

We're so glad to have you,
WELCOME!



2024-2025 SCHOOL YEAR

ADDRESS:

Rochambeau, The French
International School
Administrative Offices
9650 Rockville Pike
Bethesda, MD 20814
301.530.8260



ROCHAMBEAU
THE FRENCH INTERNATIONAL SCHOOL



aefe
Agence pour
l'enseignement français
à l'étranger



INTRODUCTION

Congratulations on accepting our offer of employment at Rochambeau, The French International School of Washington D.C., collectively "Rochambeau" or "We". The purpose of this guide is to give you practical information for your stay in the United States. It covers many subjects and is based on the experiences of those who have been welcomed before you. We hope that the new teachers who come to our school benefit fully from their experience in America and are able to enrich our students with the wealth of their expertise. The success of your expatriation also depends on thorough preparation for your departure and your installation, and a good understanding of your new living and working conditions.

- Teaching in a French school in the United States is very different from teaching in a public school in France. It will certainly require some adjustments on your part. We will talk to you about this during your two days of orientation before the school year begins (prérentrée).
- The financial aspect is not negligible. We strongly advise you to prepare your estimated budget. Once again, preparation is the key to success. Everyone in the school administration, particularly our Human Resources team is ready to respond to all your questions and needs. Do not hesitate to contact them.

LORI BELKE
HUMAN RESOURCES DIRECTOR

Email: belkel@rochambeau.org
Phone: (301) 798-4802
Note: Does NOT speak French

MOISE DEPARIS
HUMAN RESOURCES GENERALIST

Email: deparism@rochambeau.org
Phone: (301) 732-7844
Speaks French & English

We welcome you again and look forward to seeing you at New Employee Orientation. Until then, we wish you a good end of the school year and a wonderful summer.

before your departure

DETAILS

Before you leave France, there are several things that must be completed.

MEDICAL COVERAGE

Since 2015, the U.S. Department of State requires each holder of a J1 visa to carry the following three mandatory insurances:

1. Health Insurance
2. Death and repatriation of remains insurance
3. Accident and evacuation insurance

Rochambeau pays for the last two (2) insurance policies. You are responsible for having health insurance that meets the criteria of the U.S. Department of State. This insurance does have to comply with the rules of the Affordable Care Act (ACA) which allows you to use the CFE-MGEN or the health insurance proposed by the school. Prior to entering the US and starting your exchange program, we will ask you to sign a document stating that you have these insurance policies as of the start of the school year.

If you opt for CFE/MGEN:

- Once you have signed your offer of employment, we advise you to contact your MGEN section and the CFE to set up your file as quickly as possible. It will take 1 to 2 months for everything to be finalized. Once we have received your cards or confirmation of coverage, we will also advise you to register with Travel Care Service (TCS), a service provider, local representative of the MGEN that negotiates rates with the physicians and hospitals. <http://www.travelcareservices.com>
- The cost of this health insurance is not reimbursed by Rochambeau.

If you opt for the U.S. health coverage offered by the school:

- Health coverage in the U.S. is essentially private. Each employer has a group plan that it offers to each of its eligible employees. Within this plan, there are many options: exclusive access to physicians approved by the company that holds the plan, access to the doctor of your choice, coverage for one or more children, for the spouse only or for the entire family, etc.
- New staff who want to enroll with the health plan offered by Rochambeau should do so as soon as they arrive, the deadline being one month after they have started their position; if not they will have to wait until the Open Enrollment period Rochambeau will cover 50% of these premiums. Open Enrollment is typically in the Fall with coverage effective January 1.

OBTAINING YOUR CLEARANCE FROM THE FRENCH TREASURY (IN THE CASE OF AN H-1B VISA)

This document states that you are in good standing with the French Treasury and that you are up to date with your payments. You may be asked for it during the interview at the U.S. Consulate for obtaining your visa.

INSURANCE

Check your insurance options. Notify them of any change in situation or address.

- MAIF and liability / overseas driver
 - www.maif.fr
- Mondial Assistance and insurance for expatriates
 - www.mondial-assistance.fr
- Autonome de Solidarité Budget
 - www.autonome-solidarite.fr

INSURANCE

Lycée Rochambeau Inc. requires that all exchange visitors have insurance in effect that covers the exchange visitors for sickness or accidents during the period of time that they participate in the sponsor's exchange visitor program. In addition, Lycée Rochambeau Inc. requires that accompanying spouses and dependents of exchange visitors have insurance for sickness and accidents. All exchange visitors, and any accompanying spouse and dependent(s), also may be subject to the requirements of the Affordable Care Act.

The period of required coverage is the actual duration of the exchange visitor's participation in the sponsor's exchange visitor program as recorded in SEVIS in the "Program Begin Date," and as applicable, the "Program End Date," "Effective Program End Date," or "Effective Date of Termination" fields. Minimum coverage must provide:

- (1) Medical benefits of at least \$100,000 per accident or illness;
- (2) Repatriation of remains in the amount of \$25,000;
- (3) Expenses associated with the medical evacuation of exchange visitors to their home country in the amount of \$50,000; and
- (4) Deductibles not to exceed \$500 per accident or illness.

Rochambeau maintains a separate insurance policy on behalf of the J-1 teachers and their dependents that covers the following: 1) Repatriation of remains in the amount of \$25,000; and 2) Expenses associated with the medical evacuation of exchange visitors to their home country in the amount of \$50,000.

Insurance policies secured to fulfill these requirements:

- (1) May require a waiting period for pre-existing conditions that is reasonable as determined by current industry standards;
- (2) May include provisions for co-insurance under the terms of which the exchange visitor may be required to pay up to 25% of the covered benefits per accident or illness; and
- (3) Must not unreasonably exclude coverage for perils inherent to the activities of the exchange program in which the exchange visitor participates.

Any policy, plan, or contract secured to fill the above requirements must, at a minimum, be:

- (1) Underwritten by an insurance corporation having an A.M. Best rating of "A-" or above; a McGraw Hill Financial/Standard & Poor's Claims-paying Ability rating of "A-" or above; a Weiss Research, Inc. rating of "B + " or above; a Fitch Ratings, Inc. rating of "A-" or above; a Moody's Investor Services rating of "A3" or above; or such other rating as the Department of State may from time to time specify; or
- (2) Backed by the full faith and credit of the government of the exchange visitor's home country; or
- (3) Part of a health benefits program offered on a group basis to employees or enrolled students by a designated sponsor; or
- (4) Offered through or underwritten by a federally qualified Health Maintenance Organization or eligible Competitive Medical Plan as determined by the Centers for Medicare and Medicaid Services of the U.S. Department of Health and Human Services.

INSURANCE

Accompanying spouses and dependents are required to be covered by insurance in the amounts set forth above. Exchange visitors who willfully fail to maintain the insurance coverage set forth above while a participant in an exchange visitor program or who make material misrepresentations to the sponsor concerning such coverage will be deemed to be in violation of these regulations and will be subject to termination as an exchange visitor. Lycée Rochambeau Inc. must terminate an exchange visitor's participation in their program if it determines that the exchange visitor or any accompanying spouse or dependent willfully fails to remain in compliance with this section.

FINDING HOUSING

Renting a house or an apartment even in the Bethesda, MD area is relatively easy but the rent can be high. You can expect to pay between \$2,800 and \$3,500 for a house with 3 bedrooms, living room, kitchen, bathroom, basement (sous-sol) and small garden, and between \$1,800 and \$2,700 for an apartment (1 or 2 bedrooms). You may also consider a townhouse (maison de ville) which is an excellent compromise between a house and an apartment. About 10 to 15 minutes away, you can find lower rents (Silver Spring, Kensington, Rockville). By the end of August, there are not many rentals left therefore you should contact real estate agents before you arrive; houses and apartments become available at the end of each school year.

You can also consult the following websites:

- <https://www.zillow.com/md/rentals/>
- <https://www.trulia.com/>
- <https://www.brightmlshomes.com/rentals/MD>
- <https://www.weichert.com/MD/Montgomery/for-rent/>
- <https://longandfoster.com/pages/real-estate-agent-office-search>

If you arrive before the school year begins, you may also walk around the neighborhoods and contact the agents listed in the information box listed in front of the property. The agents have a listing of all the vacant rentals. The rental agents are paid by the owners, so you will not have to pay the person who shows you the houses, apartments or townhouses.

To rent housing, you will have to pay a security deposit (1 month's rent, rarely more) and the rent for the current month. Therefore, plan to have the equivalent of two months' rent at your disposal. You will be asked to provide your employment offer letter or proof of hire by the school, your ID papers (passport and certificate of entry in the United States) and your banking details. If you do not have a U.S. bank account at the time, tell them and explain that you have just arrived.

Below you will find the contact information for French-speaking real estate agents who are used to working with new staff members at the school. You may contact them by email before your arrival to pre-select housing options.

- **Mathilde Durand** : durandm.realtor@gmail.com, 240-595-4677
- **Dawn Chaikin**: dawn.chaikin@penfedrealty.com, 240-418-4914
- **Dana Scanlon**: dana4homes@yahoo.com, 240-383-1350
- **Sarah Dye**: sarah.dye@longandfoster.com, 703-380-7468
- **Andrea Zasowski**: andreaz@lnf.com, 301-366-8598
- **Veronique Sriqui**: vevesriqui@gmail.com
- **Gouta Carter**: gouta.carter@longandfoster.com

FINDING HOUSING

Regarding the rental agreement (lease), we advise you not to commit to more than one year for your first year. Read the contract carefully and ask for modifications if necessary. The law requires the paint and carpet of the premises to be good condition. In fact, rentals are often repainted between two renters. Consider buying insurance (insurance rates are much lower than in France) even if it is not required here. Renter's Insurance: <https://www.usatoday.com/money/blueprint/renters-insurance/renters-insurance-costs/>. You will be responsible for maintaining green areas and ensuring access to the house is clear by removing leaves, snow, etc.

RETIREMENT FUND

For staff seconded from the Ministry of National Education, when you fill out your secondment request you will be able to choose to continue to contribute to your French pension. If you opt for this option, you will receive a contribution form twice a year (January and June). For those who want to contribute to an American retirement plan, Rochambeau offers employees the option of participating in its retirement plan. The employees that decide to participate may do so through a deduction in their pay. These payments are tax-exempt. Eligible faculty, after 2 years of employment and if the employee pays a minimum of 5% of their gross salary, Rochambeau will also contribute to their retirement plan at a rate of 5%. After 7 years completed employment, Rochambeau will raise its contribution to 7%.

OPENING AN INTERNATIONAL BANK ACCOUNT

Before your departure, we strongly advise you to open an international account in your country of origin at a bank that also has a presence in the U.S. or one that has partnerships with American banks such as HSBC, Bank of America (BNP), Capital One, Wells Fargo (Banque Transatlantique).

Things to consider about U.S banks:

- Most banks operate during office hours 9:00am – 5:00pm Monday – Friday and might be open 9:00am – 1:00pm on Saturdays. For the most part, U.S banks are closed on Sunday.
- Documents needed to open a bank account:
 - Form D/S 2019 or I-797
 - Passport and I-94 record
 - Social Security Number Card
 - Proof of address such as a personal mail or utilities bill (varies by financial institution)

It is useful to maintain an open bank account in your country of origin. Some payments must be made in euros: C.F.E., M.G.E.N., your insurance policies, if applicable.

Testimony: "The most useful thing for us was to open, in France, a bank account at a bank in Washington. Personally, we went to HSBC. We went to HSBC branch in France and this branch did what was necessary to open an account in an HSBC branch in Washington, without any problem. So when we arrived, we already had an account number and the address of a branch where we could pick up our checks and debit cards. The steps took about one month."

MOVING

Several companies, such as AGS, Bagages du Monde and Fret Air France, give you the option of having your personal belongings sent from France. Take advantage of the competition and compare prices. You can find interesting rates from small transporters by booking further in advance.

For example, to send 4 large metal trunks (100 liters) from Paris to Washington by ship costs around 1250 euros (\$1,800 US). By choosing to send them by plane, you reduce the time you will have to wait for your things to arrive, but the cost is higher.

Moving furniture by container is of course more expensive and can take several weeks. The containers transporting your trunks can be checked. In this case, you will be responsible for paying the customs duties (\$150 minimum). You should make the payment via the website, before picking up your items.

Wall Outlets: The electrical outlets are different. You will need adaptors and transformers (110 volts instead of 220). Some French appliances do not work but electric and electronic devices are inexpensive in the United States so you should not burden yourself with them.

Luggage: The guidelines change quite often. Only bring manufactured products. For the United States, all unpasteurized products are prohibited. Many bags are checked and opened during trips to and from France. If your luggage has been opened, you will be informed by a sticker placed on it.

1. Provide a French address and a contact person It is important to have an address in France or in another country. You will be asked for it for your visa and other forms, and by the school to notify your loved ones if necessary.
2. Notify the relevant agencies in France of your change of address Before your departure, you must notify any agencies such as the tax authority, your bank, the CAF (deletion certificate), etc. of your change of address. It is important to do this before leaving because once you are in the United States and with the difference in time zones, everything will take longer and become more complicated.
3. Have your mail forwarded If you want to have your mail forwarded, you must complete the form at the post office of your choice.

All the information is on the poste.fr website:

<http://www.laposte.fr/Particulier/Envoyer-et-recevoir-du-courrier/Toutes-les-offres/Reexpedition- definitive>

BUDGET

Outlining an estimated budget is important to anticipate the living conditions you will have once you arrive: what type of housing, car do you picture, the number of trips home to France that will be possible, anticipated health expenses, etc.

Budget for Relocation to DC, Maryland, Virginia (DMV)

When considering relocation costs to the DMV area, it's essential to account for several factors. These may include:

- **Transportation:** Costs associated with moving your belongings, whether it's hiring a moving company or renting a truck.
- **Housing:** Expenses related to securing temporary lodging upon arrival, such as hotel stays or short-term rentals while searching for a permanent residence.
- **Visa and Immigration Fees:** If applicable, fees associated with obtaining the necessary visas or permits for relocation.
- **Utility Deposits:** Some utility providers may require deposits when setting up new accounts for services such as electricity, water, and internet.
- **Miscellaneous Expenses:** This category encompasses various costs like purchasing new furniture or household items, setting up a new bank account, and any other unexpected expenses that may arise during the relocation process.

While these costs can vary significantly depending on individual circumstances and preferences, a rough estimate for relocation expenses to the DMV area could range from \$3,500 to \$7,500 or more. It's advisable to create a detailed budget and research specific costs associated with your relocation, as this will help ensure a smooth transition to your new location.

Other estimated costs:

- **Background Checks** - Covered by Rochambeau with no cost involvement from the teachers.
- **State Teaching License** - A teaching license is not required to teach at private schools in Maryland, such as Rochambeau. However, to the extent that there are any costs related to state certifications, licenses, or exams, these will be covered by Rochambeau.
- **The federal tax rate** can be anywhere between 10% and 37% depending on income; MD state tax rates are between 2% up to \$15,072.50 plus 5.75% of the excess over \$300,000; DC tax rates are between 4% up to \$91,525 plus 10.75% of the excess above \$1,000,000; and VA tax rates are between 2% up to \$720 plus 5.75% of the excess over \$17,000.
- **MD Tax rate:** The Maryland (MD) state tax rates are between 2% up to \$15,072.50 plus 5.75% of the excess over \$300,000.
- **DC Tax rate:** District of Columbia (DC) tax rates are between 4% up to \$91,525 plus 10.75% of the excess above \$1,000,000.
- **VA Tax rate:** Virginia (VA) tax rates are between 2% up to \$720 plus 5.75% of excess over \$17,000.
- **Federal Tax rate:** The Federal tax rate can be anywhere between 10% and 37% depending upon income.
- **FICA:** 6.2% of your gross wages is deducted from each paycheck for Social Security tax and 1.45% of your gross wages goes to Medicare tax.
- **Rental Car:** Rochambeau pays first 3 days then the employee pays up to \$65 per day.
- **Hotel:** Rochambeau pays first 3 days then the employee pays up to \$159 per day.
- **Housing:** <https://www.zipmoving.us/blog/real-estate-prices-in-the-dmv-area/>
- **Childcare:** The average annual childcare costs in DC are \$25,000, Maryland and Virginia are lower around \$11,500 - \$12,500.

BUDGET

Cost of Living in Bethesda, MD (NUMBEO): <https://www.numbeo.com/cost-of-living/in/Bethesda-MD-United-States>

- Rent: \$1,850 and up for a studio, cheaper housing can be found in Silver Spring, Rockville, Gaithersburg
- Transportation: At least \$160 for a monthly Metro allowing travel on buses and subway
- Rental insurance: \$50 and up, depending on coverage. Full replacement coverage is recommended
- Utilities: \$155 and up (heating, electricity, gas, air conditioning)
- Internet: \$50 and up depending on services requested
- Cable: \$50 and up. Bundling internet, phone and cable is cheaper.
- Cellphone: \$55 and up depending on services requested
- Groceries: \$260 and up.
- Travel and Entertainment: Varies based on your needs and budget
- Laundry: \$15 and up per week
- Clothing: About the same cost as in France, wait for discounts. Warm clothing needed for winter time in the DC, Maryland and Virginia region
- Rental Car: Rochambeau pays first 3 days then the employee pays up to \$65 per day
- Hotel: Rochambeau pays first 3 days then the employee pays up to \$159 per day
- Housing: <https://www.zipmoving.us/blog/real-estate-prices-in-the-dmv-area/>
- Childcare: The average annual childcare costs in DC are \$25,000. The average annual childcare costs in Maryland and Virginia are lower, around \$11,000 to \$12,000, although child care costs in those states in the areas around Washington, D.C. may be closer to the Washington, D.C. average. <https://wtop.com/dc/2023/07/dc-is-the-most-expensive-place-in-the-country-for-childcare-a-new-survey-finds/>
- For cost breakdown of Rochambeau provided insurance options, please see the "Rochambeau Benefits Guide" on our website: www.rochambeau.org/benefitsguide.pdf. Health insurance rates through the Affordable Care Act can vary widely based on factors such as age, location, income, and family size. On average, individuals may pay anywhere from a few hundred to over a thousand dollars per month for coverage. For more accurate dollar figures tailored to your specific circumstances, We recommend visiting the official HealthCare.gov website or residential state's health insurance marketplace. There, you can input your information to see the available plans and corresponding costs.

Expected work-related deductions, such as tax deductions:

U.S. FICA (Social Security and Medicare) - 6.2% of your gross wages is deducted from each paycheck for Social Security tax and 1.45% of your gross wages goes to Medicare tax.

- Teachers with a J-1 VISA are exempt from FICA the first two calendar years in the US. All subsequent calendar years are subject to tax. [Example – if you begin work in August 2019, you are exempt for 4 months in 2019, which is the first calendar year and the year 2020, the second calendar year. Taxes are withheld beginning January 1, 2021, the 3rd calendar year.]
- Students with an F-1 VISA are exempt from FICA the first five calendar years in the US. All subsequent calendar years in the US are subject to tax.
- Retirement contributions: See the retirement fund section of this guide on page 5
- Faculty Association Dues: New faculty members are required to pay a fee of \$40 for the year. For those faculty who have been with Rochambeau for more than one year, the annual fee is \$80.

MOVING EXPENSES

- A staff member who lives and is recruited further than 600 miles from the school will be reimbursed for the staff member's actual and reasonable one-time costs of travel to the United States, and actual and reasonable baggage and moving expenses, subject to the following limits and conditions:
 - Travel expenses are paid for the employee, but not for transportation of the staff member's spouse and children.
 - The employee must travel at the lowest available fare. The School will reimburse for two pieces of luggage
 - All reimbursable expenses must be incurred no later than 90 days after the staff member's arrival in the United States,
 - Receipts for all reimbursable expenses must be presented to the HR department in order for the employee to be reimbursed for such expenses.
 - The costs are reimbursed via payroll, net of tax.
- **If requested, the school will provide the following services upon arrival:**
 - Transportation from the airport to your place of stay.
 - 3 nights' hotel. You may stay longer at the discounted rate, on your personal credit card.
 - Rates are as follows: The Bethesda Hotel - \$169.00 per night with free breakfast for family. Parking is \$15.00 per day.
 - 3 days' auto rental. You may keep the car at the discounted rate, but must reimburse the school, for the extension.
 - Please note: the school will pay for these services, however, they are a taxable benefit to you. The value of this services will be added to your taxable income on the annual Form W-2.
- **Relocation allowance:** The employee will receive a maximum of \$8,000.00 (gross) per individual with an added \$1,000.00 for each immediate family member (Children and spouse, even when a spouse is also hired). The allowance will be paid on the next available payroll following the employee's arrival.

The expense reimbursements and relocation allowance shall not be paid to staff members who are spouse s of employees of (i) national or international organizations working in the Washington area or (ii) private companies working in the Washington area. These staff members are considered to have been recruited locally, even if their candidacy was considered by the School prior to their arrival in Washington. Effective January 1st, 2018, moving expenses are no longer deductible tax expense on individual U.S. Tax Returns. Moving expenses reimbursed to you or paid on your behalf, by the school, will be included in box I of the annual form W-2 for the year that the payment was disbursed to you. This is considered taxable income and is subject to tax withholding in compliance with IRS and state regulations.

Before your departure, we advise you to:

- Monitor fluctuations in the exchange rate € / \$ www.consulfrance-newyork.org
- Ask your bank to raise the payment and withdrawal limits of your payment methods.
- Cancel any unnecessary subscriptions and automatic withdrawals. Upon request, the School will provide confirmation of employment, allowing you to take these steps.

TRAVEL WITH ANIMALS

It is relatively easy to enter the United States with an animal. The formalities for going to the U.S.:

- A valid rabies vaccination certificate (more than 30 days and less than one year)
- A good health certificate less than 10 days old prepared by your veterinarian.
- An international passport issued by a veterinarian authorized by the competent authority (in France, a veterinarian holding an animal health accreditation mandate) attesting to the identification and rabies vaccination of the animal.
- An identification certificate (tattoo or microchip implanted under the skin)
- A statement by a veterinarian indicating that your animal has received an anti-flea treatment and deworming.

Not all airlines/companies agree to transport an animal. For bans related to the transport of animals, consult the following websites:

- <http://www.scc.asso.fr/Conditions-generales>
- <https://www.airfrance.fr/FR/fr/common/voyage-en-avion/preparation-voyage/animaux-avion.htm>

IMPORTANT!

When you reserve your hotel or before renting housing, you must check that domestic animals (pets) are allowed in your building or house.



details and requirements

PROFESSIONAL FILE

These are the things that will be helpful to
you in a professional setting at Rochambeau.

VISA

To the extent possible, have your documents translated into English. Our law firm that tracks your visa applications will have them translated if necessary. There is a large number of documents to be provided. The visa fee is currently \$185.00 and the SEVIS fee is \$220 – Both reimbursed by Rochambeau. Contact the Human Resources Department which will provide you the administrative assistance needed to complete the process.

Documents to be gathered:

- Curriculum Vitae (and its English version)
- Diplomas with their transcripts
- Photocopy of the passport
- Vital records/proof of civil status (family record book, birth certificate, marriage certificate, divorce decree)
- Offer of employment (American format)
- Arrêté de titularisation
- Letters of recommendation
- Confirmation of solvency or letter of recommendation from the bank (for the visa and the opening of a bank account in the U.S.)

You will not be left alone to go through this process: you will be contacted quickly by the School's immigration law firm to begin the procedure.

J1 visas are issued for an initial period up to **3** years. The U.S. Department of State insists that J1 visa beneficiaries respect the nature of the J1 visa by developing cultural exchanges between your home country and the United States. Each J1 visa holder will have to provide documentation confirming this work in intercultural promotion each year of the visa to be eligible to maintain J1 status.

CROSS CULTURAL ACTIVITIES REQUIREMENT

The completion of two (2) Cross-Cultural Activities annually is a new requirement, and it is mandatory for all teachers, without exception. Rochambeau requires that all J1 exchange teachers complete both cross-cultural activities, and provide proof of completion to the Relación, Human Resources Manager, by **March 1** of each academic year.

What is the Goal of the Cross-Cultural Component?

The Cross-Cultural Component of the exchange visitor program gives participants the opportunity to share their own culture, traditions, and views with Americans and foster opportunities for the greater community to see the world from another perspective, be more tolerant and respectful of differences, and appreciate similarities that bring people together.

What Types of Activities are Appropriate?

Cross-Cultural Activities can be built around any number of general themes that participants might find interesting: civic responsibility; civil rights; community service and volunteerism; history and exploration; youth leadership; science, technology, engineering and math in the local/global economy; personal or individual freedoms; entrepreneurial spirit; democracy and governance; individual responsibility; holidays and food; the media; government; film, culture and the arts; and ethnic, racial and religious diversity.

Each Teacher Must Complete at Least One Cross-Cultural Activity from Category 1 and at Least One Cross Cultural Activity from Category 2 EACH YEAR that they Participate in the J-1 Exchange Program.

Category 1:

An activity for the teacher's classroom, larger host school or host school district population, or the community at large designed to give an overview of the history, traditions, heritage, culture, economy, educational system and/or other attributes of their home country. For international schools, such as Rochambeau, the activity must occur outside of the host school at a school or in a community where international opportunities are more limited.

Category 2:

An activity that involves U.S. student dialogue with schools or students in another country, preferably in the exchange teacher's home school, through virtual exchange or other means, in order to supplement the goals of the in-person exchange.

SECONDMENT

To obtain your secondment, you will have to address a letter to the Inspecteur d'académie or to your IEN for the Lower School. For the Upper School, you will have to address your request to the Recteur d'Académie through the director of your school (see your head of school beforehand, going through the official channels). You should specify the nature of the duties you are going to perform, the expected duration, the amount of your annual compensation (salary, allowances and benefits included).

As a seconded employee, your years of experience continue to be counted and contribute to the advancement of your career. You may also choose to contribute to your retirement, and to join the MGEN/ SEM for your complimentary insurance (extra-metropolitan section of the MGEN).

Your administrative situation if you are already in the U.S.:

- If you are already available, you will have to inform your school of origin that you are going to have a local contract and request a secondment through the official channels.
- If you are already seconded, our staff will assist you with the process of renewing your second via the Service des Etablissements Français in Washington.
- To obtain a renewal of your secondment, you should be up to date with your retirement contributions if you have selected that option.

Understanding your offer of employment, your gross or net compensation, the tax exemption for the J1 visa.

Teaching positions are subject to the work conditions described in the Collective Bargaining Agreement (CBA), which spells out the obligations of the teachers, their work conditions but also their rights and benefits. You will obtain access to the CBA upon signature of your offer of employment. It is important to read it carefully.

SALARY

You are placed in a salary scale, based on your years of experience, your highest diploma and the discipline for which you are employed. The amounts in the scale are for full-time employment.

Category A: Doctorate, PhD, Agrégation

Category B: Certified teacher, professeur des écoles, Master with valid certification

Category C: DEA, DESS, Master without certification, Bachelor of Arts with valid certification

Category D: Maîtrise, Licence, Bachelor of Arts

The salary scale for teachers at Rochambeau are updated periodically according to the CBA. «For example, in 2023, a Professeur des écoles with ten years of teaching experience will earn a gross annual salary (before taxes) of \$64,622.31 and will be categorized in Category B10 of current salary grid».

All the years spent in Ecole Normale for Professeurs des écoles and the internship year at the IUFM for teachers are counted as years of experience. Any years of teaching full-time at the university level are also counted. •

Additional compensation:

- Any activity or project that will be carried out outside of full time may be subject to additional compensation at the rate indicated in the Collective Bargaining Agreement.
- Teachers also have the option of leading clubs (athletic, artistic or others) or supervising tutoring.

The salary is paid in 12 payments at the end of each month. It is generally paid by direct deposit to your bank account.

WORK HOURS AND INSTRUCTION PERIODS

All J-1 teachers must be full time, meaning they must engage in at least 32 hours per week of teaching or teaching-related administrative activities. When hours are less than 32 per week, the remaining time would be teaching related administrative tasks.

- Primary school
 - Teachers work 25 hours per week (hours of instruction) and 2 hours allocated for meetings. These hours include supervising students during recess and breaks, with the exception of the students' lunch break.
 - English teachers provide 20 sessions of instruction per week, each lasting 50 minutes.
 - Physical Education teachers provide 22 sessions of instruction per week, each lasting 50 minutes. English, Spanish and Physical Education teachers (specialty instruction) must also ensure supervision of recess for 80 minutes each week.

- Secondary school
 - Teachers provide 18 hours of instruction per week, including certified teachers & agrégés teachers.
 - Physical Education teachers provide 20 hours of instruction per week

REDUCED TUITION FEES FOR CHILDREN OF STAFF

The Collective Bargaining Agreement (CBA) provides for reduced tuition and fees for children of employees of the School.

FULL-TIME Teachers

For staff teaching full-time (or at least 2/3 of full time), the reduction in tuition and fees is as follows:

- 75% of tuition and fees
- Fees for first registration are 100% covered
- The amount of the reduction given to each teacher is capped. This cap concerns families with 3 or more children. This amount is readjusted every year based on the increase in the tuition and fees of the following year.
- The reduction does not apply to the registration fees or additional expenses, such as school transportation or textbooks.
- This aid may be supplemented, if applicable, by a Bourse from the French Government (application reviewed by the Consulate of France) and by the School's Financial Aid Committee if you are eligible.

PART-TIME Teachers

For staff teaching part-time (between 1/3 and 2/3 of work hours), a calculation is made based on the number of hours worked. Part-time teachers working less than 1/3 of service time will not benefit from these reductions.

arriving in the

UNITED STATES

Travel to the states, and arriving, what now?

IMMIGRATION AND CUSTOMS

On the airplane, you will be given declaration forms to complete (civil status, address upon arrival in Washington, D.C., customs, declaration of currency). It is important to complete these documents. If you are entering in J-1 status for the first time, you will need to present your Form DS-2019, your J-1 visa, and your valid passport at customs. The officer will stamp your passport "D/S" (Duration of Status). The officer will also issue you an electronic I-94, available at <https://i94.cbp.dhs.gov/i94/#/home>. The I-94, in connection with the DS-2019 governs your lawful status and work authorization in the U.S.

If you are entering in H-1B status, you will need to present your H-1B approval notice, your H-1B visa, and your valid passport. The officer will stamp your passport with a date you are admitted until. The date should be either the end date of your H-1B approval notice or the expiration of your passport, whichever is first. Please check the date listed and if the wrong date is listed, please politely point it out to the officer. The officer will also issue you an electronic I-94, available at <https://i94.cbp.dhs.gov/i94/#/home>. The I-94 governs your lawful status and work authorization in the U.S. If the status expiration is set to the passport expiration, which is earlier than the H-1B approval expiration, a new passport will need to be requested and an H-1B extension will need to be filed before the existing I-94 expiration.

All employees entering the US on a visa should check their I-94 at each entry to confirm it is correct and reach out to the school's immigration counsel if there are any issues.

NEVER RESIST AN IMMIGRATION OFFICER. STAY CALM AND BE COURTEOUS.

To enter the United States with a visa, it is essential that you respect the law. What is true in all countries is even more so in the United States. The risks incurred for any infractions are significant and can result in expulsion from the country. Like all countries, the United States has legislation for foreign nationals. It is the responsibility of each foreign national to be familiar with the regulations that govern his legal status.

Those who enter in J status must have non-immigrant intent, meaning they must intend to leave the US upon the completion of their J exchange program. After the completion of your J program you are only permitted to remain in the US until the completion of your 30 day grace period. Certain violations (e.g. unauthorized employment or failure to maintain the required insurance) could result in the termination of your J status and the requirement to leave the U.S. immediately.

The following rules must be observed:

- Do not stay in the United States beyond the authorized stay. For those in J status the cut off date is 30 days after the program end date listed on your "Duration of Stay" DS-2019.
- Make sure your passport is always valid Notify the authorities of any change of address in the United States or any change in your contact in your country of origin.
- Keep a copy of your passport and your immigration documents (J1 visa and I-94 electronic document) with you at all times. The best thing to do is to staple the I-94 into your passport if the immigration officer did not already do so when you arrived in the U.S.
- Make sure that your documents are in order before you travel (including to Canada). The J1 visa must still be valid and you must travel with your DS-2019 form.
- A J-1 teacher at Rochambeau cannot be transferred to teach as a J-1 exchange visitor at another school.
- Fill out Form 8233 before starting work

U.S. SOCIAL SECURITY

To work in the United States, you will need to register with the Social Security Administration (SSA), and have a social security number. Contrary to how it works in France, Social Security has nothing to do with health insurance coverage.

It is important to take the necessary steps to obtain your social security number as soon as possible after your J1 visa takes effect. Having a social security number will facilitate the administrative steps below. Please ask Human Resources when you may begin the process.

You must have a Social Security number to:

- receive a salary
- to pay or be exempt from taxes
- open a bank account
- obtain a driver's license
- purchase a car
- and for many other administrative or commercial steps

To apply for a U.S. Social Security number, you must:

- Fill out an application (Form SS-5) by going to www.ssa.gov/online/ss-5.pdf
- Gather the documents that prove your status and your work authorization (valid passport, Form DS2019, I94 card stapled to your passport for the U.S., work permit, student visa, employment contract, passport)
- Bring these original (or certified copies from the institution that issued them) documents and the duly completed Form SS-5 to the Social Security office closest to your residence. To find the address of this office, go to <http://www.ssa.gov/>
- Request a receipt for the documents submitted.
- Provide a copy to Human Resources of the receipt and the SSN card when received.

NOTE: You must wait until your J1 visa is valid before you can submit this application to the Social Security Administration. In fact, you must wait until the Social Security Administration has access to the information entered by Immigration (DHS: Department of Homeland Security). However, you can begin working before you have a social security number while your application is being processed. A teacher who has not yet received a number from the SSA on the first day of work must indicate « applied for » on the forms that ask for the social security number. Once received, the teacher will provide the social security number card to the school's Human Resources Department in order to update records and inform the payroll department.

DRIVER'S LICENCES

You are strongly advised to come to the United States with an international driver's license. However, you will very quickly have to conform and have your license converted to an American driver's license.

There are three main reasons for this:

- It is mandatory in most of the states (the amount of time you are given to obtain an American driver's license can vary from 3 months to 1 year)
- The American driver's license is the main form of ID used in the U.S. where there is no ID card. You will be asked very often to present this license (particularly in stores). Without an American driver's license or state issued ID card, many everyday activities will be more complicated.
 - Note: typically home country licenses are not accepted as a form of ID in the United States.
- Obtaining an American driver's license will allow you to have your car insurance premium lowered.

You must know:

- The regulations related to obtaining an American driver's license in the state.
- The traffic and signaling rules (often online at the website of your state's DMV). When you go in person to the local DMV, do not forget to bring as much personal information as possible: French driver's license with photo, international driver's license, passport, DS-2019, a letter from the School and several documents proving your address. If you have to take a driving test, you must bring your car.
- You should also provide a document attesting that you have taken a 3-hour class on the risks of alcohol and drugs while driving. This class can be taken at a driving school but also online. You just need to take the test (around ½ hour).

For more information: <http://www.mva.maryland.gov/About-MVA/INFO/26200-678/26200-09T.html>

- Maryland Department of Transportation: <https://mva.maryland.gov/drivers/Pages/md-drivers-license.aspx> (driver's license costs: \$72)
- DC Department of Motor Vehicles: <https://dmv.dc.gov/service/convert-out-state-driver-licenses> (driver's license costs: \$47)
- Virginia DMV: <https://www.dmv.virginia.gov/moving> (driver's license costs: \$32)

In most DMVs the wait times are very long. Plan to spend around half a day there.

Note: To get an American driver's license, you must have your U.S. Social Security number card.

PURCHASING A CAR

A car will quickly become a necessity. You may go to a car dealership, including:

- CarMax
- Jim Coleman
- Fitzgerald, Honda

For cars as well as other products, there are also websites with ads from private individuals:

- www.craigslist.org
- <http://outlets.cafr.ebay.ca/>

Read the terms of sale thoroughly (especially if it is in small print in the contract) and ask for a full inspection of the car if possible. Make sure the seller gives you a receipt and, most importantly, the Certificate of Title which must be signed by the previous owner. If you purchase your car before your arrival, to register it this certificate must be less than 3 months old. If not, you will have to redo it (cost \$75). With these documents, you will go immediately to the DMV (or MVA) in your state of residence to register your vehicle. There you will pay taxes and a registration fee. If it is a new car, the seller usually handles these steps. You may not drive the car without license plates. In general, cars are less expensive than abroad; however, the selection of small cars is limited. To insure a vehicle, whatever type, the insurance companies are going to act as if you are 16-years-old and you are driving for the first time... and the premium will reflect that. It is difficult to prove your driving experience, regardless of your age.



Unlike in other countries where the credit card is a deferred debit card; in the U.S., the credit card is associated with credit based on your credit history as being creditworthy. You can only borrow if you have already established a credit history in the U.S. The whole loan system is based on it. Your good credit history in abroad does not matter. Therefore, you must have enough money to get settled and wait for your first paycheck without having access to U.S. credit. However, you can pay with your international credit card. When the exchange rate is an advantage for Europeans that can be a good deal.

Credit History: How do you establish one?

By applying for a credit card at your bank. Once you have opened a checking or savings account, you just have to fill out an application and wait a short period of time. Sometimes your application is accepted. The bank then mails you the credit card. It is usually a simple Visa card with a credit limit (usually \$1000 to begin with, this limit increases over time as the cardholder proves their reliability). It is recommended that you use the card from time to time for shopping and to pay the consolidated bills that you receive in the mail each 18 months, with a minimum payment, by the due date. It is recommended that you pay the balance all at once so that you do not accrue interest.

In this way, you will gradually establish a credit history, which then allows you to apply for other cards or obtain other loans. This is one of the reasons why Americans have several credit cards and generally have a very high level of debt.

Another situation, the most common: the credit card application is rejected because you do not yet have a credit history. In this case, it is necessary to open a checking account in a bank like Bank of America (more flexible than the others on this matter) and ask for a "secured credit card", that is, a credit card that you yourself have provisioned. This system is intended to verify your creditworthiness. If all goes well, you can then reapply for a credit card, with a greater chance of success.

just a few things to add

MISCELLANEOUS

FRENCH PRESENCE

We recommend that you consult the website: <http://www.consulfrance-washington.org>

You should also register with the registry of French citizens living abroad.

CULTURAL EVENTS / STAY INFORMED

- Maison Française
- Alliance française
- Washington Accueil

THE FRENCH NETWORK

www.FrenchNetwork.org

The first gateway for the French community with worldwide coverage (classified ads, job openings, internships, discussion forum).

ALL TOTALLY FREE AND INTERACTIVE!

ENGLISH LANGUAGE CLASSES

In order to be eligible to participate in the J-1 exchange program, each selected foreign teacher applicant possesses sufficient proficiency in the English language to function in U.S. classrooms and to function on a day-to-day basis. English proficiency will be determined by an objective measurement of English language proficiency. However, all non-native speakers can benefit from additional language instruction.

First year teachers seeking to take English language classes, please visit the "English Now" website at: <http://english-now.com>. You may register for a group class or private lessons. If you have any questions about any available English Now! classes, please contact Paul Boesen at (301) 718-3575.

Teachers are reimbursed up to \$400 upon completion of one (1) English language classes. A certificate of completion is required for reimbursement purposes through Sage Intaact, the school's reimbursement system. If you have any questions, please contact Diana Concepcion, Accounts Payable (concepciond@rochambeau.org) .

getting to know Rochambeau

DETAILS

At Rochambeau, we value diversity,
celebrate multiculturalism, and empower
students to understand and improve the
world around them.



CORE VALUES

RESPECT
EXCELLENCE
SOLIDARITY
OPENNESS

MAJOR SCHOOL EVENTS

The school year is punctuated by events that bring together the community, parents, students, staff of the school:

- **Welcoming of families** in September
- **The International Food Festival:** This community gathering takes place in December, on the Forest Road campus.
- **The Talent Show:** A tradition in American schools, this evening event takes place during January and gives middle school and high school students the opportunity to demonstrate their talents.
- **The School's Gala:** This evening is a flagship event of the fundraising actions organized by the Communications and Events Department. It typically takes place after the spring break.
- **The School's Spring Fair:** organized in May or June is another opportunity to get together on the Maplewood Campus.

ROCHAMBEAU IS...

- Private: administered by the Rochambeau, The French International School of Washington, DC, a foundation governed by U.S. law.
- The students take the Diplôme National du Brevet and Baccalauréat examinations, and the school also offers the French International Baccalauréat (BFI).
- Many optional subjects are offered, such as cinema, the arts and theater, as well as numerous athletic and cultural activities in Rochambeau clubs.
- International: students of more than 80 nationalities attend school together from preschool to 12th grade. Rochambeau welcomes many students of diplomats and Embassy staff, employees of international organizations and research professors. Integration is a priority. Rochambeau is also offering an International Baccalaureate program in Middle and High School.
- American: immersed in an American environment, the school also attracts many American families. The English instruction from preschool to 12th grade reinforced like that of American history which allows students to obtain the High School Diploma at the end of 11th grade.

THE SCHOOL CALENDAR

The school year consists of 170 days of instruction, or about 36 weeks between the first day of school and the last day of school.

Exams take place earlier than abroad. The teachers teaching in 9th grade (troisième) and 12th grade (terminale) must plan their lessons over 32 weeks (33 weeks for classes in the 11th grade).

Vacations are not as long as abroad: 1 week in October, 2 weeks at Christmas, 10 days in February if no snow day is taken, 2 weeks in spring.

Snow days: The school year includes 3 snow days (make-up day in the event of weather-related closures: snow, hurricane, ice, etc.). They are placed in March.

Five (5) professional days are scheduled in the calendar for primary and secondary teachers.



Primary School Campus

MAPLEWOOD

This new campus, opened in the fall of 2022, is home to our Preschool, Elementary students, and administrative offices. Facilities include: a 12-acre campus, a library, science room, music room, learning kitchen, and the athletic facilities (2 gymnasiums, 3 playgrounds, one outdoor field for soccer).

The Foundation of the school is the owner of the Forest and Maplewood campuses; shuttles make trips between our two different campuses every day for the students.

HOURS

8:30 AM - 3:30 PM
Auxiliary Program Activities
Follow

ADDRESS

9650 Rockville Pike
Bethesda, MD 20814
301.530.8260

Please see the school's website (www.rochambeau.org) for additional information on accessing the campus, including rules and regulations.



Main Campus - Secondary School

FOREST ROAD

It holds the middle and high schools. Facilities include: an auditorium, a library, and the athletic facilities (2 gymnasiums, one track, one outdoor field for soccer).

The Foundation of the school is the owner of the Forest and Maplewood campuses; shuttles make trips between the two different campuses every day for the students.

HOURS

8:30 AM - 5:30 PM

ADDRESS

9600 Forest Road
Bethesda, Maryland 20814
301.530.8260

Please see the school's website (www.rochambeau.org) for additional information on accessing the campus, including rules and regulations.



ABSENCE REQUESTS AND MAKEUP CLASSES

Teacher absence requests for scheduled absences are submitted to the administrative assistants of the campus' school directors and are signed by them. In the event of an unforeseen absence, it should be resolved following the same procedure.

When an absence at the secondary level is known in advance and will be longer than 24 hours, the absent teacher's hours are offered to the other teachers of the class, who can then take the students to move ahead in their classes.

These hours are paid as overtime hours if the replacing teacher is full time once they have been approved by the campus' school director.

RELATIONSHIPS WITH FAMILIES AND AMERICAN CULTURE

The relationship between a teacher and parents is close. The ability to express oneself in English as well as communication skills (diplomacy, empathy, collaboration, politeness, patience, listening, self-control, etc.) are essential. Open-mindedness is vital to understanding American culture and adjusting to it.

The management of the day-to-day communication with the parents is conducted by email, and potentially through the class website. The teachers in the primary school generally communicate class activities and programs via the class website. In the secondary school, the homework, lessons and notes are put online via the **Pronote** software. The parents and students find it very practical to be able to check and see what the homework is on the class website, as well as tracking their child's progression and grades.

Note: the use of Pronote does not replace the students' transferring the homework into their homework journals.

FUNDRAISING

Rochambeau is a non-profit private school that depends on the continuous support of donors in terms of time and money. Each year, thanks to the participation of the community as a whole, a large number of projects and events are realized. Rochambeau depends mainly on tuition and philanthropic contributions, fundraising helps finance educational programs, scholarships and investments in equipment beyond what is provided in the budget.

Fundraising events cannot be made possible without the volunteer help of parents, students and staff. Volunteer participation, no matter how small, by **ALL parents and staff, is appreciated.**

CONTINUING EDUCATION

The Regional Training Program (plan de formation régional, PRF) is established each year by the AEFE and managed by Lycee Claudel in Ottawa, through proposals and suggestions made by the heads of school in the North America zone during the AEFE conference which is held in November.

The PRF is known from the beginning of the school year. Teachers can submit their requests in September.. A committee meets with the department heads at the end of September to determine which teachers are eligible or which requests have been granted for continuing education. The training sessions last 3 days on average; they take place between the month of October and the month of April; they are held in schools in the zone (United States and Canada).

FRENCH AND AMERICAN EXAMS

As an accredited school, Rochambeau prepares students for French exams: Diplôme National du Brevet, the Baccalauréat (and offers the French International Baccalauréat (BFI)).

Rochambeau is also offering an International Baccalaureate program:

- The International Baccalaureate Diploma Program (DP) in 11th (equiv. 1ère) and 12th (equiv. Terminale) grades.
- The Middle Years Program (MYP) for student entering 9th (equiv. 3ème) and 10th (equiv. 2nde) grades.

As a school established in the United States, the School also prepares students for American exams:

- The high school diploma which confirms completion of a high school education and allows entry into universities. Students in the high school obtain this diploma at the end of their Junior (11th - Première) year.
- Standardized tests (PSAT, SAT, ACT): these tests, which are part multiple choice, are essential for university applications. Students begin preparing for these tests beginning in their sophomore year of high school (Seconde). They often take courses in the evenings after school or even Saturday mornings.

GUIDANCE

The school is geared toward preparing students for universities or French grandes écoles, whether they be British, Canadian or of course American universities.

The calendars are very different: for students applying to schools in France, the application process begins in January; for Anglo-Saxon universities, everything happens between October and January.

SCHOOL MESSENGER

School Messenger is an application used by the school to send emergency messages; for example, if the campuses must close due to weather. You must provide a valid mobile phone number to the school's IT department as soon as possible in order to be able to receive school related text messages.



local attractions

THINGS TO DO

Rochambeau is located just 17 miles away from the National Mall, in Washington, D.C. Make sure to take advantage of all the DC Metropolitan area has to offer.



LOCAL THINGS TO DO

SIGHT-SEEING & ATTRACTIONS

The most important museums in Washington, DC are grouped together on or around the Mall. It is easy to walk from one museum to another. The museums managed by the Smithsonian Institution (www.si.edu) are free (except for temporary exhibits)

- African-American History Museum
- Air and Space Museum
 - You should also visit its extension, Air and Space Udvar Hazy Center, near Dulles Airport; that is where the Discovery shuttle is located.
- Hirshhorn Museum (contemporary art) and the Sculpture Garden
- National Gallery of Art
- National Gallery of Portrait
- National Postal Museum
- Sackler Gallery
- National Museum of the American Indian
- Museum of American History
- National Museum of African Art
- Building Museum
- Freer Gallery of Art
- National Archives
- Holocaust Museum
- National Zoo

For Events, Arts & Entertainment, Calendar, dining, and shopping in Bethesda, MD, please visit <https://www.bethesda.org>

SPORTS TEAMS

- Basketball: Wizards – Capital One Arena, Downtown
- Baseball: Nationals – Washington Nationals Park - Downtown
- Football: Commanders – FedEx Field – Landover
- Hockey: Capitals – Capital One Arena, Downtown
- Soccer: DC United – Audi Field, Downtown

PUBLIC TRANSPORTATION

When in DC it is much easier to get around VIA the Metro system, or by renting a bike share in the area.

<http://dc.about.com/od/transportation/a/DCPublicTrans.htm>

BALTIMORE

Baltimore is 40 minutes away from the school. The Inner Harbor is a good place to visit when the weather is nice. Water taxis take you from one neighborhood to another.

- The National Aquarium
- Fort McHenry
- American Visionary Art Museum

BETHESDA INFO

Bethesda is a town in Maryland with a population of 66,294. Located in southern Montgomery County, Maryland, Bethesda is one of the most highly educated and affluent communities in the United States and is one of the best places to live in Maryland.

Living in Bethesda offers residents an urban feel; most own homes. In Bethesda, there are a lot of restaurants, coffee shops, and parks. Many families and retirees live in Bethesda, and residents tend to have moderate political views.

As the government in nearby Washington DC grew and the National Naval Medical Center was built in 1942, Bethesda, MD, grew in importance and wealth.

Today, it is a thriving, modern, and sophisticated urban district with 20 art galleries, almost 200 restaurants, two theatres, and some of the best shopping in the area.

Bethesda, MD rankings:

- Best Places to Live in Maryland 5 of 471
- Best Places to Raise a Family in Maryland 5 of 471
- Best Suburbs for Young Professionals in Maryland 5 of 195
- Best Suburbs to Live in Maryland 5 of 195
- Best Suburbs to Raise a Family in Maryland 5 of 195
- Places with the Best Public Schools in Maryland 6 of 278
- Suburbs with the Best Public Schools in Maryland 6 of 195
- Best Places to Retire in Maryland 7 of 278
- Best Places for Young Professionals in Maryland 48 of 471
- Most Diverse Suburbs in Maryland 132 of 195
- Most Diverse Places to Live in Maryland 252 of 471

Also, you may take public transportation at <https://www.wmata.com/rider-guide/stations/bethesda.cfm>

Commuter Benefits

The Transportation Equity Act makes it possible for Rochambeau employees to contribute pretax dollars to a Transit and/or Parking Account in order to pay for qualified work-related transportation expenses.

For more information on the school's TASC commuter and parking benefits, please contact Lulu Molavi, HR Associate at molavin@rochambeau.org.

WASHINGTON DC INFO

Be aware DC has a lot to offer, and it would be impossible to hit everything in a weekend or even a week.

- Bring your best walking shoes
- Fall and winter could be below 40 degrees and windy
- In the spring and summertime, be aware of allergies, random rain showers, and humidity
- Make restaurant reservations beforehand
- Learn about the Metro System, a great way to get about the city
- DC is known for our Smithsonian Museums
- The Pentagon Memorial

Check out <https://washington.org/>, a great source to reference and bookmark as you're preparing for your trip.

LAYOUT OF DC

Washington, DC, was designed by French engineer Pierre L'Enfant after its commissioning in 1790 to resemble a square diamond that wouldn't exceed 100 square miles (10 miles x 10 miles). Initially, the entire District included part of Virginia, which later returned to the state in 1847. The design sits at the United States Capitol at the center of the original district.

The district is sectioned into quadrants: NW, NE, SE and SW. This outline will be broken up by selection determined by the quadrants. For example, 1000 Lincoln Street NW entails that the building is situated northwest of the Capitol. It's helpful to be aware of North and South Capitol Street, which breaks the west and east side of the city, and East Capitol Street, which splits north and south. There is no "West Capitol Street" since that would be in the center of the National Mall. This is helpful when planning, so if your hotel address has NW, you will know what is nearby and be able to plan for things in other quadrants, etc.

THE NATIONAL MALL AND THE TIDAL BASIN

If you have not been to DC before, I would start my trip at the National Mall. The US Capitol to the Lincoln Memorial is about a 45-minute walk or 2.3 miles. Below is a list of popular attractions on the National Mall—most of the attractions listed are free to enjoy.

- Smithsonian Air and Space Museum (SW)
- National Gallery of Art (NW) An art lover's must! Plus, the only da Vinci in North American
- Smithsonian Museum of Natural History (NW) Something for all ages, and the Hope Diamond
- Hirschhorn Art Museum (SW) contemporary art

- National Museum of American History (NW) has lots to look at, from the Star-Spangled Banner to Dorothy's red slippers
- National Museum of African American History and Culture (NW) Timed-entry and the newest Smithsonian
- Washington Monument (more info below)
- See the White House South Lawn from the Ellipse N.W. side of the Monument
- World War II Memorial (Center)
- Lincoln Memorial Reflecting Pool (Center)
- Korean War Veterans Memorial (SW)
- Ending at the Lincoln Memorial, watch the sunset on the steps behind the Lincoln

Another area to check out is the Tidal Basin. Once you get to the Washington Monument/World War II Memorial, this would be an excellent opportunity to extend your walk/bike ride to include the Tidal Basin (you can also make this a stand-alone activity on another day). Walk from the Washington Monument to the Thomas Jefferson Memorial (.9 miles), then continue around Ohio Drive SW to the Franklin Delano Roosevelt Memorial (.7 miles), then continue on to the Martin Luther King, Jr. Memorial (.2 miles), and then back to the mall and up to the Korean War Veterans Memorial (.3 miles), ending at the Lincoln Memorial. This would add a total of 1.3 miles to your trek.

Did you know you can actually go to the top of the Washington Monument?

- Same-day walk-up tickets: Washington Monument Lodge, located along 15th Street between Madison and Jefferson drives, opens at 8:45 a.m. for distribution of free, same-day, timed tickets on a first-come, first-served basis
- Online reservations: Order tickets online up to a month in advance of your visit. Inventory for the next available day (30 days out) becomes available at 10 a.m. each morning.
- 24-Hour Advance Reservations: A limited number of additional tickets are made available at 10 a.m. each day for the next day's visits

CAPITOL HILL (NE/SE)

Capitol Hill is the hub for the US Government, home to the United States Capitol, Senate, House of Representatives, and the Supreme Court. Sometimes referred to as "the Hill"—this neighborhood relates to the workplace of many residents of the Capitol Hill neighborhood since 1800.

- Supreme Court (NE)
- Library of Congress, Timed Entry Reservations (SE)
- US Botanic Garden oldest continuously operating botanic garden in the United States (SE)

- Walk the U.S. Capitol Grounds – US Capitol Historical Society has a walking tour (\$)
- Eastern Market (Orange line) Weekend farmer's market and DMV local goods for sell
- US Marine Barracks, Friday nights at 8:45 p.m. from May through August, U.S. Marine marching units and the President's Own U.S. Marine Band perform precision drills and all-American music. Tickets are free, but reservations are required.

NAVY YARD (SE)

The waterside Navy Yard district is known for the Nationals Park baseball stadium and nearby sporty rooftop restaurants with great views due to its close proximity to Capitol Hill. In addition, there is a lot of nautical history, from the American Revolution to present day. During the warmer months, there are outside recreational opportunities.

- National Museum of the US Navy
- The Yards Park: a riverside boardwalk and event space for summer concerts

SOUTHWEST DC (SW)

From the National Mall down the Potomac, Southwest Washington includes the Tidal Basin (Jefferson and Roosevelt memorials). The Southwest Waterfront is centered on a marina and the Wharf, which has a historic fish market, dining, and shops.

- Museum of the Bible (\$) documents the narrative, history, and impact of the Bible
- United States Holocaust Memorial Museum
- National Museum of the American Indian, devoted to the culture of the indigenous peoples of the Americas.
- The Wharf Waterfront
- International Spy Museum (\$) documents the tradecraft, history, and contemporary role of espionage

DOWNTOWN (NW)

Downtown Washington DC is full of hotels and restaurants with lots of access to the metro stops. This area is known for business and is the fourth largest central business district in the United States.

- Gallery Place/ Chinatown Town (Green and Redline)
 - National Archives (Green) is home to the Declaration of Independence, Constitution, and Bill of Rights
 - The National Portrait Gallery houses the portraits of the Presidents—the nation's only complete collection of presidential portraits outside the White House.
 - Ford's Theater and Lincoln Museum (\$) infamous for being the site of the assassination of United States President Abraham Lincoln
 - National Building Museum (\$) dedicated to architecture, engineering & design
 - Capital One Arena where the Capitals and Wizards play

- The White House (Orange, Blue, and Silver Line)
 - See the White House from Pennsylvania Avenue NW at Lafayette Square
 - The White House Visitor Center feature over 100 historical artifacts, interpretive panels, looping videos of photos and archival footage, and interactive elements for visitors of all ages.
- DuPont (Red line)
 - Embassy Row stretch of Massachusetts and New Hampshire Avenue extending out from DuPont Circle along which one finds many (but not all) of the District's foreign embassies.
 - The Phillips Collection (\$) America's first museum of modern art
- Other Northwest Attractions
 - John F. Kennedy Center for the Performing Arts(\$) free events on the Millennium Stage
 - National Zoo
 - Washington National Cathedral

GEORGETOWN (NW)

Georgetown is charming, with cobblestone streets, many shops, and restaurants. This is a historic neighborhood in Northwest DC, founded in 1751 and originally part of the Province of Maryland.

Georgetown remained a separate municipality until 1871. There is no metro stop to Georgetown—the closest is Foggy Bottom (orange), about a 20-minute walk away.

- Waterfront and Potomac River
- Wisconsin Ave and M St for shopping
- Tudor Place (\$) home to descendants of Martha Washington for six generations
- Dumbarton Oaks (\$) historic estate of U.S. diplomat Robert Woods Bliss
- Explore Historic Houses—Kennedy Walking Tour

EXPLORE OUTSIDE OF DC

- Arlington Cemetery John F. Kennedy's gravesite, Tomb of the Unknown Soldier, and Changing of the Guard
- Mount Vernon (\$) George Washington's Estate
- Steven F. Udvar-Hazy Center, displays thousands of aviation and space artifacts, including the Space Shuttle Discovery and a Concorde, in two large hangars.
- Old Town Alexandria, Virginia historic district along the Potomac. Old Town is marked by cobblestone streets and 18th-century townhouses.

please enjoy the area!

WELCOME TO ROCHAMBEAU!

We welcome you again and look forward to seeing you at New Employee Orientation. Until then, we wish you a good end of the school year and a wonderful summer.

LORI BELKE
HUMAN RESOURCES DIRECTOR

Email: belkel@rochambeau.org

Phone: (301) 798-4802

Note: Does NOT speak French

MOISE DEPARIS
HUMAN RESOURCES GENERALIST

Email: deparism@rochambeau.org

Phone: (301) 732-7844

Speaks French & English