

BOARDING FACILITIES REGULATIONS

The boarding school offers a framework conducive to regular work with an adapted daily rhythm. It is a place of community life that allows everyone to "live well" and flourish. Everything is organized to meet the needs of the high school students. It is also a space for learning about autonomy, responsibility and group life. Acceptance of the rules, self-restraint and conscientious behaviour are essential to the success of this project. This regulation applies to all activities organized by the boarding school. It completes and specifies, for boarding students, the internal regulations of the Lycée.

ART 1. STATE OF FACILITIES

An inventory of the rooms and common areas will be carried out at the beginning and end of the school year in the presence of the students and the legal guardian (the student and his or her legal guardian will sign the form at the beginning of the school year and at the time of departure). Any damage observed will be subject to the cashing of the deposit cheque requested from families on the day of the start of the school year and any additional invoicing. A personal key will be given at the beginning of the year against a deposit check for €150 made out to the Association Notre Dame de Verneuil.

ART 2. GENERAL BEHAVIOUR

The internal regulations of the Lycée Notre-Dame "*Les Oiseaux*" apply to the boarding school and in particular article 2 "General behaviour", some elements of which are recalled:

Respect for oneself, for others and for the school institution: Students must be polite, well-behaved and respectful. In particular, they are required to have a correct and reserved attitude towards each other, both in the establishment and in its immediate surroundings. They must behave correctly and respectfully with all the staff of the establishment, in particular all the educators placed under the authority of the Head of the Boarding School.

"Energy" drinks: All sale and consumption of "energy" drinks are prohibited in the establishment (see circular no. 2008-229 OF 11/07/2008).

Tobacco, alcohol and toxic substances: The decree of the anti-smoking law prohibiting smoking in schools (decree 2006-1386 of 15 November 2006) is applied in the school. In the event of non-compliance with the smoking ban in the establishment and in the park, sanctions will be taken accordingly. This ban also applies to electronic cigarettes. Any use or possession of drugs, alcohol or toxic substances is punishable by immediate dismissal. This sanction is applicable, independently, to any person who has facilitated, by any means and at any time whatsoever, the introduction and/or consumption, within the perimeter of the establishment, of alcohol, tobacco or any other product qualified as a narcotic by French legislation.

Respect for material goods: Everyone is required to take care of the premises, furniture, teaching materials and any property made available in the school. Respect for common goods contributes to a pleasant and secure living environment for all. Any damage, whether voluntary or not, engages the responsibility of the student.

Attire: Clean, decent and appropriate attire for the school context is required. Clothes with holes, damage, sports clothes outside of PE class, shorts, revealing outfits, unorthodox hair styles and colours, piercings and headgear are prohibited.

Prohibitions: Chewing gum, dangerous objects (cutters, knives, etc.), food and drinks (except in the cafeteria and cafeteria) are prohibited in class and in the corridors.

Mobile phones and any connected object: The use of mobile phones, walkmans, games or electronic consoles, gadgets, handheld messengers, computers and any connected device, is only allowed **outside the buildings from 8:30 a.m. to 5:30 p.m.** (see high school internal regulations) but is allowed when students are under the responsibility of the boarding school.

Mobile phone:

- from 5:30 p.m. to 10:30 p.m. can be used on the boarding school premises with the exception of the study room
- from 10:30 pm to 7:00 am: Stop

Portable speakers are forbidden in the establishment (park and buildings). In the event of non-compliance with the regulations, the devices will be confiscated for five working days and returned by the Boarding School Manager.

Loss and theft of objects: Without renouncing its educational role, the School cannot accept responsibility for valuables (jewellery, cheque book, bank card, mobile phone, etc.) and sums of money that the student may bring. Students are responsible for the supervision and security of their personal property.

Meals: Dinner and Breakfast: Students will have their meal, dinner and breakfast, in the school restaurant in accordance with the hours below (Art 5). Food and drinks cannot be consumed in the rooms and hallways.

ART 3. ROOMS

3.1 Security: In the rooms, for safety reasons, it is strictly forbidden to bring or use: coffee maker and kettle, refrigerator, microwave, fan and heaters, iron (multi-sockets and extension cords). Diffusers and incense are to be avoided. The managers reserve the right, during mandatory and frequent checks, to confiscate all these devices. The rooms are reserved for personal work and the rest of the boarders. They are not places for meetings or entertainment. In the event of an alarm, regardless of the time, students must leave the premises immediately. In addition, a drill to evacuate the premises will take place every quarter, during the night. Any unjustified activation of the fire alarm and the obstruction of the smoke detectors will necessarily result in a penalty. Each student must make sure to turn off the lights and close the windows of his room before leaving the premises.

3.2 The head of the boarding school, accompanied by an educator, will be able to carry out a random check of the room and in the presence of the intern. The rooms cannot be locked during the night.

3.3 For health reasons, it is forbidden to have animals at the boarding school.

ART 4. TROUSSEAU

The student must bring enough clothes, a bathrobe (MANDATORY) for the shower and slippers as well as the mattress protector, fitted sheets, duvets and pillows (bedding 0.90 x 1.80m), 2 sets of mandatory sheets to be changed every fortnight.

ART 5. ORGANISATION OF DAILY LIFE

TIMETABLES:

- ❖ Wake up from 7:00 a.m.
- ❖ Breakfast between 7:00 and 8:00 (showers are not allowed before 6:45 am)
- ❖ 8:20 a.m.: **All students must leave the boarding school.**
- ❖ **Classes at 8:30 a.m. sharp**, any repeated tardiness will be sanctioned (see the school's internal regulations)
- ❖ In case of illness, students are welcomed in the infirmary from 8:30 a.m.
- ❖ **Floors closed between 8:20 a.m. and 5:30 p.m.**
- ❖ In the event of a teacher's absence, the boarding school will remain closed. Interns must contact the level educators who will be responsible for directing them to the study room or to the CDI, for safety reasons in the absence of the supervisory team.
- ❖ 4:30 p.m.-5:30 p.m.: snack and relaxation in the self-service restaurant
- ❖ 5:30 p.m.: Must present yourself at the opening of the boarding school.
Free time, sports activities or studies.
- ❖ Dinner at 19:00/19:30 followed by free time until 19:50
- ❖ From 8:00 p.m.: Compulsory and supervised study in the room or in the foyer.
- ❖ From 9:30 p.m. to 10:30 p.m.: Everyone goes to their room, alone, to study or rest.
- ❖ 10:30 p.m.: silence, respect for everyone – Phones, computers, iPads are stopped.
- ❖ 11:00 p.m.: lights out.

ACTIVITIES OFFERED DURING FREE TIME:

- ❖ Movie night, board games
- ❖ Sports activities in the establishment and participation in a sports club in Verneuil, **twice a week maximum**. The return to the boarding school must be at 6:50 p.m., before dinner at the cafeteria. (Exception for the practice of a sport in a club)

With the parents' permission, boarders have the opportunity to go out 45 minutes after classes every day of the week. Any delay in returning from this free time will result in its cancellation on the following days.

Health problem: Health problems and treatments must be reported to the nurse, the person in charge of the dorm and mentioned on the medical information sheet (confidential medical information can be sent in a sealed envelope to the nurse of the establishment). Medication must be taken either in the infirmary or in the office of the person in charge and must not be kept in the rooms. For foreign students, in the event of treatment, a prescription of less than 3 months is requested, translated entirely in French, legal representatives can apply for a PAI.

To leave the school in case of illness, the student must have seen the nurse or the person in charge of the boarding school, or in their absence the person in charge of school life, who will notify the family and the person in charge of the level concerned. For a minor student, if a return home is necessary, the legal guardians must come and pick them up, as quickly as possible from School. Please note that we

cannot welcome a sick or feverish student at the beginning of the week at the risk of returning home immediately.

Weekend departure on Friday & accessibility of boarding buildings: Boarding students can return to the school on Sunday evening from 7 p.m. to 8:30 p.m., with the authorization of the head of the school, or on Monday morning during their first hour of class.

Interns do not have the opportunity to go back upstairs on Fridays, after classes. They must organize themselves to drop off their luggage in the morning in the room indicated by the educators of the day school. No authorization or exemption will be granted to boarders to remain on the premises of the boarding school.

ART 6. CORRESPONDENCE WITH INTERNS

Mail is delivered to the boarding school every day. The use of a mobile phone, computer and/or tablet is possible on the sole condition that it does not encroach on the time reserved for school work (any abusive use that is embarrassing to those around them, beyond 10:30 p.m., will result in the confiscation of the device).

ART7. ABSENCES

Any absence due to illness or other must be immediately reported to the Boarding School Manager (by calling 06 70 50 26 70 or 06 34 91 67 00, or by leaving a message at this number) or by email at the following address: *m.bender@ndoverneuil.fr* as well as to the BVS.

ART8. OFFICIAL EXIT OF THE INTERNS

Interns must vacate their rooms on the day of the official discharge (end of classes). This date will be communicated to you on the calendar for the last quarter. Only the final year students will have the opportunity to stay at the boarding school to revise during the week before the baccalaureate exams, knowing that the boarding school premises will be closed during the day (8:30 a.m. to 5:30 p.m.). During this time slot, interns will be welcomed either at the CDI or at Info Avenir to revise. The Terminales will have to leave their room definitively on the same day as the end of the baccalaureate exams. If these rules of life impose obligations, they consolidate, as the days go by, a community bond and help the young person to build himself at his own pace.

INSTRUCTIONS TO PARENTS OF BOARDERS

1. RECEPTION OF INTERNS

On the first day of the school year, it will exceptionally be possible to enter the park by car. The boarders and their parents will be welcomed by the Head of the student and high school hostel, Mrs. Marie BENDER.

2. VEHICLE ACCESS:

Families who come to drive their child on Monday morning are not allowed to bring their car into the school for safety reasons. Access to the boarding building by car is only possible on the day of the start of the school year in September and on the day of the official discharge (end of classes).

These rules are renewed each year from the student's entry into the school until the end of his or her schooling.

Mrs. BENDER
Head of the Boarding School

M. LESAGE
Head of school