

## LYCEE & HIGH SCHOOL DORMITORY REGULATIONS 2023-2024

Dorm life offers a unique social environment that comes with its own challenges and benefits. In order for our students to be successful in school, and to grow intellectually and socially, we have set up a system that will help them reach their potential. Therefore, for the benefit of the students, the school has established the following expectations.

### ✓ **Article 1: Inspections**

A check-in/out inspection and inventory is made of all rooms and common areas at the beginning and end of the school year/semester by the dormitory staff. Any damage to school property will be charged to the student's family. **A room key is given to each student at the beginning of the year. The cost of replacing this key is 150 €.**

### ✓ **Article 2: General behaviour**

Rules that are applicable throughout the school campus are likewise enforced in the dormitory. All boarding students are subject to the Notre-Dame Les Oiseaux dormitory rules, many of which are mentioned in the student handbook. We want to draw particular attention to the following:

**Respect for oneself, for others, and for the institution.** Students must be polite and well-behaved at all times. Students must always be respectful towards each other, both on campus and in the surrounding area. They must behave appropriately with all school personnel, and especially towards the group of supervisors under the authority of the dormitory director and Nacel staff.

**Clothing & Dress.** All clothes must be clean, decent, and conducive to the school learning environment. Dirty, torn, revealing, or clothes with holes are not acceptable. If a student's attire is inappropriate, it will be brought to the attention of the headmistress.

**Bathrobes are mandatory to circulate in the corridors when you go or come back from the shower.**

**Energy drinks.** By law, all sale and consumption of energy drinks (e.g., Red Bull, Monster, Rockstar, etc.) are prohibited on school campus (cf. circulaire no 2008-229 of 11/07/2008).

### ✓ **Article 3: Tobacco, alcohol, and toxic substances**

The French anti-smoking law bans smoking on all school campuses (2006-1386 Decree of 15 November 2006) and is enforced at NDO. Failure to respect the ban on smoking in school facilities or grounds will result in sanctions. This also includes the use of electronic cigarettes.

Any consumption, trade, or possession of drugs, alcohol, or other intoxicating substances may result in IMMEDIATE DISMISSAL. This sanction is applicable to any person who has facilitated, by any means or at any time whatsoever, the introduction and/or consumption of alcohol or tobacco within the campus, or of any other produce described as a narcotic by French law.

✓ **Article 4: Cell phone and technology use**

The use of cell phones, headphones, games, electronic consoles, and any other connected devices is only allowed outside of school buildings from 08:30 to 17:30. However, the use of these devices is allowed when students are under the responsibility of the dormitory staff, under the following conditions:

- Permitted in the dormitory, with the exception of the study room, from 17:30 to 22:30.
- Not permitted in the dormitory from 22:30 to 07:00.

However, please note that the use of cell phones, computers, and tablet devices before 22:30 is only allowed as long as it does not interfere with schoolwork or disturb other boarding students. Abuse of these devices and irritating others with loud conversations will not be tolerated and could result in the device being confiscated.

Portable speakers are prohibited from campus (throughout the grounds and in any buildings and facilities).

If these rules are violated, the devices will be confiscated for a period of 5 days and then returned by the dormitory director.

✓ **Article 5: Losses and theft**

Without waiving its educational role, the school cannot accept responsibility for the valuables (e.g., jewellery, credit cards, cell phones, etc.) or money that students bring to school. Students are responsible for the supervision and security of their personal property.

✓ **Article 6: Meals – Dinner and breakfast**

Students take their breakfast, afternoon snack, and dinner in the school cafeteria at predetermined times, which must be respected. The following menus are examples of the types of food to expect for breakfast, the afternoon snack, and dinner.

**Breakfast (07:00 – 08:00):** Cereals, bread, pastries, yogurts, jam, fruit, tea, hot chocolate.

**Afternoon snack (16:30 – 17:30):** Cakes, juice, fruits, milk, pastries.

**Dinner (19:00):** Food is cooked onsite, and is balanced and varied. Starters – Salads, deli meats, soups, etc. Hot plates – Meat or fish with vegetables and starch, or hamburger, or Pizza. Desserts – Cheese and sweet treats.

Food and drink are not to be consumed in bedrooms or the hallways of the dormitory.

Food is not to be stored in bedrooms, except for some non-perishable products (in small quantities) and water. Takeout food from restaurants is not permitted in the dormitory. These rules are in place for hygiene and health reasons.
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✓ **Article 7: Bedrooms**

**Safety and security.** For safety reasons, coffee makers, electric kettles, refrigerators, microwaves, iron electric heaters and other electric appliances are not allowed in the bedrooms. If these types of items are found in the dormitory rooms during mandatory routine inspections, the staff will confiscate them. Bedrooms are reserved for individual study and rest, and are not places for gathering and entertainment.

In the event of a fire alarm, all students must IMMEDIATELY evacuate the building regardless of the time. To practice evacuation procedures, fire drills will be held each semester in the evening. Any false activation or tampering with the fire alarms or smoke detectors will result in disciplinary action, up to and including dismissal.

All students must turn off their lights and close their windows before leaving their room for the school day.

**Animals.** For sanitary reasons, it is prohibited to have animals in the dormitory.

✓ **Article 8: Packing**

Students should bring enough clothing to last two weeks. However, please note that space is limited in the dorms, and so students should pack accordingly. A bathrobe and slippers must be worn to and from the showers.

✓ **Article 9: Dormitory schedule**

The daily schedule for weekdays (Monday to Friday) is as follows (the weekend schedule is communicated separately):

- 07:00** - Wake-up (No showers before 06:45).
- 07:00 - 08:00** - Breakfast.
- 08:25** - All students leave the dormitory. Students report to their classes by 08:30, prepared for the entire school day. In case of illness, students report to the infirmary at 08:30.
- 08:25 - 17:30** - ***The dormitory is locked. If teachers are absent at 17:30, the dormitory will remain closed and students will go to the study room or the "Centre de Documentation et d'Information" (CDI).***
- 16:30 - 17:15** - Students are permitted to go off campus at this time. The CDI is open for quiet study time (most days).
- 16:30 - 17:30** - The afternoon snack is served in the cafeteria.
- 17:30 - 19:00** - Activities OR study time. Study time in bedrooms, or supervised study time for students requiring extra structure.  
**Every Tuesday from 6 p.m. to 7 p.m. possibility to join a French boxing club on campus.**
- 19:00 - 19:30** - Dinner and free time (in the cafeteria and the permitted areas of campus).
- 19:30 - 21:30** - Second study time or free time inside the dormitory.
- 21:30 - 22:30** - Students enjoy quiet time inside their rooms.
- 22:30** - Technology black out. No more use of cell phones, computers, or tablet devices.
- 23:00** - Lights out (22:30 on Sundays).

**Suggested activities for free time:**

- Movie night.
- Board games.
- Organized sports or pickup games in the park or gym.
- Walk or jog in the park.

**Off-Campus activities (with parental authorization).** There is a public swimming pool within walking distance of the school. Several organizations in the area offer activities for students to get involved in, including music lessons, sports, horseback riding, and sailing. Arrangements can be made for students to participate in these activities at the student's expense. Most activities are within walking distance or accessible by bus. Students are responsible for their extra-curricular transportation costs. Activities must be scheduled to allow students to be back in their rooms by curfew. All off-campus activities must be approved by and coordinated with the assistance of the dormitory staff.

**Students are permitted to leave the campus during weekdays from 16:30 to 17:15. Students who return late (i.e., after 17:15) will not be permitted to leave campus the following day(s).**

✓ **Article 10: Health issues**

Any and all health problems and treatments must be reported to the nurse, the dormitory director, and mentioned on the medical information sheet (confidential medical information can be sent in a sealed envelope to the school nurse).

All medicines must be taken either in the infirmary or in the dormitory director's office. Students must not keep any medicines in their rooms. For international students who are undergoing treatments, a prescription of less than 3 months old, translated entirely in French, must be presented. If necessary, a student's legal representatives (i.e., parents or legal guardian) can submit a "Projet d'Accueil Individualisé" (PAI) issued by a French doctor. If an action plan has already been elaborated (not older than 6 months) in the origin country, a translated and authenticated copy must be provided.

In order to leave the campus due to illness, a student must have seen the school nurse or the dormitory director, who will notify the student's legal representative and the headmistress. For a weekday minor boarders, if a return home is necessary, their legal representative must collect them from the school as quickly as possible.

**Warning.** For weekday boarders, please note that the school cannot allow a sick student, or one with a fever, to enter the dormitory at the beginning of the week. **Sick students who arrive at the dormitory risk being sent home immediately.**

✓ **Article 11: Weekend departure on Friday**

With the exception of students registered for seven-day boarding, dormitory students do not have the possibility of going upstairs on Fridays after class. They must organize themselves in the morning and deposit their luggage in the room indicated by the dormitory staff.

No authorization or permissions will be granted to allow weekday boarders to stay on school premises.

*Only seven-day boarding students are permitted on campus and in the dorms between 17:30 on Friday and 19:00 on Sunday.*

✓ **Article 12: Correspondence with dormitory students**

Mail is delivered every day to the dormitory. Correspondence should be addressed as follows:

[Student name] – internat

Notre Dame Les Oiseaux (programme NDIHS)  
106 Grande Rue  
78480 Verneuil-Sur-Seine

✓ **Article 13: Absence**

All absences from the dormitory for any reason, including illness, must immediately be communicated to the dormitory director by telephone or email:

**Dormitory director** - Mrs. Dorothée ELSNER  
**Telephone** - +33 (0) 6 70 50 26 70 or +33 (0) 6 34 91 67 00  
**Email address** - [d.elsner@ndoverneuil.fr](mailto:d.elsner@ndoverneuil.fr)

✓ **Article 14: End of year departure**

All dormitory students must check-out and leave the dormitory no later than the official exit date at the end of the school semester/year (depending on their enrolment). These dates are communicated on the school calendar.

The school does not store returning student belongings over the summer. It is the responsibility of each student to make arrangements for their excess luggage prior to their departure.
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✓ **Article 15: Additional information**

**Reception of dormitory students.** For all boarding students, arrival day is **Sunday, September 3, from 14:00 to 18:30**. For the arrival day only, it will be possible to enter the campus by car. The dormitory staff will welcome the dormitory students and their parents.

**Vehicle Access.** Families who drive their child to the school on Sunday evenings are not allowed to bring their car into the campus for safety reasons. Access by car to the dormitory building is only possible on the official arrival day and departure dates.