

“*Maternelle*” Internal Rules

Modified and approved by the School Council October 29, 2019

Introduction

The school is a place for teaching and learning comprised of students, teaching, non-teaching and administrative staff, and parents. Together they form the school’s educational community.

In pursuing its mission of education and encouragement to excellence, the school values the growth of each student in a climate of mutual respect and tolerance. School is the place where, in addition to academic work, students learn how to live in society, how to accept responsibility and become good citizens.

In this spirit, these internal rules provide definition to life within the academic community. Their goal is to guarantee optimal working conditions and security to all members of that community.

1. The Academic Community

1.1 Students

1.1.1. Protection – The school guarantees students that their physical and emotional persons will 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.

1.1.2. Respect for Others – Students must respect teachers, assistants, administrative staff, service personnel, lunch monitors and school bus drivers. Behavior, actions or words that undermine these persons or their roles are prohibited. Students also must respect their schoolmates, and abstain from any harassing or aggressive behavior or words. Any offensive behavior toward families is also prohibited.

1.1.3. Behavior – Excess should be avoided in play. Hard balls are prohibited. Throwing sand or mulch, rolling on the ground, pulling hair or clothing, **fighting, or any other dangerous game, especially those involving contact that may physically harm other children**, are also prohibited. Students should be quiet and orderly while moving through the hallways and not run or push, for safety reasons and so as not to disturb other classes.

1.1.4. Respect for Facilities – Respect for the school’s property (classrooms, halls, multi-purpose room, restrooms, courtyard) and surroundings is essential. It is expressly forbidden to throw paper, fruit peels or other trash on the floor.

1.2 Instructors

1.2.1. Communication – The instructor will keep parents informed of their child’s progress: successes and effort, but also any difficulties the child may encounter. The instructor will provide a detailed written evaluation two times per year.

1.2.2. Specific Situations – When a child encounters difficulties or causes problems, the instructor will meet with the parents and suggest either a teaching aide, the help of the Guidance Counselor or recommend an evaluation by a specialist.

1.2.3. Theft, Loss – Although the school is not uninterested, it may not be held accountable for exchanges, thefts, breakage or loss of items belonging to children.

1.3 Parents

1.3.1. Parent Representation – Parents are full partners in their child’s academic life. They elect representatives to the School Council. They have the right to be represented by one or more parent associations and to meet together.

1.3.2. Keeping Parents Informed – The ways in which the institution functions and how each class is organized are brought to parents’ attention at the beginning of each school year. During the year, parents are kept informed regularly about school life by newsletters sent in the student’s backpack, by electronic means or through the website (www.rochambeau.org). In each class, “parent délégués” (homeroom parents) are sources of information in addition to providing help to instructors. Parent participation in informational meetings held for their benefit is essential for maintaining the academic community’s cohesion.

1.3.3 Communication with the teacher –

- Parents receive information from the School on a regular basis (via the correspondence book, emails...).
- Twice a year, they receive a report card (either a soft or hard copy)
- They inform the teacher of the child’s life at home which could carry repercussions on his daily life at school.
- Some informal time is allocated before and after class to discuss the child’s day at school. Parents who wish to discuss more sensitive issues, or the behavior and work of their child must make an appointment. They will be seen as rapidly as possible by the teachers and/or the Director.
- Should an appointment be requested by the teacher or the Administration, parents must respond in a timely manner as well.
- In case a problem arises between their child and another student, parents should communicate directly with the teacher or the Director and not engage in inappropriate action with the other child or his family.

1.3.4. Visits – Parents who enter the school for any reason must first visit the reception desk. They may not enter classrooms without being invited by the instructor. A “visitor” badge will be provided to them.

1.3.5. Punctuality –

- Class time: 9:00 – 3:10
- School activities start at 9:00am
- Parents ensure that their child attends school regularly and arrives on time, as arriving late disorients their child and disrupts the class. Therefore, they respect arrival time (between 8:30 and 9:00) and dismissal time (school closes at 3:30), as well as those of the school buses.
- **In case of lateness for drop off**, parents report to the school secretary who will accompany their child to the class.
- **In case of lateness for pick up**, children can be picked up at the front desk. (please see also article 2.5)

1.3.6. Safety and Security

Entry and exit is only **through the main entrance to the school.**

To ensure everyone's safety and maintain good relations with the neighborhood, parents must scrupulously observe traffic rules that apply to areas surrounding the school. They will also encourage their child to respect the school's safety rules. Parents are responsible for the contents of book bags and backpacks, clearly marking clothing, school and gym equipment and ensuring that their child does not bring any prohibited items onto school grounds. Parents should also be aware of the danger of wearing earrings.

Prohibited items (not limited to this list):

- Medications
- Sharp or cutting objects
- Money, jewelry or valuables
- Any other item that may be considered dangerous
- All games and personal toys, with the exception of security blankets for naps

1.3.7. Food (see also Annex 3)

- The school does not have a cafeteria, so parents are asked to provide varied and balanced meals and snacks, with an emphasis on fresh products. The school guarantees that they will be eaten in hygienic conditions.
- Glass containers are not allowed.
- **The school cannot reheat meals.**
- **Food containing nuts, seafood, peanuts and peanut products, sesame, are absolutely prohibited at school, on all three campuses and in school vehicles.**

(See Nut Free School Policy)

1.4 School environment and discipline

We aim to promote a positive school climate that will help students feel safe, caring and open. A positive climate increases well-being, academic performance and tends to reduce incivilities and conflicts.

1.4.1 Develop and encourage a positive climate

From the student's point of view:

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

From the point of view of school staff:

- Help students develop the social-emotional resources and tools they need to be respectful and active citizens.
- Be caring, attentive, a source of support for the school's students.
- Provide a clear framework and rules in terms of expectations and behavior. The construction of these rules will preferably happen with the students.

From the parents' point of view

- Discuss with their children the subject of appropriate conduct at school and help them to be active participants in promoting a positive, safe and welcoming school environment.

1.4.2 Discipline (see also Annex 1)

Sometimes students make mistakes or mismanage their emotions and actions. We see it as an opportunity to learn. We want to put the people hurt at the heart of the discipline process, while thinking of all the actors. It seems important to us to:

- Focus on their needs
- Focus on the harm caused
- Support students who have made a mistake and lead them to understand, accept, and fulfill their obligation to repair the harm caused

For the student:

- I seek to repair any harm I may have caused others in the school community.

For school staff:

- Ensure that the consequences are clear and appropriate and take into account everyone's needs.
- Notify families in the event of a major incident.

For parents:

- Work with school staff to solve problems related to behaviors their children may have.
- Communicate directly with teachers or the administration in the event of a problem between their child and another child.
- Refrain from any interaction with the other family or child directly.

2. Life at school

2.1 Cleanliness – Upon entry into Preschool, children must be toilet trained (potty trained). Failing this, the child may be temporarily suspended/excluded.

2.2 Arrival Times – Children may arrive in class between 8:45 and 9:00 a.m. Supervision is provided in the classroom by assistants beginning at 8:30 and by the instructor at 8:45.

Arrival and departure is **only** through the **main entrance**.

2.3 Daily Schedule

There is one recess time mornings and afternoons. Lunch takes place between 12:00 and 12:30 for GS and until 1:00 for TPS, PS and MS. Lunch is followed by a nap for TPS, PS and MS.

2.4 Student Departure

Students leave class between **3:10** and **3:30** p.m. However, students who take the bus leave between **2:50** and **3:00** p.m. Students are accompanied by two bus assistants who ride with them in the shuttle between the Bradley and Forest Road campuses (morning and afternoon) and are also responsible for putting students on buses at Forest Road. The schedule is available from the Transportation Service and is provided upon registration.

Preschool students may only be released to a person duly authorized by the parents or guardians. This person must be at least 21 years old and provide a proof of identity.

The office **and** the instructor are to be informed by electronic message **BEFORE NOON** of any change in a child's schedule or departure time. For all anticipated departures, even last minute, a departure authorization must be signed at the office prior to the child leaving the classroom.

2.5 Facility Closure – All students must leave the school by 3:30 p.m. After that time, the institution is released from all responsibility for students. If a family is delayed in picking up the child, it must do everything possible to let the school know. Late pick-ups are billed at \$25 per fifteen minutes per child. When the child is picked

up, the adult will sign a late pickup form. If the school has not heard from the family by 5:30 p.m., it will call the Montgomery County Police.

2.6 Student Absence – When a student is absent, the parents must inform the Bradley office by email (or telephone) as soon as possible. When the student returns to school, the child must provide an absence note signed by the parent or legal representative. If an absence is planned (e.g., for a doctor’s appointment), the parents will notify the instructor in advance in writing. If the child has a contagious illness, a medical certificate may be required when the child returns to school. An unexplained absence of more than 15 days will be considered as a withdrawal from school.

2.7 Parental Absence

If the parents are absent, even for a short time, it is imperative to:

- Notify the school office and the child’s instructor,
- Communicate in writing the name, address and telephone number of the contact person (required by Maryland law)
- Establish and authenticate by a “Notary Public” a power of attorney in the name of the contact person (the school office can provide further information if necessary).

2.8 Health of the Child

2.8.1 Overall information

- In case of an accident, the Head of School or one of the staff on service at recreation time or lunchtime, will provide first aid and notify the parents if necessary.
- There is no nurse on the Bradley campus.
- Under no circumstances are children to possess any medication whatsoever.
- For specific cases of chronic illness, a specific authorization (PAI, or Individualized Reception Protocol) must be implemented with the primary care physician and the school nurse. **Without a PAI, school personnel may not administer any medication to a child.**
- If the child requires immediate treatment, you must provide the Maryland Department of Education [OCC 1216](#) form completed by your physician to the office. This form is included in the back-to-school kit.

2.8.2 Lice

Lice is frequent in schools and children communities. This is not due to lack of hygiene. It spreads through direct contact, swapping hats, etc.

Information and prevention are the most efficient ways of limiting contamination. It is important, therefore, for parents to examine their children’s hair on a regular basis, and to apply the necessary treatment in case of contamination. In the same instance, it is recommended to tie back long hair and to avoid exchanging hats, scarves, and hair bands.

Instructions for the nursery and elementary schools:

- 1) The School provides on its website information on how to identify lice, and the treatment thereof, to all families at the beginning of the school-year.
- 2) Each time the School is aware of a case of lice, parents of children in the same class are informed to allow them to examine their children's hair, and that of other family members, including themselves.
- 3) In case lice is found on a child by parents:
 - Parents, or legal guardians, inform the teacher, who in turn informs the school office and the nurse.
 - Parents, or legal guardians, follow the recommendations given to them at the beginning of the school-year for the treatment of lice.
- 4) Should a member of staff find lice in a child's hair, the School invites the family to pick up their child as soon as possible, and demands that the recommended treatment be applied.
- 5) In order for the child to be allowed back in school, parents must provide a document certifying that the recommended treatment has been followed (hair treatment, washing of sheets etc.) and that the child is cured of lice.

2.8.3 Contagious diseases

The school follows the recommendations of the Maryland Department of Education, namely:

- a student will be sent home in the event of
 - Fever greater than 100°F (37.8C)
 - Vomiting
 - Diarrhea
- The student can return to school in the case of
 - Fever: 24 hours without fever medication
 - Diarrhea: 24 hours after the return of normal stools
 - Vomiting: 24 hours after the last vomiting episode

2.8.4 Immunizations:

- "The State of Maryland requires by law that children enrolled in all schools must provide evidence of having received certain immunizations"
<https://phpa.health.maryland.gov/OIDEOR/IMMUN/Shared%20Documents/COMAR-School-Vax-Regulations-2013.pdf>.

- Immunizations requirements are reviewed yearly by the State. They currently include: Dtap, Polio, HIB, MMR, Varicella, Hepatitis B, PCV (prevnar) and after 12 years old, Tdap and Meningococcal MCV4.
https://phpa.health.maryland.gov/OIDEOR/IMMUN/Shared%20Documents/Min_Vacc_Req%2019_20_Final.pdf
- The only exceptions are medical contraindications, religious exemptions or a verifiable appointment to get immunizations within 20 calendar days of enrollment.
- If a student is "in process" meaning they have started a series of a vaccine they will also be allowed to attend school.
- If parents have not provided proof their child has received the required vaccinations within the time frames their child will be excluded from attending school as regulated by the State of Maryland.

2.9 Library – The library located at Rollingwood is open to all primary school students and instructors. Preschool students go to the library once every three weeks.

3. Understanding and Application of Rules

Instructors are responsible for discussing these rules in class.

3.1 Rules are posted in school facilities and published on the school's website.

3.2 **Parents are expected to respect and have their children respect the contents of these rules.** They must be read through with the child. These rules are posted in school facilities.

3.3 Parents must sign and return the Acknowledgment of Receipt of these rules to their child's instructor.

3.4 **Revision and Elaboration of Internal Rules** – These rules and corresponding annexes are discussed and modified during the first School Council meeting of the year.

3.5 List of Documents Included as Annexes:

- Discipline at school
- "Child Abuse and neglect Act"
- Nut Free School Policy
- Acknowledgment of Receipt

ANNEX 1 - Discipline at school

Some examples of actions that have a negative impact on the community leading to disciplinary action:

Level	
A	Class disruption, Intrusion in non permitted spaces, Recurrent misbehavior in restrooms, Demonstration of undesired affection action (hugs, kisses...)
B	Verbal violence or physical interaction in response to poor emotional management: language that affects others, pushing someone, punching, kicking, biting, spiting, throwing objects at someone... Obscenity talk Refusal of adult's authority
C	Theft
D	Assault (deliberately hitting someone)
E	Threats / Harassment Inappropriate behavior towards other students

Staff must make disciplinary decisions based on clear criteria that are appropriate to the student's development, while ensuring that the consequences applied are proportional and consistent. The staff will take into consideration the following criteria regarding student discipline:

- The age of the student
- Previous serious disciplinary offences and the measures put in place for such misconduct
- Cultural or linguistic factors that can provide context for understanding student behavior
- The circumstances surrounding the offence
- Other mitigating or aggravating circumstances
- An imminent threat of danger

Some examples of measures that can be implemented in this context include:

These measures are designed to teach appropriate behavior, to make students more respectful and enable them to learn and contribute to a safe environment.

Apology
Change of location
Reflection
Time Out
Role-playing
Letter of apology

Community service
Teacher conference
Contact with parents
Behavioral Plan
Meeting with parents
Temporary removal

Incident report/file
Demand for outside
Intervention
Suspension
Expulsion

ANNEX 2 - “CHILD ABUSE” AND “CHILD NEGLECT”

Rochambeau follows the rules and procedures defined by the Maryland State Department of Education regarding child victims of abuse and neglect.

Specifically:

- “Child Abuse” means any mistreatment or injuries inflicted intentionally on a child by his/her parents or guardians;
- “Child Abuse” means any sexual act whether or not it includes injuries, or obscene behavior towards a minor child perpetrated by his/her parents or guardians;
- “Child Neglect” means any child left to suffer serious physical or emotional harm from a lack of attention or care on the part of his/her parents or guardians;
- Included in the meaning of “Child Neglect” is habitual lateness in picking up children from school (cf. Article 2 of these rules).

In addition, the law requires that any Lycée (School) employee suspecting a case of “Child Abuse” or “Child Neglect” report it immediately to the local authorities: Montgomery County Department of Social Services (301) 217-4417.

The complete English language document can be provided upon your request.

Annex 3: Peanut/Tree Nut-Free School Policy

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. Food 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 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

- Sesame seeds

ANNEX 4 - Acknowledgment to be returned to the Instructor

Rochambeau – Maternelle

Internal Rules

The parents/guardians of _____
(Child's name)

Class: _____

Hereby declare that they have read and understood the contents of the internal rules
of Rochambeau "Maternelle".

Date: _____

Signature: _____