences are held twice a year during which student results are discussed with families.

Parents who wish to discuss sensitive issues, conduct and work of their child should make an appointment. They will be received as soon as possible by the teachers and/or the administration.

If the request for an appointment comes from the administration or the teachers, the parents must also respond as soon as possible.

In the event of a problem between their child and another student, parents will communicate directly with the teacher or principal and will refrain from any inappropriate interaction with the other child or his/her family.

### **1.3.4. Visits**

At all times, Parents entering the school must first go to the Maplewood reception area on level 2.

They should not enter a classroom without being invited by the teacher.



### **1.3.5. Punctuality**

Class hours for **Maternelle: 8:45am-3:15pm, Elementary 8:45am-3:25pm**

Parents are responsible for their child's attendance and punctuality, knowing that arriving late disrupts the student and the class. They will therefore respect the arrival and departure times, as well as those of the school bus. In case of lateness, the child accompanied by the adult will go to the secretary's office to collect a late ticket before going to class.

If the child is late in the morning, the parent will take the child to the reception area on level 2 of the school. A staff member will accompany the child to his/her classroom.

If the student is late in the evening, he/she will be taken to the reception.

### **1.3.6. Safety and Security**

In order to ensure the safety of all and to maintain harmonious relations with the neighborhood, parents must scrupulously observe the traffic rules that apply in the vicinity of the school.

For those arriving by car, entry and exit are through the main entrance of the school only (first two floors of the covered parking lot).

They encourage their children to respect the safety rules in effect at the school.

They are required to check the contents of bags and satchels, to mark clothing of school or gym equipment clearly and to ensure that their child does not bring any prohibited items onto the school premises.

Parents' attention is also drawn to the danger of wearing earrings.

There are two lockdown drills per year and one fire drill per month.

A non-exhaustive list of items not allowed in the school:

- medications
- sharp objects
- money, jewelry and valuables
- any other object that may be considered dangerous
- All personal toys and games, with the exception of naptime comforters



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### **1.3.7 Food/Restauration (also see Annex 3)**

#### **Maternelle :**

As the school does not offer a food service for Maternelle, parents are asked to provide a variety of balanced meals and snacks, giving preference to fresh products.

Glass containers are not allowed.

The school is not able to heat up meals.

Foods containing nuts, peanuts and their derivatives, sesame, are absolutely forbidden at school, on the three campuses and on school transport.

(See "Nut Free School Policy" in the appendix 3)

#### **Elementary :**

Lunch Options at Rochambeau/New Lunch program with Balducci's.

**Who:** Students in grades 1-5.

**How:** Lunch will be served in the commons daily, family style at the table (i.e., food will be plated for each child at the table by lunch staff.)

**Menu:** The menu will reflect the international nature of our school and is established per month and communicated in advance.

**Vegetarian options:** There will be a daily vegetarian option if we have a minimum enrollment of 8 students. If your child enrolls as a vegetarian, they will receive the vegetarian option each day.

**Enrollment:** 5 days per week for the duration of each trimester.





## **1.4 School environment and discipline at school**

We aim to promote a positive school climate that will help students feel safe and cared for. A positive climate increases well-being, academic performance and tends to reduce incivility and conflict.

### **1.4.1. Promoting and encouraging a positive school environment**

#### **As a student**

- My words, actions, and attitudes demonstrate respect for myself and others at all times.
- My words, my actions, and my attitudes are kind: I am polite, attentive to others, I can help them and be kind.
- I seek to prevent conflict.
- My words, my actions, and my attitudes allow others and myself to be safe: I respect the rules, I rely on adults, I rely on my peers.
- My words, my actions, and my attitudes show my open-mindedness: I listen to others, I accept their differences, their ideas, their emotions.

#### **As school staff**

- Help students develop the social-emotional resources and tools they need to be respectful and active citizens.
- Be caring, a good listener, a source of support for the students in the school.
- Provide a framework and clear rules for expectations and behavior. Emphasis should be placed on building these rules with the students.

#### **As parents**

- Talk to their children about appropriate school conduct and help them to be active participants in promoting a positive, safe, and welcoming school environment.



#### **1.4.2. Discipline (also see annex 1)**

Sometimes students make mistakes or have poor control over their emotions and actions. We see this as a learning opportunity. We want to put the injured at the center of the process of positive discipline, while thinking of all the stakeholders.

It seems important to us to:

- Focus on the harm caused
- Accompany students who have made a mistake and lead them to understand, accept, and fulfill their obligation to repair the harm caused
- For the students:
  - I am looking to make amends for any pain I may have caused others in the school community.
- For school staff:
  - Ensure that consequences are clear and appropriate and take into account the needs of everyone.
  - Notify families in the event of a major incident.
- For the parents:
  - Work with school staff to resolve issues related to behaviors their children may have experienced.
  - Communicate directly with teachers or the administration if a problem arises between their child and another child.
  - Refrain from interaction with the other family or the other child directly.

## **2. Everyday life at school**

The secretariat and the teacher are informed by email BEFORE NOON of any change in the organization or departure time of the child. For all early departures, even if unforeseen, an authorization to leave must be signed at the secretariat before leaving the class.

- **Who and how to contact us?**

Any change in a student's schedule, early or late pick-up, cancellation of before/aftercare or club, absence, must be addressed as soon as possible, and in priority to:

[Maplewood@rochambeau.org](mailto:Maplewood@rochambeau.org) and the teacher's email address

If the modification involves a change in the bus, copy:

[Rochambus@rochambeau.org](mailto:Rochambus@rochambeau.org)



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If the change involves a modification in the after school programs (before/aftercare, club, studies) copy:

[clubs@rochambeau.org](mailto:clubs@rochambeau.org)

## **2.1 Maternelle:**

### **2.1.1 Bathroom Independance**

A child starting in PS must be bathroom independant (potty trained).

### **2.1.2 Arrival time**

Unless otherwise indicated (bad weather, emergency message, etc.), children are welcomed in the morning from 7:00 am by a before care service for those registered. Classes start at 8:45 am and end at 3:15 pm.

### **2.1.3 Daily routine**

The morning and afternoon are interspersed with a recess. Lunch takes place between 12:00 and 12:30 for the GS and until 13:00 for the TPS, PS and MS. This meal is followed by a nap for the TPS, PS and MS.

### **2.1.4 Dismissal times**

Dismissal is between 3:15 and 3:30 pm.

Children 5 years old (as of September 1st) take the bus.

The rules are available from the transport department and are given at the time of registration.

Parents of students under 5 years of age will pick up their child in the classroom.

For siblings: siblings are grouped together in the "Activity Room" on the 1st floor.

Maternelle students may only be picked up by a person duly authorized by the parents or guardians. This person must be at least 21 years old and show proof of identity.

## **2.2 Elementary:**

### **2.2.1 Arrival time**

Unless otherwise indicated (bad weather, emergency message, etc.), children are welcomed in the morning from 7:00 am by a before care service. Classes start at 8:45 am and end at 3:25 pm.

### **2.2.2 Daily routine**

The morning and the afternoon are cut by a recess. The lunch break lasts 1 hour, including recess and lunch.

### **2.2.3 Dismissal time**

Dismissal is at 3:25 pm.

Elementary school children take the bus.

The rules are available from the transportation department and are given at registration.

Siblings who drive with their younger sibling under 5 years of age are grouped in the "Activity Room" on the 1st floor.

## **2.3 After school programs**

### **2.3.1 Supervised studies, clubs, after-care**

From 3:45 p.m. to 5:30 p.m., three types of care are offered: a fee-based supervised study service, an afterschool service and a club service (enrolled every six months). Occasional daycare is also available.

Students who have not been picked up by their parents by 3:45 p.m. will be directed to the aftercare center which will be billed to the families (\$30 per day). From 5:30 p.m. to 6:30 p.m the school offers an extended evening care.

## **2.4 School closing**

All students must be out of school by 3:30 p.m. Except for students enrolled in after school programs.

If parents or guardians are late, when picking up the child, they will sign a document attesting to the lateness. If the family has not been notified by 6:30 p.m., the school will call the Montgomery County Police.



## 2.5 Student absence

When a student is absent, parents must notify the Maplewood office by e-mail as soon as possible. Upon returning to school, the child must present a receipt for the absence signed by a parent or legal guardian. In the event of a foreseeable absence (e.g. doctor's appointment), parents must notify the teacher in writing in advance. In case of contagious illness, a medical certificate may be requested upon the child's return. An absence of more than 15 days without explanation will be considered as a definitive departure.

## 2.6 Occasional absence of parents

**In case of absence of the parents, even for a short period, it is essential to :**

- Notify the school secretary and the child's teacher,
- Provide in writing the name, address and telephone number of the person to contact in case of need. This is required by Maryland law.
- Establish and notarize a release of liability in the name of this person (ask the secretary if necessary)

## 2.7 Children's health

### General information

#### 2.7.1 Infirmary

##### **The opening hours are :**

Every day from 9am to 5pm.

Care is provided by a nurse.

The infirmary at Maplewood is located on the 2nd floor in room 204.

A trained school staff member provides first aid in the absence of the nurse.

A child with an accident or illness will not go alone to the infirmary but will be accompanied by a staff member or another student.

In exceptional cases, the school may administer medication on the condition that the parents or doctor have provided a prescription and written authorization. Under no circumstances should children be allowed to carry any medication.



### **Maternelle :**

For special cases of chronic illness, an individualized reception protocol is set up by the nurse and the attending physician. Medication for Maternelle children is kept in the classroom emergency kit.

In the event of an accident, the teacher or one of the staff on duty at recess or lunchtime will provide first aid and notify the parents if necessary.

In case of serious injury or in doubt, the adult must accompany the child to the infirmary for an evaluation.

- Under no circumstances should children be allowed to carry medication.
- In case of chronic illness, a specific authorization (IRP ,Individualized Reception Protocol) must be set up in conjunction with the attending physician and the school nurse. **Without an IRP, school personnel will not administer medication to a child. If the child needs a one-time treatment, you must provide the nurse with the** [OCC 1216 chrome-extension://efaidnbmnnnibpcajpcgglefindmkaj/https://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/occ1216-medicationadministrationauthorization.pdf](https://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/occ1216-chrome-extension://efaidnbmnnnibpcajpcgglefindmkaj/https://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/occ1216-medicationadministrationauthorization.pdf) from the Maryland State Department of Education, completed by your physician (form provided in the back-to-school kit).

### **Primary School:**

In case of chronic illness, an individualized reception protocol is set up by the nurse and the attending physician. Medication is kept in the infirmary.

- In the event of an accident, the teacher or one of the persons on duty at recess or lunchtime will provide first aid and notify the parents if necessary.
- Under no circumstances should children be allowed to carry any medication.
- In cases of chronic illness, a specific authorization (IRP, Individualized Reception Protocol) must be set up in liaison with the attending physician and the school nurse.) Without the PAI, school personnel will not administer medication to a child. If the child needs a specific treatment, you must provide the nurse with the Maryland State Department of Education form, Authorization to administer prescribed (appendix 5) completed by your doctor (form provided in the back-to-school kit).



### **2.7.2 Lice case at school**

Lice are common in children's communities. This disease is not due to a lack of hygiene. It is transmitted by direct contact, exchange of caps, etc.

Information and prevention are the most effective ways to limit the risk of contamination. It is therefore important that families regularly examine their children's hair and, in case of contamination, carry out the necessary treatments. It is also recommended to tie up long hair and to avoid exchanging hats, scarves, caps and scrunchies.

1) The school posts an information document on the Rochambeau website on how to identify and treat lice and nits and sends it to families at the beginning of the year.

2) Whenever the school becomes aware of a case of head lice, it informs the parents of the infected child's class so that they can examine their child and other family members, including themselves.

3) If lice are found by the family:

- the parents or legal guardians inform the teacher, who informs the secretary and the nurse.
- parents or legal guardians treat their child according to the recommendations contained in the document given at the beginning of the year.

4) If lice are found by school personnel, the school will contact the family to invite them to pick up their child as soon as possible, and will require that the recommended treatment be administered.

5) In order for the student to be allowed to return to school, it is imperative that the treatment recommended in the document given to families has been carried out (hair treatment, washing of sheets etc.).

### **2.7.3 Contagious diseases**

**Maplewood Preschool follows the recommendations of the Maryland Department of Education, which are:**

**• Sending a student home in case of:**

- fever  $\geq 38.0$  C (100.4F°)
- vomiting
- diarrhea



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• **The student may return to school:**

- fever: 24 hours without fever medication
- diarrhea: 24 hours after the return of normal stools
- vomiting: 24 hours after the last vomiting episode

**COVID**

See annex 5.

**2.7.4 Vaccinations**

The State of Maryland requires by law that all children enrolled in school provide proof that they have received certain vaccines.(COMAR 10/06/04)

[Vaccine Requirements For Children Enrolled in Preschool Programs and in Schools — Per DHMH COMAR 10.06.04.03 Maryland School Year 2022 - 2023 \(Valid 9/1/22 - 8/31/23\)](#)

The only exceptions are medical contraindications, religious exemptions, or a verifiable appointment to obtain immunizations within 20 calendar days of enrollment. If children have started a series of immunizations, they are allowed to come to school. Children whose parents do not provide proof of their child's immunizations will be excluded from school unless documentation is presented on or before the exclusion date.

## **2.8 Library**

The library located in Maplewood is open to children from all elementary and Maternelle classes. The library offers the possibility for each class to borrow and/or return books, but also to carry out pedagogical activities supervised by teachers, according to a schedule established at the beginning of the year. The library is also accessible to students freely during certain breaks.





## **3. Application and knowledge of internal rules**

### **3.1. Knowledge and compliance of internal rules**

Teachers are responsible for commenting on these rules in the context of moral and civic education.

It is posted in the school premises and can be consulted in French and English on the school's website.

Parents are invited to assist in its observation and its appendices.

### **3.2. Documents in the appendix**

- ANNEXE 1: Code of conduct/ Philosophy
- ANNEXE 2: Anti-bullying policy
- ANNEXE 3: « CHILD ABUSE » & « CHILD NEGLECT »
- ANNEXE 4: Nut and peanut free school rules
- ANNEXE 5: COVID related informations
- ANNEXE 6: Authorization to Administer Prescribed Medication Form

## **4. Appendix**

### **ANNEXE 1: Code of conduct**

#### **Philosophy**

Rochambeau, the French International School of Washington, DC, is dedicated to providing a safe and supportive environment that upholds the principles of fairness and due process. Our commitment reflects its strategic plan, which incorporates U.S. and French education system considerations. We believe in fostering a culture of excellence, intellectual rigor, adaptability, respect for diversity, and cooperation among our community.

In line with these principles, our disciplinary policies aim to:

1. Ensure transparency and consistency in the application of disciplinary measures.
2. Promote open communication and collaboration between students, teachers, and parents.
3. Provide opportunities for rehabilitation and personal growth for students involved in disciplinary incidents.
4. Uphold the rights of all students to learn in a safe and nurturing environment that values diversity and multiculturalism.



## **Offenses and Disciplinary responses**

### ***Tier 1: Minor Misconduct***

Examples: Disruptive behavior, talking out of turn, disrespect for school property or class materials, inappropriate language, unwanted chatter, unauthorized use of connected devices...

Consequences: Verbal warning, time-out, loss of privileges, parent notification, change of location/place, student commitment contract with parent/student/teacher follow-up, confiscation of device, detentions during breaks, interview with a school adult, self-reflection...

### ***Tier 2: Moderate Misconduct***

Examples: Repeated Tier 1 behavior, lying, cheating, damage or destruction of property, bullying, threats, endangering one's own or another's health, safety, or welfare...

Consequences: Parent-teacher conference, loss of privileges, in-school suspension, implementation of a behavior improvement plan, letter of apology, community service, conference with teachers, mediation sheet, self-reflection form, parent(s) invoiced for cost of repairs...

### ***Tier 3: Severe Misconduct***

Examples: Repeated Tier 2 behavior, violence, introduction of dangerous and unlawful items (e.g., weapons, ammunition, drug, alcohol), severe bullying, personal injury, theft, vandalism, racist remarks, harassment, abuse, assault, actions in violation of federal, state, and/or district law...

Consequences: Suspension (in-school or at home), expulsion (following established procedures), involvement of law enforcement (if necessary), permanent exclusion from campuses...

## **Disciplinary Suspension and Expulsion Procedures**

The application of these procedures will not be for punitive or retributive purposes but rather to maintain a safe and supportive learning environment for all students. The school's philosophy for suspension, expulsion, and permanent exclusion emphasizes that these actions are never the intended goal. Our priority is to support students in learning and growing from their mistakes. However, in cases where student behavior severely impacts the safety and well-being of the school community, these actions may be necessary.

In all cases, decisions will be individualized, proportional and made on a case-by-case basis, taking into account past behavior and ensuring that each student is treated fairly. Prior to an expulsion decision being made, mitigation efforts should be considered depending on the

circumstances, including whether mandatory professional therapy as a precondition to non-expulsion with check-ins and assertions of fitness to continue in school by licensed medical professionals is appropriate.

### **Precautionary Measure**

If an incident occurs involving possible moderate or severe misconduct, the Proviseur may request that a student stay home for a period that generally will not exceed 3 days to provide the time needed to investigate the incident and gather relevant information and/or to calm an emotional situation. Such precautionary measures will not be treated as a disciplinary action and the school will work with the student and his/her family to ensure the student's academic continuity during this period.

### **Suspension:**

Generally, suspensions can be in-school or at-home and may span between 1 day and 1 week, depending on the severity and frequency of the misconduct, though circumstances may require a longer period of suspension. The basis for determining the duration of the suspension will be a holistic consideration of the incident, the student's history, and the impact on the school community. During the suspension period, students are expected to keep up with their schoolwork when possible and the school will endeavor to work with the student and his/her family to facilitate the student doing so.

In circumstances where there is a victim student, with the permission of the victim student and that student's parents, part of the remedy could be to express contrition by apologizing, writing a letter, sitting in a supervised discussion session, etc.

### **Expulsion:**

Expulsion will generally be considered only after several suspensions have taken place, mitigation efforts have been considered, and/or when the student's behavior poses a significant risk to the safety and well-being of the school community. During this process, parents should only communicate with the Proviseur or Executive Director and not separately contact other school employees or representatives. Before an expulsion decision is made, the Proviseur and Executive Director will engage in a holistic review of the situation, including consultation with the school counselor, and other faculty and staff as the Proviseur or Executive Director deem appropriate. The school will also pre-consult with outside counsel to ensure legal sufficiency.

The student and their parents will be given notice and an opportunity to participate in a non-adversarial discussion, with the Proviseur and Executive Director (and other school employees as the Executive Director and Proviseur deem appropriate) present, prior to any expulsion decision. If both parents (or guardians) of the student request it, the Proviseur will convene an Advisory Council, consisting of the applicable School Director, the head of the Vie Scolaire, the school counselor, and such teacher(s) as the Proviseur deems appropriate (generally including the student's homeroom teacher). The Advisory Council will meet with the Proviseur, the



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parents and the student (if the parents so desire) to discuss the matter. Following such discussion, the Advisory Council will provide guidance and advice to the Proviseur who remains solely responsible for the final recommendation.

Ultimately, the Proviseur will make a recommendation to the Executive Director who will decide the matter under a totality-of-the-circumstances standard of review of the Proviseur's recommendation. The Executive Director will consult with outside counsel prior to rendering a final decision of expulsion. Expulsion may also include permanent exclusion from campus as deemed necessary by the Executive Director following consultation with outside counsel.

In all cases, the school will adhere to principles of fairness and due process, ensuring that students and their families have an opportunity to present their perspective and that decisions take into account the best interests of the school community as a whole.

## **Communication with School Community in Cases of Suspension or Expulsion**

In cases of suspension or expulsion, the school is committed to striking an appropriate balance of keeping the community informed when appropriate while respecting the privacy of the students involved. To achieve this balance, the school will adopt the following best practices:

1. **Targeted communication:** The school will share information only with relevant stakeholders, such as the affected student's classmates, teachers, and other personnel who have a legitimate need to know. The communication will be focused and limited in scope to ensure the well-being of all students.
2. **Protection of privacy:** All communications will adhere to applicable federal, Maryland state, and local privacy regulations, as well as the school's own policies. The school will avoid disclosing personally identifiable information about the involved student(s) and will use discretion when sharing details of the situation.
3. **Emphasis on support and learning:** The school's communications will emphasize the importance of providing support to the affected students and maintaining a positive learning environment. The school will share information on any resources or interventions that are being implemented to address the situation, such as guidance counselor involvement or adjustments to school routines.
4. **Encouragement of open dialogue:** The school will encourage students, parents, and staff to maintain open communication channels and to share any concerns or questions they may have about the situation. This collaborative approach will help to foster a supportive and understanding school community.

By following these best practices, the school will ensure that it communicates effectively with the community while respecting the privacy of the students involved and promoting a positive learning environment. It is essential to recognize that balancing the need for transparency with legal and privacy considerations may mean that some individuals who desire more information may not receive all the details they seek. In such cases, the school's primary focus will remain on maintaining the well-being and privacy of all students in accordance with relevant regulations, fostering a supportive environment for learning and growth.



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## **ANNEXE 2 : Anti-bullying policy**

Rochambeau, the French International School of Washington, DC, is committed to maintaining a bullying-free environment. All members of the school community are expected to treat each other with respect, empathy, and kindness. A strict zero tolerance policy will be enforced.

1. Definition: Bullying is any repeated, intentional, and harmful behavior that targets a person or group, causing physical or emotional distress. This includes, but is not limited to, verbal, physical, psychological, or online harassment.
2. Reporting: Students, staff, and parents are encouraged to report any incidents of bullying to any teacher or other adult at the school. Confidentiality will be maintained to protect the well-being of all parties involved.
3. Prevention and Awareness: Each year, all students are reminded of what bullying is and the steps they should take in case of bullying. Rochambeau will implement age-appropriate, evidence-based programs to educate students about the harmful effects of bullying, promote positive relationships, and teach conflict resolution skills.
4. Intervention: Upon receiving a report of bullying, Rochambeau will promptly investigate the incident and, if confirmed, take appropriate disciplinary action in accordance with the relevant disciplinary policies for preschool/elementary or middle/high school.

### **ANNEXE 3: « CHILD ABUSE » & « CHILD NEGLECT »**

The school follows the rules and procedures defined by the « Maryland State Department of Education » in the area of child abuse and neglect.

The law requires that any school employee who suspects a case of « Child Abuse » or « Child Neglect » report it immediately to the local authorities : Montgomery County Department of Social Services (301) 217 4417.

We remind you that:

- We understand by « Child Abuse » any maltreatment or injury intentionally inflicted on a minor child by his or her parents or guardians ;
- We understand by « Child Abuse » any sexual act with or without injury or lewd conduct to a minor child by the child's parents or guardians ;
- We understand by « Child Neglect » any neglected child who is seriously suffering physically or morally from a lack of attention or care on the part of his/her parents, guardians, or responsible adults.

This includes cases of persistent lateness in picking up a child (see Article 2 of the Collective Life Charter).





#### **ANNEXE 4: Nut and peanut free school rules**

This school year we have a number of children with severe nut allergies. We ask that no peanuts or tree nuts be brought into our school. Foods sent in for snack, lunch, or any class event (including parties, field trips, etc.) should be carefully checked to make sure they are peanut/tree nut-free.

Families can help ensure that our school stays peanut/tree nut-free by reading packaging labels and reminding children not to share food with other children at school. While our goal is to provide a peanut free campus, we understand that this is a huge undertaking. With your cooperation we can drastically diminish the possibility of a child getting a dangerous reaction due to coming in contact with peanuts.

For your reference we have compiled a list of items that must NOT be brought in to school, along with IDEAS for Peanut/Tree Nut-free lunches, snacks, and treats. We appreciate your cooperation with this policy- the sacrifice of not having nuts or nut products in our school is a small one to make compared to the consequences faced by a child with severe allergies.

#### **Please do NOT send any of the following to school:**

- Peanut butter or any other nut butter, including crackers with peanut butter filling
- Any muesli bars, biscuits or other products that list nuts as an ingredient
- Trail mixes with nuts, granola bars with nuts, or dried fruit with nuts
- Cereal with nuts (EG: Honey Nut Cheerios)
- Nuts in salad
- Candy or cookies containing nuts
- Loose nuts of any kind (peanuts, almonds, cashews, hazelnuts, walnuts, mixed nuts, pecans, pistachios, etc.)
- All nut pastes (EG: Almond paste, Nutella)
- Almond milk

#### **READ THE LABELS:**

Please make sure that you always check the labels on the food you are sending to school.

1) If it says peanuts/ tree nuts are contained in the food, consider it a banned item.

- Remember - manufacturing processes change, so a food that was safe, may not continue to be so. It's still important to read the ingredient labels each time you purchase a food.



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2) If it says, "May contain peanuts or tree nuts", it **SHOULD NOT** be brought on campus.

- Examples: Quaker Granola Bars S'mores flavor: May Contain Traces of Peanuts

### **Ideas for Allowed Snacks & Treats**

Yogurt- plain or mixed with fruit

Fruit Roll-ups

Pudding Cups

Baked tortilla chips with salsa

Applesauce

Canned fruit in juice Vegetables with dip Fresh fruit

Teddy Grahams

Low-fat granola bars (not peanut)

Jell-O pudding Unsweetened cereal Soy butter

Graham or goldfish crackers

Hard-boiled egg

Bagel w/ cream cheese Low/No fat cottage cheese

Saltine crackers Cheese or cheese sticks



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## **ANNEXE 5: COVID related information**

**Here is information regarding the COVID-19 Policy**

The Centers for Disease Control and Prevention loosened Covid-19 guidelines around mid-August 2022. The C.D.C. no longer recommends that people stay six feet away from others. Instead, it notes that avoiding crowded areas and maintaining a distance from others are strategies that people may want to consider in order to reduce their risk. The guidelines around masking — which recommend that people wear them indoors in places where community Covid-19 levels are high — have not changed.

**If your child has symptoms, you should keep them home and get them tested.**

**If your child tests positive for the virus, you should keep them home for at least five days and have them wear a mask for an additional five days.**

**If the test is negative, your child can come back if their symptoms have improved and they have not had a fever for at least 24 hours without medication.**

**Please notify the nurses by email [nurse@rochambeau.org](mailto:nurse@rochambeau.org)**

Those who had moderate or severe illness, or are immunocompromised, should isolate through Day 10.

<https://www.cdc.gov/coronavirus/2019-ncov/your-health/isolation.html>

The recommended prevention strategies no longer draw a distinction between people who are up-to-date on their vaccinations and those who are not, streamlining a complicated set of rules that could be difficult for schools and businesses to navigate.

**People who are exposed to the virus “contact” no longer must quarantine at home regardless of their vaccination status, although they should wear a mask for 10 days and get tested for the virus on Day 5, or if they have any symptoms according to the new guidelines.**

<https://www.cdc.gov/coronavirus/2019-ncov/your-health/if-you-were-exposed.html>



## ANNEXE 6: Authorization to Administer Prescribed Medication Form

 <b>ROCHAMBEAU</b> THE FRENCH INTERNATIONAL SCHOOL	<h3>Authorization to Administer Prescribed Medication Release and Indemnification Agreement</h3> <p>ROCHAMBEAU THE FRENCH INTERNATIONAL SCHOOL 9600 FOREST RD BETHESDA MD 20814</p>	<b>APRIL 2019</b> <b>Page 1 of 2</b>
<b>PART I: TO BE COMPLETED BY THE PARENT/GUARDIAN</b>		
<small>I hereby request and authorize Rochambeau The French International School health personnel to administer prescribed medication as directed by an authorized prescriber (Part II below). I agree to release, indemnify, and hold harmless Rochambeau The French International School and any of their officers, staff members, or agents from lawsuit, claim, demand, or action against them for administering prescribed medication to this student, provided Rochambeau staff are following the authorized prescriber's order as written in Part II below. I have read the procedures outlined on the back of this form and assume the responsibilities as required.</small>		
Student Name: Last: _____ First: _____ MI: _____		
Date of Birth: ____/____/____		
Prescription: <input type="checkbox"/> Renewal <input type="checkbox"/> New If new, the first full day's dosage was given at home on: ____/____/____		
List all medication(s) student is taking, including over-the-counter medications: _____		
Signature, Parent/Guardian: _____ Phone: ____-____-____ Date: ____/____/____		
<b>PART II: TO BE COMPLETED BY THE AUTHORIZED PRESCRIBER</b>		
<small>Rochambeau The French International School discourages the administration of medication to students in school during the school day. Any necessary medication that possibly can be administered before and after school should be so prescribed. Only non-parenteral medications are administered except in specific emergency situations. School personnel will, when it is absolutely necessary, administer medication to students during the school day and while participating in outdoor education programs and overnight field trips, according to the procedures outlined on the back of this form.</small>		
<b>PLEASE USE A SEPARATE FORM FOR EACH MEDICATION</b>		
Name of Medication (trade name or generic): _____ Diagnosis: _____		
Dosage: _____ Time(s) to be given at school: _____		
<small>Ranges not accepted (i.e., 1 to 2 tabs or 2 to 4 puffs)</small>		
Route of Administration: _____		
Medication orders effective <input type="checkbox"/> Current school year, <b>OR</b> <input type="checkbox"/> Effective dates ____/____/____ to ____/____/____		
Side Effects: _____		
If PRN, specify when indicated (signs/symptoms) _____		
Frequency of administration (ranges not accepted, i.e. every 2 to 4 hours) _____		
Authorized Prescriber's Name (print/type) _____ Phone: ____-____-____ Date: ____/____/____		
Authorized Prescriber Signature: _____		
<b>SELF-CARRY/SELF-ADMINISTRATION OF EMERGENCY MEDICATION AUTHORIZATION/APPROVAL</b>		
<small>Self-carry/self-administration of <b>emergency</b> medication such as inhalers and epinephrine auto-injectors must be authorized by the authorized prescriber and be approved by the school nurse according to the Maryland State School Health Services Guidelines.</small>		
Authorized prescriber's authorization for self-carry/self-administration of emergency medication		
Signature: _____ Date: ____/____/____		
School Nurse (RN) approval for self-carry/self-administration of emergency medication		
Signature: _____ Date: ____/____/____		
<b>PART III: TO BE COMPLETED BY THE SCHOOL COMMUNITY HEALTH NURSE OR PRINCIPAL</b>		
Check as appropriate:		
<input type="checkbox"/> Parts I and II above are completed, including signatures. (It is acceptable if all items of information in Part II are written on the authorized prescriber's stationery/prescription form)		
<input type="checkbox"/> Prescription medication is properly labeled by a pharmacist.		
<input type="checkbox"/> Medication label and authorized prescriber order are consistent.		
<input type="checkbox"/> Over-the-counter medication is in an original container with the manufacturer's dosage label and safety seal intact.		
____/____/____ Date any unused medication is to be collected by the parent/guardian (within one week after expiration of the authorized prescriber's order).		
Signature, School Community Health Nurse (SCHN)/Principal: _____ Date: ____/____/____		