



ROCHAMBEAU

THE FRENCH INTERNATIONAL SCHOOL

**SECONDARY SCHOOL
INTERNAL RULES**

Voted at the Conseil d'Établissement March 25, 2025

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INTRODUCTION

Rochambeau's goal is to nurture its students to become good citizens and help them find their place in the world of the future. Our school welcomes students from all walks of life, regardless of their social, ethnic, sexual orientation or religious background, in accordance with current French and American anti-discrimination laws. All members of the educational community are encouraged to participate actively at Rochambeau and to support the application of these rules. Additionally, all members of the academic community, whether they are part of administration, faculty or staff, or whether they are students or parents, have an important role to play in encouraging and maintaining academic excellence and a secure and fulfilling climate for teaching and learning.

Students are expected to be good representatives of the school both in their general behavior and attire.

Staff, students and parents comprise an academic community whose life within the school is regulated by these internal rules and the constraints of the Special Exception.

The Head of School may take all measures deemed necessary to ensure the safety of the academic community, within the limits of current American law. These measures may include requesting police intervention, verification of personal items (school bag, pockets) including student lockers or the screening of vehicles parked within the school's perimeter.

The school's values as defined in its Strategic Plan are:

Pursuit of Excellence; expect and help everyone to do their best

Intellectual rigor and fairness; a strong emphasis on hard work and work well-done

Adaptability to a changing world

Respect for diversity, the individual, ideas, cultures and the environment

Support and cooperation between and among our students, our staff and our community

Openness and transparency in decision making process and communication

Student Associations and Clubs:

Clubs contribute to the development and practice of cultural, recreational or sports activities by students outside class time and based on a trimestral program set by the club leaders under the direction of the Vie Scolaire.

A formal application and business plan describes the nature of the activities, the organization and functioning of the club as well as any fees involved. The rules governing student conduct apply to student associations (clubs) both on, and off campus.

The distribution or posting of any and all documents on campus is subject to a request for prior authorization to the Dean of Students or the Director of the Secondary School.

Students who want to organize a particular activity are invited to present it to the Director of the Secondary School for approval.

Community Service:

Community service strengthens the spirit of citizenship and solidarity among its students. University admissions offices attach particular importance to candidates who have been involved in volunteer work outside of their school. It is therefore our responsibility to encourage this idea of good citizenship among all our students, to give them the means to become increasingly involved in this activity and to implement a system that officially recognizes their personal talents and their contributions to their community.

Students who wish to participate in community service and to document their participation should contact the Vie Scolaire for additional information. The school website also provides the necessary documentation and applications for community service. ([See Student Life Portal](#))

Relationship Between Families and the School:

The school's internal rules provide essential information about the school's operations and services. The rules and guidelines outlined in the student handbook are shared with parents at the beginning of the year to help transition them into the school community and provide them with a better sense of their children's academic, social and extracurricular experience.

Email is a fast and convenient way for parent and teacher communication. Teachers are provided with a Rochambeau email account to improve efficiency and effectiveness of communication. Teachers are expected to respond to a parent's email outreach in a timely manner. An acknowledgement of the parent's outreach within 48 hours is required to ensure that parent's outreach is recognized and next steps are articulated. Parents are asked to take note of the following:

- Instant responses may not be expected – teachers are away from their desks for most of the day and need time to work responses to email into their regular duties of lesson preparation, teaching, marking and administration.
- Staff will generally deal with emails while they are at school – it is not reasonable to expect them to respond while they are at home, or outside of school hours, or on the weekends or holidays.
- Do not use e-mail to inform a teacher that your child is not to go home on the bus or any cases related to change of routine (absence, tardiness, sickness, early release...). Please email this information to the Vie Scolaire at viescolaire@rochambeau.org.
- Your child's academic progress, learning expectations, social or behavioral matters are best addressed by scheduling an in-person conference with your child's teacher(s). An e-mail message on these matters is not optimal.
- For any concern about your child's teacher, please address it first with the teacher

- (prior to discussing the matter with your School Director).
- Emails are subject to the same requirements of courtesy and consideration as would apply to all other forms of communication.
 - Emails are not private and must be written with the understanding that others may see them.
 - Please do not ask teachers or school staff to redirect your emails to other families. We will only forward emails to school staff as appropriate.

Article 1 – Arrival and punctuality

Classes are held from 8:30 a.m. Monday through 3:30 p.m. or 5:30 p.m. Friday, based on level. In **middle school**, students may enter the cafeteria at 8 a.m., and may enter the building and access their lockers at 8:15 a.m.

In **high school**, the doors open at 8 a.m. At the start of each class hour, while waiting for their teacher, students line up silently in front of the classroom.

Once on campus in the morning, students are not authorized to leave prior to their first class.

First Period:	8:30 - 9:25	Sixth Period:	13:30 - 14:25
Second Period:	9:30 - 10:20	Seventh Period:	14:30 - 15:20
Break:	10:20 - 10:35	Break:	15:20 - 15:35
Third Period:	10:40 - 11:30	Eighth Period:	15:40 - 16:30
Fourth Period:	11:35 - 12:25 (Lunch)	Ninth Period:	16:35 - 17:25
Fifth Period:	12:30 - 13:25 (Lunch)		

Attendance in all classes on the student's schedule is mandatory. Voluntary enrollment in one or more electives commits the student to attend for the entire year.

Students are expected to be present in the classroom before the second bell and at the time the class begins. Late students must go to the Vie Scolaire to justify their tardiness and receive a tardy slip to be given to the teacher. The student's tardiness will be documented and an accumulation of late entries will result in disciplinary actions.

If a student is absent, the parents, legal guardian or adult student must inform the Vie Scolaire by email (viescolaire@rochambeau.org) as early as possible on the same day. A doctor's note may be required for absences exceeding three (3) school days.

Students may occasionally be excused from Physical Education (EPS) by a note from his/her parents, family physician or a note from the school nurse. Based on a student's physical abilities and the EPS teacher's decision, the student may be asked to participate in the class without taking part in all activities.

Article 2 – Arrival and Departure Schedules

2.1 – Middle School

Middle school students are forbidden to leave campus during school hours.

They may leave the school prior to their scheduled time if their last class(es) of the day has been cancelled, **provided that** their parents/guardian have given their approval at the beginning of the year (“green dot”). The various levels of authorization for an early departure that can be given by parents are:

- **Green dot:** the student is authorized to leave at the end of the day including in case of a modified schedule.
- **Blue dot:** the student is authorized to leave only if a schedule modification allows him/her to take the first school bus (3:30 p.m.).
- **Red dot:** the student is not authorized to leave.

N.B.: Authorization for Departure must be signed by parents at the beginning of the school year.

2.2 – High school

Beginning in 10th grade, students are allowed to leave the school campus during periods with no classes of at least 50 minutes, on the condition that they do not remain within the school’s immediate perimeter. In accordance with “Special Exception” guidelines, students may not stay within the school’s perimeter (800 meters).

2.3 – Lunch break

To allow classes to be taught in a quiet environment, students may not stay either in the hallways or outside in close proximity to the building during lunch break. Lunch breaks are only to be taken in the cafeteria or in designated areas, each student is responsible for cleaning his/her table and surrounding area. After lunch, students may relax in the area at the back of the Middle School building, without disturbing EPS classes, or go to the library after approval by the Vie Scolaire.

2.4 - Liability Disclaimer

Rochambeau cannot be held responsible for a student’s actions, safety and well being when a student leaves the school limits without proper authorization, or in the event that a written authorization has been provided by the student’s parents or legal guardian. Students who accept rides with other students or individuals unknown to the school on, or off campus do so at their own risk.

Likewise, Rochambeau cannot be held responsible for any personal or property injuries,

damage loss, accident or expense happening at school or during a school related activity.

Article 3 – Study Hall Hours

High School:

During scheduled study hall hours between 8:30 a.m. and 5:30 p.m., students are free to go to the library, the cafeteria or recess areas.

Middle School:

When they do not have classes, students are free to go to Study Hall or to the library with permission from the Vie Scolaire.

Evening study hours, between 3:40 p.m. and 5:25 p.m., are reserved for registered students who are under staff supervision. After 3:40 p.m., students who do not have classes and do not take the school bus or who are not picked up by their parents must report to the study hall.

Rules for the library are distributed to students and signed at the beginning of the year. A copy of the guidelines governing the use of and access to the library is available on the school website.

Article 4 – Respect and Tolerance

The spirit of respect and tolerance as promoted in the School Values is one of the fundamental principles that guide relationships between members of our community. Every student is free to observe his/her religious beliefs as long as they do not interfere with the rights of others or school activities. To maintain the climate of trust and cooperation that is essential to each person's success, students must refrain from any provocative, ostentatious or discriminatory political, ideological or religious sign or symbol and refrain from any political or religious indoctrination or proselytism. As part of the curriculum, students may explore religious or ideological subjects while refraining from all personal judgment or proselytism.

In accordance with the principles that guide the French educational system, and in order to ensure that students have full access to diverse worldviews as well as exposure to a wide range of knowledge, no subject is excluded from scientific or pedagogical inquiry. Students and parents must be aware that all subjects covered in the French curriculum may be included on the national exams (Diplôme National du Brevet and Baccalauréat).

Article 5 – Student Rights

All Rochambeau students are entitled to enjoy the basic rights of citizenship which are recognized and protected by laws of this country and the state of Maryland for persons regardless of their age, sexual orientation or nationality. Each student is expected to respect the rights and privileges of classmates, teachers and other school personnel.

Rochambeau strongly believes in fostering a climate of mutual respect for the rights and cultural differences of others. A multicultural environment based on respect enhances both the educational and personal maturation of those students who comprise our school community. All students will exercise their rights responsibly, with due regard for the equal rights of others in compliance with the rules and regulations of Rochambeau.

The entire school staff has the responsibility to enforce the standards and policies of Rochambeau. Full cooperation of students and parents is expected. Students are expected to conduct themselves at all times in an appropriate manner. Behavior that is detrimental to the educational environment of the student or other students and/or staff members is not acceptable. Please refer to the *Student Code of Conduct*.

Self expression, peer interaction and student leadership play an active role in the personal growth of middle and high school students. As a result, students are entitled to the following:

- ***The right to respect of their person and their work***
- ***The right to equal treatment and fair and understandable grading of their work***
- ***The right to be represented by elected delegates of the various institutional councils:*** Class Council (two representatives per class), and School Council (*Conseil d'établissement*, one representative from middle school and one from the high school, selected from the delegate conference), High School Life council (*CVL* - ten representatives) and CVC (middle school life council - 12 representatives). Election procedures and the roles of delegates are outlined in the program descriptions for both the CVC and CVL and are available at the Vie Scolaire.

Student delegates represent their fellow students before other members of the academic community at the institutional level. Any student may request the presence of a student delegate during meetings with an adult representing the school.

- ***The right to collective expression and assembly.*** This right is exercised with the prior agreement of the Head of school, who will approve the subject, participants and terms of the assembly.

5.1 – Student Lockers

A locker with a combination lock is made available to each student at the beginning of the school year. The student may not exchange lockers nor give out their locker combination to another student. Locker assignments are determined by the Vie Scolaire. Each student is responsible for the state of his/her locker, and may keep class materials and personal items in it, taking care not to leave items in the hallways. Lockers are the property of the school and administration reserves the right to open them for any reason. Lockers will be opened in the presence of a witness.

Article 6 – Student Responsibilities

The school is the student's workplace. Each student commits to respecting others, both adults and students, with sensitivity and integrity. By doing so, each student makes a commitment to help maintain and preserve a safe, vibrant and positive school community.

Students, as well as adults, will use respectful and appropriate language and demonstrate a positive attitude towards others. Students are not allowed to sit on the floor in the buildings.

Students must always have their student identification card with them. This document certifies that the student is a member of the Rochambeau academic community. Students may be asked to present this identification card at any time and to any adult affiliated with the school who asks for it.

6.1 – Assignments and Tests

Each teacher is required to use Pronote on which he/she lists assignments that are complete and to be completed by the student. Students and parents may check these assignments through electronic means. The notebook entries in Pronote as maintained by the teacher is not a substitute for the student's own notebook or daily planner.

Testing of content knowledge and the evaluation of the assessment results take place throughout the school year and affect all of the work done by the student (written and oral exams, practice tests, etc.).

When a student is absent at a test:

- The teacher will decide whether the student needs to take a make-up test.
- If so decided by the teacher, arrangements will be made for student to take the exam

6.2 – Dress Code Policies

School staff shall enforce the dress code consistently and in an equitable manner, regardless of gender/gender identification, sexual orientation, race, ethnicity, body type/size, religion, and personal style.

In the event of non-compliance with these rules, the student is invited to conform through dialogue. In the case of serious or repeated breaches, the penalty may go as far as refusal of entry to class.

- Shorts and short skirts are permitted, however, the length of shorts must follow the "closed fist" rule, and the length of skirts must follow the "extended arm" rule.
- Tops must have straps. Tube tops are not permitted except under a blouse.
- Short tops revealing the abdomen by a maximum of one inch are permitted
- Undergarments must remain concealed (with the exception of the bra strap)
- Low cut blouses and shirts must follow the "armpit-to-armpit" rule (no exposure of the chest below the armpit-to-armpit line). An undershirt under a low-cut V-neck is acceptable.
- Transparent garments are not acceptable.
- Hats, caps and hoods must be removed indoors and in classrooms out of respect for others, as well as for safety reasons. This excludes religious headgear or headgear required for health/medical reasons.
- Jewelry (pendants) must be avoided and will not be allowed during contact sports for safety reasons.
- Jeans with rips below the knee are acceptable. Rips above mid-thigh and ones that reveal underwear are not permitted.
- For safety reasons, flip-flops are not permitted. Sandals with back straps are acceptable.
- Dress must comply with safety requirements in laboratories and during physical education classes (sportswear/shoes). Students may be excluded from these activities if their dress does not comply with safety regulations.
- Clothing depicting or advocating violence, criminal activity, alcohol or drug use, pornography or hate speech is prohibited.
- No clothing with a political affiliation (direct reference to a political party or politician) is permitted.

For field trips: The "Rochambeau uniform" is compulsory for off-campus school outings. This consists of a white blouse/shirt with a collar, a school tie, and black or dark blue pants/skirt. Shirts must be tucked into pants or skirts at all times. Sports shoes are not acceptable. The decision to exclude a student from a field trip because of inappropriate dress is left to the discretion of the teacher.

Disguises are allowed in the school only during organized events or activities.

6.3 – Facilities

Respecting and maintaining the school's buildings and infrastructure is an important part of providing all of our students with the best possible educational experience. Students will respect the buildings and equipment. At the end of every class, each person will leave the

classroom clean and neat out of respect for future users. The same thing is expected for the cafeteria and common areas. Defacing tables or classroom walls with graffiti of any kind is a violation of the Student Conduct Code and should be reported to the Vie Scolaire.

The “rescue windows” may not be opened except on the order of a responsible staff member.

The sports areas are also classrooms. As such, the use of electronic devices is officially forbidden during PE activities. Students will respect the fields’ main purpose: no other activity is authorized when the fields are being used by PE teachers for instruction, or by the Rochambeau teams.

Access to the synthetic football field is strictly forbidden before 8:30 am and after 5:30 pm. Use is only authorized for sports supervised by a school staff member (teacher, coach, vie scolaire).

Loitering or playing in driveways or parking areas is prohibited.

6.4 – Safety

Possession of firearms or knives (real or imitation) or any other dangerous object (such as glass bottles) as well as any kind of violent behavior are strictly prohibited within the entire school. Such possession or violent behavior constitute an exceptionally serious offence that will be subject to sanctions including potentially a termination of enrollment.

The Head of School, the Director of the Secondary School, or the Dean of Students may take all measures deemed necessary to ensure the safety of the academic community, within the limits of current American law. These measures may include requesting police intervention, verification of personal items (school bag, pockets) including student lockers or the screening of vehicles parked within the school’s perimeter.

6.5 – Safety drills

In accordance with MCPS guidelines, students and staff will periodically take part in a safety drill (evacuation or lock-down protocol). Safety instructions are posted in all instructional and communal areas and must be followed meticulously. Any alarm must be taken extremely seriously and requires the immediate implementation of safety instructions.

6.6 – Senior Prank Day

To avoid disruptions to learning, damage to school property, and ensure the safety of all, Senior Prank Day, in any form or version, is strictly prohibited. The Secondary Administration is committed to collaborating with students to develop positive alternatives, fostering a respectful and supportive environment for everyone at the school. Students who violate this rule may be stripped of their right to attend the graduation ceremony.

6.7 – Middle School Cell Phone and Smartwatch policy

To enhance learning, promote social interaction, and prioritize the well-being of our students, **middle school students (6th grade-9th grade included) are not permitted to use their cellphones, smartwatches, or any connected device (other than school provided Chromebooks) at any time during school hours.** Phones can create distractions, hinder face-to-face communication, and increase the risk of cyberbullying. By enforcing this policy, we aim to foster a more focused, healthier environment that encourages physical activity and academic success. Additionally, this policy helps protect students from exposure to inappropriate content and reduces anxiety caused by social media pressures.

POLICY:

Cellphones, smartwatches, and all connected devices (other than school provided Chromebooks) must be turned off and remain in lockers at all times during the school day, including during recesses and lunch hours. They may only be used before arriving on campus in the morning or after students have left campus in the afternoon. Phones and smartwatches for middle school students are prohibited in all areas on campus, including the middle school, high school and administrative buildings, all classrooms, bathrooms, recess fields, and hallways.

CONSEQUENCES:

Phones, smartwatches and other connected devices found on a middle school student during school hours will immediately be confiscated by a teacher or administrator.

- **First offense:** The phone will be confiscated and returned to the student at the end of the school day.
- **Any subsequent offense:** The phone will be confiscated, and parents will be required to pick it up from the Vie Scolaire.
- Students with medical needs requiring a cellphone for health reasons may exceptionally carry one, provided they have proper documentation from the nurse's office. These devices, however, may only be used for medical purposes and not for any other activities.

In case of emergencies, students may contact their parents at any time during the day at one of the Vie Scolaire offices. Parents are encouraged to contact the Vie Scolaire at the following numbers in case of emergency: (301) 530-8260 ext. 272 or ext. 407.

6.8 – High School Cell Phone, Headset and Smartwatch policy

High School students are allowed to have their phones, headsets and smartwatches in their possession on campus. However, they must adhere to the following regulations:

- High School students are **not** permitted to use their cell phones or smartwatches at any

time in the middle school building.

- Headsets (including earbuds) are strictly forbidden at all times indoors. They must be removed from ears upon entering any of the buildings on campus.
- Phones, headsets, earbuds and smartwatches are strictly prohibited in all classrooms. If this rule is violated, teachers will confiscate the device and hand it over to the Vie Scolaire.
- For security reasons, phones, earbuds and smartwatches (and all valuables) should remain locked up in lockers at all times. Rochambeau will not take responsibility in case of loss or theft

Article 7 – Infirmary

Treatment guidelines and health information regarding immunization documentation is available on the school website under the Parent Portal.

Article 8 – Child Abuse

Mandatory Reporting of Child Abuse or Neglect

The safety and security of our students is of primary importance. This policy is created to ensure that all students are safe from harm and injury that may result from inappropriate conduct by adults or other individuals. Rochambeau is committed to complying with the laws addressing the abuse and neglect of minors. Rochambeau employees, including teachers, coaches, counselors, and nurses, are considered mandated reporters under Maryland law and, as such, are obligated to report their concerns of child abuse and neglect to the authorities. Abuse and neglect may be imposed by a parent/guardian or other adults in the child's life, such as an older sibling, relative, or friend of the family, and other minors. Unfortunately, abuse or neglect may be caused by an employee or even a student of Rochambeau. In these situations, Rochambeau will act in compliance with the law and in a manner that is responsive to the needs of the child and others involved in the matter.

The law requires mandatory reporters who have reason to believe that a child has been subjected to abuse or neglect to notify the local Child Protective Services ("CPS") or the appropriate law enforcement agency as soon as possible. Individuals who notify the proper authorities must make an oral report by telephone or direct communication as soon as possible and a written report to the local CPS or local law enforcement no later than 48 hours after the communication, observation, or other factor that caused the individual to believe that the child had been subjected to abuse or neglect; and provide a copy to the local State's Attorney if the individual has reason to believe that the child has been subjected to abuse or

neglect.

Within 48 hours, orally report to Maryland CPS at (240) 777-4417, providing:

- Child's name, age, and address
- Parent or caregiver's name and address
- Child's present location
- Nature and extent of suspected abuse
- Any pertinent information aiding identification
- Reports may be made anonymously
- Email: childprotection@montgomerycountymd.gov

While Rochambeau recognizes the reporting obligations of each mandated reporter to ensure that any factors that may impact the time and or manner of reporting to CPS or local law enforcement, employees who suspect abuse or neglect should first report their concerns to the Executive Director. The Executive Director, in collaboration with the employee raising the concern and other parties as may be appropriate, shall develop a strategy for reporting to CPS, which may include reaching out to a safe adult or having the student stay at Rochambeau until a parent can pick them up as opposed to traveling home by themselves. In addition, Rochambeau may consider implementing other security measures, such as limiting an adult's access to Rochambeau and/or participation or attendance at Rochambeau activities, whether on- or off- campus.

Rochambeau prohibits retaliation against any employee who reports a good faith concern under this policy and participates in an investigation.

The Article above reflects Maryland law concerning mandatory child abuse and neglect reporting as defined by Family Law 5- 701(b)(s) and COMAR 07.02.07.02. Additional information is available through the Child Abuse & Neglect Hotline: (240) 777-4417).

Article 9 – Internet and Computer Hardware Use

There are specific rules for the use of the internet and of computer hardware as outlined in the Technology Acceptable Use Agreement and Student Conduct Code. A copy is available on the school website under the Parent Portal.

Article 10 – Transportation

There are specific rules for school transportation. A copy is available on the School website.

Article 11 – Parking and Vehicle Traffic (Transport Management Plan)

Bike parking for students is available in the areas designated for that purpose. Montgomery law requires that all bikers wear a helmet. The school cannot be held responsible for damage caused to parked or moving vehicles. Vehicles must have the current year's parking pass, provided by the Dean of Students on the windshield. Students with driver's licenses who want to park on campus must complete a form and return it to the Dean of Students who may or may not grant the request. Student parking is limited to eight (8) places on the Access Road parking lot. Only students in grade 11 & 12 may request parking authorization. Priority will be given to students based on the following criteria:

- Absence of school bus service
- Distance from home
- Number of vehicle occupants.
- Students must follow traffic rules enforced on campus.

It is strictly prohibited to do the following on the parking lots:

- Drive at more than 5 km/hour or 3 mph
- Make sudden maneuvers
- Honk the horn; sound volume (audio or engine) must be kept low
- Park outside designated parking areas
- Remain in cars in the parking lot during the day.

These rules provide for the safety of all and create good relationships with the neighborhood, which are indispensable to our "Special Exception." Permission to park and to operate a motor vehicle on campus may be suspended if these rules are not followed. All vehicles parked on school premises may be searched at the request of the school and may be removed at any time at the sole discretion of the school.

Article 12 – Student Code of Conduct

12.1 - Codes of Conduct Philosophy

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

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

1. Ensure transparency and consistency in the application of disciplinary measures.
2. Promote open communication and collaboration between students, teachers, and parents/guardians.
3. Provide opportunities for rehabilitation and personal growth for students

- involved in disciplinary incidents.
4. Uphold the rights of all students to learn in a safe and nurturing environment that values diversity and multiculturalism.

12.2 – Offenses and Disciplinary responses

Tier 1: Minor Misconduct

Examples (not limited to): Disruptive behavior (including in classroom, school grounds, lunch areas, and bus); tardiness; dress code violations; unauthorized use of computers or connected devices; disrespect for school property or class materials; inappropriate language (written or verbal) and drawings; pushing and scuffling without intent to harm.

Consequences:

Verbal or written warning, after-school detention, loss of privileges, change of location/place; self-reflection; temporary confiscation of disrupting items; counseling by teacher or administrative staff. Parents may be notified depending on the type of consequence.

Tier 2: Moderate Misconduct

Examples (not limited to): Repeated Tier 1 behavior; lying; academic dishonesty; leaving campus without authorization (middle school), vandalism (damage or destruction of property including graffiti and equipment damage), trespassing; physically aggressive behavior, such as fighting and scuffling; endangering own or another's health, safety, or welfare (including causing false alarms); violation of Acceptable Use Policy.

Consequences:

Consequences of Tier 1, plus: written warning, parent-teacher conference, loss of privileges, implementation of a behavior improvement plan, letter of apology, community service, conference with teachers, mediation sheet, self-reflection form, parents invoiced for the cost of repairs. Parents will always be notified.

Tier 3: Severe Misconduct

Examples (not limited to): Repeated Tier 2 behavior; violence; possession of dangerous and unlawful items (e.g., weapons, ammunition); introduction, possession, or sale of drugs (including drug paraphernalia) or alcohol; substance abuse (including being under the influence of drugs or alcohol); personal injury; theft; vandalism; racist remarks; hate speech; bullying, harassment, abuse, assault; acts of a sexual nature; falsifying records, passes, or other school documents; actions in violation of federal, state and/or-local law.

Consequences:

Consequences of Tier 2, plus: in-school or out-of-school suspension (as determined

by the Proviseur); expulsion (following established procedures); involvement of law enforcement (if necessary); permanent exclusion from Rochambeau's campuses; refusal of re-enrollment; referral to an outside agency (for legal or criminal cases)

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

Glossary:

Assault: Battery; unlawful beating. Any physical force or violence unlawfully applied to a person. This can include jostling, tearing clothes, seizing, or striking another. (NOTE: non-criminal school fight is: "altercation; mutual participation.")

Bullying: Bullying is intentional negative actions on the part of one or more students that interfere with a student's ability to participate in or benefit from the school's education programs. This may include physical, emotional, social, or cyberbullying. Bullying is more specifically defined in Annexe 2.

Drugs: Any illegal substance, including alcohol, which, when taken internally or smoked, causes a change in a person's behavior.

Equipment Malfunction: Any service interruption that interferes with normal school operations (plumbing, power, telephones, etc.)

Graffiti: Crude inscriptions or drawings scratched, painted, or sprayed on a surface.

Harassment: Any form of behavior that is unwanted, demeaning, threatening, offensive, humiliating, or intimidating, and which creates a hostile environment

Hate/Violence: Any act committed against an individual, institution, or group because of race, religion, ethnic background, or disability.

Tardiness: Arriving to class after the bell rings.

Theft: Unlawful taking and carrying away of property belonging to another person

Trespassing: Unlawful entering of the school grounds by persons neither attending nor working at that school.

Truancy: Regular and unexcused absences from school.

Vandalism: Willful or malicious destruction or defacement of public or private property belonging to another.

Weapon: An implement that can cause bodily harm. This includes knives, razors, clubs, metal knuckles, nunchakus, guns, and any object used as a weapon.

12.3 – Disciplinary suspension and expulsion procedures

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

In all cases, decisions will be individualized and, proportional, taking into account past behavior and ensuring that each student is treated fairly. Prior to an expulsion decision being made, mitigation efforts should be considered depending on the circumstances, including whether mandatory professional therapy as a precondition to non-expulsion with check-ins and assertions of fitness to continue in school by licensed medical professionals is appropriate.

Precautionary Measure:

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

Suspension:

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

Expulsion:

Expulsion is seen as a consequence of last resort, and will generally occur only where suspension is not considered a sufficient consequence under the individual circumstances, mitigation efforts have been considered (and been deemed insufficient), and/or when the student's behavior poses a significant risk to the safety and well-being of the school community. During this process, parents should communicate only with the Proviseur or Executive Director and not separately contact other school employees or representatives. Before an expulsion decision is made, the Proviseur and Executive Director will engage in a holistic review of the situation, including consultation with the school counselor, and other faculty and staff as the Proviseur or Executive Director deem appropriate. The school may also pre-consult with outside counsel regarding legal sufficiency and compliance with applicable policies and procedures.

The student and their parent(s) will be given notice of the disciplinary violation and an opportunity to participate in a non-adversarial discussion, with the Proviseur and Executive Director (and other school employees as the Proviseur deems appropriate) present, prior to any expulsion decision. If a parent (or legal guardian) of the student requests it, the Proviseur will convene an Advisory Council, consisting of the applicable School Director, the head of the Vie Scolaire, the school counselor, and such teacher(s) as the Proviseur deems appropriate (generally including the student's homeroom teacher). The Advisory Council will meet with the Proviseur, the parent(s) and the student (if the parents so desire) to discuss the matter. Following such discussion, the Advisory Council will provide guidance and advice to the Proviseur who remains solely responsible for the final recommendation.

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

In all cases, the school will adhere to principles of fairness, ensuring that students and their families have an opportunity to present their perspective and that decisions take into account the best interests of the school community as a whole. This Code represents the general process the School uses to address disciplinary issues; however, nothing in this Code prevents the School from skipping steps or moving further in the process – up to and including expulsion as the appropriate discipline for a first offense – where it deems the circumstances appropriate. Nothing in this Code affects or limits the inherent authority of the school to take such actions as it deems appropriate to further the educational mission of the school

or to protect the safety and security of its community.

12.4 – Communication with School Community in Cases of Suspension or Expulsion

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

Targeted communication: The school will share information only with relevant stakeholders, such as the affected student's classmates, teachers, and other personnel who have a legitimate need to know. The communication will be focused and limited in scope to ensure the well-being of all students.

Protection of privacy: All communications will adhere to applicable federal, Maryland state, and local privacy regulations, as well as the school's own policies. The school will avoid disclosing personally identifiable information about the involved student(s) and will use discretion when sharing details of the situation.

Emphasis on support and learning: The school's communications will emphasize the importance of providing support to the affected students and maintaining a positive learning environment. The school will share information on any resources or interventions that are being implemented to address the situation, such as guidance counselor involvement or adjustments to school routines.

Encouragement of open dialogue: The school will encourage students, parents, and staff to maintain open communication channels and to share any concerns or questions they may have about the situation. This collaborative approach will help to foster a supportive and understanding school community.

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

Article 13 – Anti-bullying policy

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

As part of its commitment to combat school bullying, Rochambeau has implemented the pHARe program (Programme contre le harcèlement scolaire), sponsored by the French Ministry of National Education. This program, aimed at primary and secondary school students, seeks to strengthen bullying prevention, and to ensure rapid and effective intervention to guarantee a safer school environment. Information about the pHARe program is available on the school's website.

1. Definition of Bullying:

Bullying is any-intentional, repeated and harmful behavior that targets a person or group, causing physical or emotional distress, and that occurs on school property, at a school activity or event, or substantially disrupts the orderly operation of the school. This includes, but is not limited to, verbal, physical, psychological, or online/electronic conduct, intimidation, or harassment..

- (a) Creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being;
- (b) Is motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or mental ability or disability;
- (c) Is sexual in nature, including descriptions or depictions of a student with the student's intimate parts exposed or while engaged in an act of sexual contact; or
- (d) Involves other threatening or intimidating conduct.

2. Reporting:

Students, staff, and parents are encouraged to report incidents of bullying to any adult at the school, who will immediately refer the matter to one of the Well-Being teams (Equipe Bien-Être) on the Maplewood or Forest Road campuses (phare-frd@rochambeau.org or phare-mwd@rochambeau.org). Confidentiality will

be maintained to protect the well-being of all parties involved to the extent possible, and consistent with the school's obligation to investigate and intervene in cases of bullying. If parents believe a report has not been acted upon or triggered the procedures set forth in this Policy, they may contact any member of the school leadership team.

3. Prevention and Awareness:

Each year, students are made aware of bullying prevention and the steps to take in case of bullying. The teaching team organizes 10 hours of annual learning for all students from CP to Terminale, in collaboration with the well-being team, including the School Counselors, on bullying prevention and the development of psychosocial skills.

Additionally, staff members are trained in bullying prevention.

To identify bullying situations, the school implements the following actions:

- Develop a compassionate listening approach and remain vigilant.
- Pay attention to all signals (late arrivals, repeated absences, behavioral changes: aggression, unusual violence, isolation, teasing, damaged belongings...).
- Intervene immediately as an adult, both inside and outside the classroom.
- Coordinate with all relevant stakeholders: analyze, address, and apply restorative and educational consequences. In this framework, all students may be interviewed throughout the year.

4. Intervention in a bullying situation

As soon as a bullying report is received, the Well-Being teams at Rochambeau, under the responsibility of the head of school, will investigate the incident through various interviews with the victim, the involved parties, witnesses, and families. These interviews are conducted following the principle of the "Shared Concern Method" (Méthode de préoccupation partagée).

If the incident is confirmed, the school will take appropriate disciplinary measures in accordance with the relevant disciplinary policies for middle and high school. Students found guilty of bullying may also be required to attend educational and therapeutic services at their own expense, focusing on bullying prevention. Serious and/or repeated bullying acts will result in more severe disciplinary consequences, potentially leading to expulsion

from the school. Those who make knowingly false accusations may also face disciplinary consequences in accordance with the relevant policies for preschool/elementary or middle/high school.

5. Parent notification

Parents of an alleged target will be notified within 3 days if a bullying situation has been identified. The school will also notify parents of any student who may have been accused of such behavior within 5 working days. Minor disagreements or conflicts that do not rise to the level of a possible policy violation do not require parent notification.

6. Retaliation prohibited

Any retaliation or reprisal against a person for reporting bullying or participating in an investigation of bullying is strictly prohibited and will result in disciplinary action in accordance with the relevant disciplinary policies for preschool/elementary or middle/high school.

7. Support services

Support services are available to help students impacted by bullying or a related investigation, including counseling services and academic accommodations. Support services may be accessed by contacting the School Counseling Department.

Article 14 – Sexual harassment

Consistent with our policy prohibiting discrimination, Rochambeau is committed to an education environment where all persons are treated with respect and dignity, free from unlawful harassment. Harassment is conduct that is unwelcome and which has the purpose or effect of unreasonably interfering with an individual's work or school performance or has the purpose or effect of creating an intimidating, hostile, or offensive education environment based upon an individual's race (including traits associated with race, including hair texture, afro hairstyles, and protective hairstyles), color, ancestry, national origin, gender, sexual orientation, religion, disability, gender identity, or any other characteristic protected by applicable federal, state, or local laws. Harassment may take the form of verbal or written statements (*e.g.*, derogatory comments, slurs, or jokes), whether spoken or written in an email, text, social media post, or elsewhere; gestures, cartoons,

pictures, posters, pranks, intimidation, physical assaults or contact, violence, intentional blocking or impeding or interfering with movement, or other conduct or communications.

We are committed to maintaining a harassment-free education environment, both in-person and virtually. Virtual harassment refers to any inappropriate conduct or behavior that occurs through electronic communications or online platforms. This includes offensive comments, derogatory remarks, discriminatory language, bullying, stalking, or any unwelcome conduct that creates an intimidating or offensive education environment.

We have a zero-tolerance policy for any type of harassment. Any employee found engaging in such behavior will face disciplinary action, up to and including termination, while any student found engaging in such behavior will face disciplinary action in accordance with the Code of Conduct. We encourage all persons to promptly report any incidents of virtual harassment they experience or witness. Reports can be made to any teacher, manager, Human Resources, or member of Rochambeau senior leadership, and all reports will be thoroughly and promptly investigated. Community members will not face retaliation for reporting virtual harassment in good faith.

All Rochambeau community members are responsible for keeping our education environment free of harassment. Conduct that takes place outside Rochambeau's physical space but impacts the education environment is subject to this policy. We expect all community members to refrain from the conduct described herein, whether around other employees, students, families, vendors, volunteers, or other members of the Rochambeau community.

Sexual Harassment Prohibition

Sexual harassment is a type of harassment which is also prohibited under this policy. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexual abuse, and other verbal or physical conduct of a sexual nature when, for example, (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education experience; (ii) submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual; or (iii) such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive education environment.

Sexual harassment may involve individuals of the same or different sex. It may include a range of behaviors, including, for example, words, signs, jokes, pranks, sexual propositions, sexual innuendo, suggestive comments, foul or obscene language, intimidation, physical contact, or violence.

Intervention

If a report of harassment provides sufficient information, or if Rochambeau learns of sufficient information in its subsequent follow-up, Rochambeau will designate an individual who will conduct an impartial investigation. Such individual may be a Rochambeau employee or, when necessary or appropriate, may be a third party. The investigation may include, but is not limited to, interviews with the complainant(s), the respondent(s), reporting person(s), and any other persons who may have relevant information, as well as gathering any documents, emails, text messages, or other information. Investigations will be as prompt and thorough as possible. Throughout an investigation, efforts will be made to keep all parties informed to the extent that confidentiality, impartiality, and integrity of the investigation will allow.

Investigations will be handled with discretion, maintaining confidentiality to the extent possible. Suppose it is determined that there has been a violation of this policy. In that case, Rochambeau will take prompt corrective action and determine the appropriate remedy, which will be commensurate with the nature of the violation. Anyone found to be engaging in any unlawful harassment will be subject to disciplinary action, up to and including termination of employment (in the case of employees) or expulsion from school (in the case of students).

Where the conduct involves abuse, including sexual abuse (which includes sexual molestation, sexual assault, sexual exploitation, or sexual injury), or any form of violence or threat of violence, Rochambeau will involve the appropriate authorities.

Article 15 - Substance Abuse Guidelines

In accordance with Montgomery County regulations, the possession and use of alcohol and drugs are forbidden by the law and constitute a serious offence. The possession and/or use of tobacco products including e-cigarettes (vapes) are also prohibited by law for students under the age of 21. All Rochambeau students who, within the school or within 800 meters (TMP) of it, consume, possess, distribute, sell and/or are under the influence of illicit substances will be subject to sanctions.

The school and its representatives want to assist and support students who suffer the consequences of drugs, alcohol, smoking and vaping. Information on student problems is dealt with in the strictest confidentiality by Rochambeau staff. However, institutional support in no way excuses students from the consequences of their actions to the extent that they violate the law or internal rules.

Rochambeau embraces the belief that substance abuse is a problem that is shared by individuals regardless of age, race, gender or nationality extending well beyond the school community. Rochambeau encourages students to be aware of those laws governing the sale, use and possession of controlled substances as well as the consequences associated with

being under the influence of alcohol, recreational drugs or controlled substances. Students should be aware that the school rules governing the sale, use or possession of drugs and alcohol are based on the Montgomery County Public School (MCPS) standards as well as Maryland state law. The school has a zero tolerance rule on such issues.

In addition, these same rules apply to students on school grounds, or during any off campus, school sponsored event. Furthermore, students who consume alcohol or recreational drugs etc. off the school premises and then return on campus will be subject to the rules and regulations outlined in the Student Conduct Code. The school reserves the right to detain and question students who by virtue of their behavior, or appearance is believed to be under the influence of alcohol, recreational drugs or a controlled substance. Sanctions for the sale, use and/or possession of alcohol, recreational drugs or controlled substances may include suspension, disciplinary probation or the termination of enrollment.

Students should note that in the state of Maryland, “possession” means being aware of and able to use the drug in question and having the drug within arm’s length (reachable).

Students should note that in the state of Maryland, “distribution” of an illegal drug or controlled substance is NOT determined by the specific amount of the drug. An individual does not have to actually sell the drug but by simply exchanging or giving the drug to another individual will constitute “distribution” of an illegal substance.

Student Substance Abuse Policy

Rochambeau’s priority with respect to alcohol, drugs, tobacco and e-cigarettes is to help ensure the safety and well-being of our Rochambeau students, community members and visitors. Rochambeau believes that everyone has the right to learn in an environment free from the effects of substance abuse. Individuals who unlawfully use alcohol and other drugs are a danger to themselves and others. This policy applies to all students enrolled to attend Rochambeau.

Rochambeau prohibits the possession, use, purchase, or distribution of alcohol by students on Rochambeau property or as part of any Rochambeau activity. Rochambeau also prohibits students from the possession, use, purchase, or distribution of e-cigarettes, tobacco products, illegal drugs, controlled substances (including stimulants, depressants, narcotics, or hallucinogenic drugs), or paraphernalia, or the misuse of prescription drugs, including sharing, procuring, buying, or using them in a manner different from the prescribed use, or by someone other than the person for whom it was prescribed, on Rochambeau property or as part of any Rochambeau activity. This policy does not prohibit the use and possession of prescription drugs under the supervision and according to the directions of a physician.

Rochambeau students may be subject to testing for illegal drugs and controlled substances based on a reasonable suspicion that the student(s) has engaged in conduct that violates this

policy, and is consistent with legal requirements. In addition, Rochambeau students may be subject to searches or inspections of all property, including personal property and automobiles, on the Rochambeau premises. Student lockers and desks are subject to search at any time, when a reasonable suspicion exists.

Reasonable Suspicion Testing and Searches

Rochambeau reserves the right to search a student's person or property when Rochambeau has reasonable suspicion to believe that the student has engaged in conduct that violates its Substance Abuse Policy. The test will be conducted by the nurse who will inform the parents that their child was tested.

Determination of reasonable suspicion for purposes of a search or referral for drug testing will be made by the Director of the Secondary School on the basis of direct observations concerning the appearance, behavior, speech, or body odors of the student. The following conditions are signs of possible drug or alcohol use (this list is not all-inclusive):

- Abnormally dilated or constricted pupils
- Glazed stare – redness of eyes
- Flushed face
- Change of speech
- Increased or unexplained absences
- Needle marks
- Paranoia
- Sudden difficulty walking
- Slowed reaction rate

The Head of School or Director of the Secondary School reserves the right to require an immediate drug test to be conducted by the school nurse in the event that a student appears to be under the influence.

Reasonable suspicion also may be based on credible information provided to Rochambeau administration by an employee, by law enforcement officials, or a suspicion that is based on other surrounding circumstances. Every effort will be made by school administration to determine if a student's behavior or personal affect is a result of allergies, illness, fatigue or prescription medication.

Failure or refusal to comply with the student substance abuse policy may be grounds for disciplinary action, including dismissal from Rochambeau. Any attempt to delay, hinder, or tamper with any testing or to alter the results of testing will be considered a refusal to comply with this policy.

A written record shall be made of the observations leading to controlled substances reasonable suspicion test or search, and signed by the Rochambeau representative who made

the observations, within 24 hours of the observed behavior or before the results of the alcohol or controlled substances tests are released, whichever is earlier.

Testing Procedure when Behavior Contract applies

Drug and alcohol testing will be conducted utilizing the following measures:

1. The student must be tested at an accredited facility. The Nurse will provide a list of approved facilities.
2. The student must fully comply with the testing facility's methods and procedures for collecting samples.
3. The test shall screen for the use of controlled substances or any other controlled substances that are suspected of being abused or used by the student.
4. The student will disclose any prescribed or over-the-counter medications, as well as any dietary habits that could modify testing results.
5. If the accuracy of a positive test is disputed by the student, the student may request a retesting of samples by the facility. Testing done outside the appropriate window of time will not be considered valid.
6. Substance abuse is verified if either: (i) the positive test result is not disputed, or (ii) if the student-requested retest is positive.
7. If the test is inconclusive, the school will require an alternate testing within the next 24 hours. During this time the student may be allowed to attend classes, pending the approval of the Head of School.
8. The testing facility will make a final report of the test results (positive, negative, or inconclusive) and will provide the results to the school Nurse who will report the results to the Director of the Secondary School
9. A student who is required to and submits to drug and alcohol screening will be required to authorize the release of the results to Rochambeau to the attention of the Dean of Students.
10. The cost of all testing will be borne by the student.

Consequences of Violating the Substance Use Policy

Compliance with Rochambeau's substance use policy is a condition of attending school. This policy recognizes that student involvement with alcohol and other drugs can be very

disruptive, adversely affect the learning environment, pose serious health risks to the student user and others, and have a negative impact on community morale. Students who test positive for drug use, or who an investigation reveals to be otherwise in violation of this policy will be subject to disciplinary action, which may, at the discretion of Rochambeau, include the student's immediate suspension or expulsion.

Any student arrested or convicted of violating any federal, state, or local law pertaining to the manufacture, possession, sale, use, or distribution of a drug or alcohol or misuse of prescribed medications must report this event to the Director of the Secondary School within three days of the event.

Students are encouraged to share information related to student health, including risky behavior and possible substance abuse.

After a student tests positive for alcohol or drugs, Rochambeau will provide an opportunity for the student to explain and present medical documentation to support any permissible use of a drug. All such discussions between the student and Rochambeau will be confidential to the extent appropriate under the circumstances.

The failure or refusal of a student or parent to cooperate fully with this policy, to submit to an alcohol and drug test or search under this policy, or to sign a testing consent form, will be considered as the refusal to abide by the school rules and will lead to the student termination of enrollment.

Behavior Contract

In the event that a student is found in violation of the Substance Abuse Policy they may be required to sign a Behavior Contract as a condition for readmission to Rochambeau. This document will serve as a binding contractual agreement between the student, his/her family and Rochambeau while containing specific covenants or conditions governing the student's behavior. These covenants or conditions may include random searches of backpacks, lockers and personal effects, submission to random drug testing, restricted off campus access, participation in a substance abuse program and others. Failure to comply with the conditions of this Behavior Contract could include immediate expulsion whereby any prior agreements both written or verbal will be nullified.

Confidentiality

Rochambeau respects the confidentiality and privacy rights of its students. Accordingly, the results of any tests administered under this policy will be maintained as confidential records with access by only those individuals with a "need to know."

The School will release testing and related records in cooperation with local and state law

enforcement if required. Unless required or authorized by law, testing results and information will not be released to third parties without written consent from the student and or parent.

Voluntary Self-Disclosure

Students who voluntarily self-disclose a substance or alcohol abuse problem to a faculty member, academic advisor, Dean of Students, Director of Secondary School or other Rochambeau staff prior to a positive drug/alcohol test result, and who are willing to enter in and complete an appropriate program of treatment may be granted a medical leave of absence while she/ he undergoes treatment. In consultation with her/his health care provider and school administration, a treatment program will be implemented in coordination with the student's family. Students and their families will be required to sign the appropriate release forms and power of attorney thus facilitating communication between the school administration and the designated health care facility.

Article 16: Academic Honesty Policy for Secondary School Students

Academic Dishonesty: Definition

Students found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct. Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising professional employee, taking into consideration written materials, observation, or information from students.

Behaviors Defined as Cheating (not limited to)

- Giving or receiving information, looking on someone else's paper, or allowing someone else to see one's paper during an exam, test or quiz;
- Unauthorized receipt or distribution of exam, test or quiz contents, materials, or answer key;
- Use of unauthorized resources such as notes during an exam;
- Taking an exam, producing a project, paper or assignment for another student or asking someone to take an exam or produce a project, paper or assignment in the student's place;

- Copying work assigned to be done independently or letting others copy one's work.

Behaviors Defined as Plagiarism

Any misrepresentation of another's work as one's own including copying of sentences, phrases, images, entire essays, passages from an undocumented source, musical scores, and other similar works.

Academic Dishonesty and Consequences

Academic dishonesty will result in academic and/or behavioral consequences.

First Incident

- The student will be denied any "mention" on his report card,
- A grade of zero will be given on the work involved, and the grade of zero will be averaged with the other grades. Detention of 4 hours will be given on Saturday morning. Students will have to work on the consequences of cheating/plagiarism,
- The Dean of Students will be notified of all incidents of academic dishonesty,
- Conferences with the student's parents, the teacher, the Dean of Students and the Head of Secondary.

Second Incident

- The student will be denied any "mention" on his report card,
- A grade of zero will be given on the work involved, and the grade of zero will be averaged with the other grades,
- Other actions as determined by the Dean of Students or Head of Secondary such as assignment or In-School Suspension .

Cheating at a National Exam

In case that a student is suspected of cheating at the DNB or Baccalauréat exam a report is filed to the DNB Jury or the Disciplinary Board that meets in France in the second half of the month of August.

The student runs the risk of

- being given a zero for the specific assignment,
- being denied a "Mention",
- being denied the DNB or Baccalauréat for the current school year,
- being denied the possibility of taking the Baccalauréat for the next 5 years.

The college and university to which the student has been accepted may be informed of the charges that are brought against him/her.

That may result in the college/university withdrawing their acceptance.

Article 17 – Revision of Internal Rules

These internal rules may be modified or supplemented during the school year by the Board of Trustees acting on a proposal of the Head of School. Typically, changes or additions to those internal rules outlined in the student handbook will be presented to the Conseil d'Établissement for review and discussion prior to being proposed to the Board of Trustees and shared with the school community.

Revision of the Student Handbook is an on-going process and will continue through this and on-coming school years.