



ROCHAMBEAU
THE FRENCH INTERNATIONAL SCHOOL

PROCEDURE MAUVAIS TEMPS



INCLEMENT WEATHER PROCEDURE 2026-27

IN-HOUSE POLICY IN CASE OF INCLEMENT WEATHER

□ Decision Delegation

Preamble:

□ SCHOOL CLOSED FOR ONE TO THREE FULL DAYS.

Committee Convening & Thresholds:

□ SCHOOL CLOSED FOR MORE THAN 3 DAYS.

DIVERGENCE FROM MCPS

EVACUATION ROUTE ONLY BUS PLAN

□ MORNING DELAYED START OR SCHOOL CLOSING

□ EARLY DISMISSAL

✓ SCENARIO 1 (Decision before 11:30am for a closing at 1:30pm)

✓ SCENARIO 2 (Decision between 11:30am and 1:30pm for a closing at 3:30pm)

ANNEXE IV

□ Decision Delegation

1. Executive Director
2. Chief Operating Officer
3. Facilities Director
4. Transportation Director

Preamble:

The school will follow MCPS decisions for delayed opening, early dismissal and school closing. The school reserves the right to diverge from MCPS scheduling and consolidate the 5:30 PM dismissal into the 3:30 PM dismissal if an event impacts the late dismissal or if MCPS remains closed for more than three consecutive school days. This policy, along with the evacuation route only bus plan, will be shared with families at the beginning of each school year, as well as early December.

□ SCHOOL CLOSED FOR ONE TO THREE FULL DAYS.

Committee Convening & Thresholds:

In the event of an extended closure, the decision delegation will convene starting the afternoon of each of the closure days at 2 pm to assess the following day's operations

- 1- When Rochambeau anticipates a school closure (due to inclement weather) before 3:00 PM on the preceding day, or on days immediately following an extended winter break, the school will transition to virtual learning for students in Grades 3 through 12. Students in Preschool through Grade 2 will instead have a traditional snow day. This allows Rochambeau to ensure students have the necessary tools for remote learning.
 - a. In-person activities will be canceled.
 - i. The school may transition to limited in-person operations rather than a full cancellation. This allows for the continuation of specific high-priority events, such as pre-scheduled tournaments and enrollment assessments.
 - b. No transportation services will be offered.
 - c. The administrative staff will work from home.
 - d. Hourly personnel will not work as there are no in-person activities and thus won't receive pay on that day. They will be paid for their work time on the subsequent snow make-up day.
- 2- If the closing decision is made after dismissal and students were not provided the tools necessary for remote learning, the students and faculty will have a snow day.
 - a. The school calendar has 3-5 snow built in snow make-up days.
 - b. The administrative staff will work from home. Update exhibit IV .
 - c. Hourly personnel who do not have work will not receive pay on that day. Hourly staff will be paid for their working time on the subsequent snow make-up day.

☐ SCHOOL CLOSED FOR MORE THAN 3 DAYS.

DIVERGENCE FROM MCPS

- 1- DURATION: Has the school been closed for 3 full days? Has the weather event stopped (ie snow has stopped falling)
- 2- CAMPUS READINESS: Are the Forest Road and Maplewood Campuses safe for entry, both on our campuses and the access to campuses (cleared lots and sidewalks with room for 2 way traffic)? Are the buses cleared, and ready to operate safely?
- 3- STAFF AVAILABILITY ASSESSMENT? Report from School Directors on absences.
- 4- TRANSIT SAFETY: Transportation Team test runs the routes. If neighborhood side streets are impassable (leading to MCPS closure), can Rochambeau safely operate using the Evacuation Route Only Bus Plan?

EVACUATION ROUTE ONLY BUS PLAN

- 1- ACTIVATION: This plan is triggered by the Executive Director after consultation with the Chief Operating Officer and the Transportation Manager
- 2- SERVICE LIMITATION: Buses will not enter side streets, cul-de-sacs, or narrow residential roads.
- 3- PICK-UP/DROP-OFF: Parents will be required to bring students to designated stops located only on major "Evacuation Routes" or primary thoroughfares.
- 4- COMMUNICATION: If this plan is active, the emergency message (SMS/Email) will specifically state: "Rochambeau is Open - Evacuation Route Bus Plan in Effect."

☐ MORNING DELAYED START OR SCHOOL CLOSING

In case of delayed start or school closing as announced by Montgomery County Public Schools on the day of:

1. The Facilities Director
 - ✓ Notify the Executive Director of decisions by 5:00 AM on event day, or immediately if decided the day prior
 - ✓ Contacts the Transportation Director to notify bus drivers and bus monitors
2. The Executive Director
 - ✓ Sends an emergency message (text + Email) to all staff and parents.

☐ EARLY DISMISSAL

In case of early dismissal as announced by Montgomery County Public Schools, or upon a decision of the Executive Director (after consultation with the transportation department)

1. The Executive Director (or the next designated authority)
 - ✓ Informs all School directors and all campuses secretaries (vie scolaire) in Forest Road and Maplewood
 - ✓ Sends an emergency message (SMS + Email) to all staff and parents
2. The School Directors
 - ✓ Inform the teachers using the PA system
3. The Transportation Director
 - ✓ Informs the bus drivers

4. The Directors (Primary and Secondary) get a team together (administrative and teaching staff) to manage the early departure (phone calls, supervision, SchoolPass updates...)

Students will use their default dismissal for snow/inclement weather days.

✓ **SCENARIO 1 (Decision before 11:30am for a closing at 1:30pm)**

Bus departures as follows

- Forest Rd shuttles departure at 1:30pm
- Maplewood departure at 1:40pm

The student pick-up by parents happens between 1:30 and 1:45pm on both campuses.

✓ **SCENARIO 2 (Decision between 11:30am and 1:30pm for a closing at 3:30pm)**

Bus departures as follows

- Forest Road Shuttles departure at 3:30pm
- Maplewood departure at 3:40pm

Student pick-up by parents happens on both campuses at 3:30pm.

□ **Administrative staff** is asked to go to Annex I for the inclement weather policy, which concerns them.

ANNEXE I

School Weather Status	ADMINISTRATIVE OFFICES STATUS
School Opening Delayed	Administration personnel have the corresponding delayed start time.
School Closed	Administrative personnel work from home in the event of inclement weather. If inclement weather is forecasted the day before, administrative staff will take their professional laptop home so they can work from home. If they prefer to take a snow day or cannot work from home, they will have to notify their supervisor and put in a leave request in the school time management system. They can use vacation leave.
Early Dismissal – Afternoon Closure	All administrative personnel must remain at work until students have been dismissed and have left the campus. Depending on the weather conditions, administrative personnel will be allowed to leave early once all students have departed.