

# NOTRE-DAME

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International High School



**Student Handbook  
Policies & Procedures  
2023-2024**

Notre-Dame International High School (NDIHS) is an international program of Notre-Dame “Les Oiseaux” (NDLO) offering the American curriculum. NDIHS is accredited through NCA CASI, NWAC, and SACS CASI, all of which are accreditation divisions of Cognia.

NDIHS is an ‘hors contrat’ program of NDLO, meaning we are not offering the French baccalaureate and do not follow the program required by the French education ministry. The policies and procedures contained in this handbook represent the framework and expectations specific to NDIHS. The students, staff, and families of Notre-Dame International High School are expected to create a rich, open-minded, and exciting community in which to learn and work.

The rules and regulations of the NDLO community are found in Appendix A at the end of this handbook.

## *Mission Statement*

NDIHS prepares students for professional success in the global community and equips students with the tools to become lifelong learners by fostering the development of critical thinking and communication skills through inquiry and collaboration as they gain a strong sense of personal and social responsibility. We encourage students to grow in their compassion for others, appreciate and respect other cultures, learn environmentally sustainable practices, recognise the value of different viewpoints and work towards a more peaceful world grounded in intercultural understanding.

## *Curricular Goals*

Students will demonstrate proficiency in the NDIHS curriculum by:

- Producing high-level work that prepares them for higher education or professional life;
- Demonstrating effective problem-solving skills in various settings;
- Integrating and applying the knowledge and experience gained in all subject areas;
- Gathering, analyzing, and interpreting information gained from research, prior learning, and different world perspectives.

Students will develop and refine their intercultural thinking skills by:

- Learning to understand the viewpoints of others and allowing this information to shape their own perspective of the world;
- Challenging their personal biases and beliefs through the examination of other worldviews;
- Using knowledge and critical thinking to develop educated positions on topics and issues that will improve their interactions with others.

Students will demonstrate their ability to communicate effectively within an intercultural setting by:

- Improving skills in oral and written language;
- Expressing thoughts and ideas with clarity, purpose, and cultural awareness;
- Recognizing, analyzing, and evaluating various methods of verbal and nonverbal communication;
- Developing mastery of English (or another world language), to be successful in postsecondary studies.

Students will exhibit personal and social responsibility by:

- Practicing personal and academic integrity;
- Accepting, appreciating, and understanding human diversity as it relates to themselves and others;
- Developing cultural skills such as mindfulness, empathy, self-reflection, and patience in uncertain situations
- Understanding the impact of their actions and those of others (individuals and groups);
- Appreciating the value of learning and taking an active role in their education.
- becoming an active participant in the Notre Dame Les Oiseaux community.

# *Academics & Curriculum*

Notre-Dame International High School offers students the opportunity to earn credits toward an American diploma.

Teachers and facilitators use a combination of traditional classroom teaching and project-based teaching techniques. Parents and host families are encouraged to contact school administration or teachers whenever they wish to discuss their student's performance or any other school-related issue.

## **Graduation Requirements**

Notre-Dame International High School's graduation requirements are designed to meet Minnesota state standards and entry requirements for a wide range of colleges and universities. Students who meet the below requirements may be awarded a NDIHS diploma at the successful completion of twelfth grade:

- At least 2 semesters at NDIHS **and** a total of 8 semesters in grades nine through twelve (or equivalent)
- A minimum of **48 semester credits** (or equivalents) earned in grades nine through twelve. These 48 semester credits must also satisfy the specific departmental requirements described below.

Language Arts	8 semester credits
Mathematics	6 semester credits
Social Studies	7 semester credits (including course topics in U.S. history, world history, geography, US government, and economics)
Science	6 semester credits (2 must be in biology)
Physical Education	2 semester credits
Fine/Performing Arts	2 semester credits
Foreign Language	6 semester credits (4 must be in the same language)
Elective	11 semester credits

Students are individually responsible for ensuring that they are meeting the requirements necessary for graduation. A counselor or administrator will monitor each student's records at the start of each school year. Any student who has a question regarding graduation status should contact a counselor or administrator.

By enrolling in NDIHS, students accept the course offering given to them based on what is available. All students must have a full schedule.

## **Advanced Placement**

To provide students with additional challenges, NDIHS offers several Advanced Placement (AP) courses. These courses allow students to explore subject matter at an accelerated level. The AP exam for each course is administered in May of each year and externally graded by the College Board™. **All students enrolled in an AP class are encouraged to take the AP exam in the spring.** Preparing for and taking this high-stakes academic test will prepare each student for the rigor they will face at the university level. **Student fees covering the cost of the AP exam and supporting materials are billed separately.**

Colleges and universities around the world award college credit for qualified AP exam scores. All students who earn a C or better in an AP course will receive a 5% increase in their final percentage grade for that particular course each semester. This results in an increase in the student's overall GPA. **Please note: NDIHS does not elevate GPAs above 4.0.**

### Grading System

Notre-Dame International High School grades on an A-F scale. The school will use a variety of measures including classroom and standardized measures to document the success of students. Teachers will assign letter grades to students as per the below table:

All non-AP courses			AP courses		
Grade	range	GPA	Grade	range	GPA
A+	97-100%	4.0	A+	92-100%	4.0
A	94-96%	4.0	A	89-91%	4.0
A-	90-93%	3.7	A-	85-88%	3.7
B+	87-89%	3.3	B+	82-84%	3.3
B	84-86%	3.0	B	79-81%	3.0
B-	80-83%	2.7	B-	75-78%	2.7
C+	77-79%	2.3	C+	71-74%	2.3
C	74-76%	2.0	C	68-70%	2.0
C-	70-73%	1.7	C-	66-69%	1.7
D+	67-69%	1.3	D+	62-65%	1.3
D	64-66%	1.0	D	58-61%	1.0
D-	60-63%	0.7	D-	54-57%	0.7
F	0-59%	0.0	F	0-53%	0.0
I	incomplete	0.0	I	incomplete	0.0

Percentages are rounded to the nearest point in the calculation of grades. NDIHS does not report class ranks.

During the first week of school, teachers will explain their individual grading policies. All assignments must be completed before the last day of the semester. No further work will be accepted after grades are finalized.

Cumulative grades, in the form of a report card, are available two weeks after the end of each semester. Assignment grades and attendance can be viewed in Managebac: <https://ndihs.managebac.com/login>.

## Homework

Homework is an extension of classroom learning; it reinforces classroom instruction and it is important for academic success. Students are expected to complete homework properly and on time. The amount of homework will vary with grade, subject, and student work habits. Parents and host families are encouraged to communicate with their students to ensure that homework is manageable and up to date. Ultimately, the responsibility for meeting homework demands rests with the student.

## Assessment

Teaching, learning and assessment are interconnected in each class at NDIHS. Assessment takes the following forms:

**Pre-Assessment** takes place at the beginning of a course or unit of study to gauge prior knowledge. Pre-assessments, while they may be graded, do not figure in student's grade calculations.

**Formative Assessment** is used throughout the units of instruction by teachers to guide and inform present and future instruction. Formative assessment may take the form of question & answer, homework, group work, reflections, observations, etc.

**Summative Assessment** provides students with an opportunity to demonstrate mastery of the material taught at the end of a lesson or unit. Summative assessments include written and oral tests, reports, case studies, research papers, and semester or final exams.

**Final Exams** will take place at the end of each semester. All students are required to participate in final exams. Students with conflicts due to multiple courses must schedule an alternative exam time with the teacher.

**Assessment Weighting:** Semester finals are worth 25% of a student's grade with other summative and formative assessments accounting for the rest.

Late work is not accepted without prior teacher authorization, at the teacher's discretion. All incomplete assignments will otherwise be graded as a zero.

## Academic Intervention

If a student demonstrates unsatisfactory academic progress, they will meet with their administrator or their AP Coordinator. They will assist the student in developing a student success plan. A report of the plan is kept on file at NDIHS to track future progress.

A plan for success may include the following:

- recommendation of outside tutoring
- meeting outside of class time with teacher
- student assigned to supervised evening study hall
- meeting with the student/parent(s)/school counselor
- limitation of participation or exclusion from athletics or extracurricular activities

## Academic Probation

A student may be placed in academic probation if the student earns a mid-semester or final semester grade below a D- in at least three subjects. Students who are placed on academic probation must meet with teachers and administrators to address the deficiency and develop a plan for success. A student who remains on academic probation for two or more consecutive semesters may not be invited to return to NDIHS.

## **Attendance Policy**

All students are required to be present and on time for all registered academic classes. Attendance will be recorded at the beginning of each class period any students not present will be marked absent. Any student thereof that arrives after attendance will be marked late.

Five tardies will result in an academic detention during school hours.

Ten tardies will result in an in-school Saturday detention.

All tardies must be cleared with the BVS (Bureau Vie Scolaire) before entering class.

Failure to attend any quizzes, tests or exams will result in an automatic zero until the assessment is made up. Opportunities for retakes are provided Saturday mornings outside of academic school hours. Retakes may differ from the original under the discretion of the teacher.

## **NDIHS Academic Integrity Policy**

Cultures around the world have different ideas about what is considered academic integrity and dishonesty in school. Academic integrity is based on the expectation that students present their own work to earn their grades. Students are responsible for learning, understanding, and following NDIHS guidelines related to Academic Integrity.

Academic dishonesty is not tolerated at NDIHS. It is the responsibility of the school community to educate students on academic integrity. As partners in education, parents are expected to aid in holding students accountable to this policy.

Examples of academic dishonesty include, but are not limited to, the following:

- Turning in work that is not your own.
- Plagiarism (including copying from the internet).
- Collusion-copying the work of others or allowing others to copy your work.
- Sharing or acquiring test information from another student.
- Using cheat sheets for exams (except as allowed by teachers).

Plagiarism is using another person's words or ideas without giving credit to that person. Plagiarism is a concern when presenting work that requires research. Plagiarism includes, but is not limited to, the following:

- Using another person's words as your own (with or without that person's consent).
- Buying a paper online.
- Copying from written sources without proper citation.
- Copying and pasting from online sources without proper citation.
- Failing to identify quotations in a paper.
- Changing words but copying sentence structure from another source.
- Copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not.
- Using pictures, data, graphs, etc. without proper citation.
- Citing sources incorrectly.

Careful note taking during research will help avoid unintentional plagiarism. If students have questions about plagiarism, there are a variety of resources they may use to better understand this topic. Students should talk with their teacher about specific assignments in question. Also, students should speak with their English teachers or librarians as they are experts in documentation. Finally, there are countless online resources to help students understand and avoid plagiarism, e.g. Purdue OWL (Online Writing Lab).

All teachers may use anti-plagiarism software as one tool to detect possible issues with academic integrity.

Students who violate academic integrity shall, after due process, be subject to failure on assignments and examinations, failure in courses, and suspension or dismissal as follows:

- First reported violation of the academic honesty policy results in a grade of 0 on the assignment and a formal warning.
- Second violation will result in a 0 on the assignment and academic probation.
- Third violation will result in loss of credit, a final grade of F reported on the transcript, and may result in further disciplinary action up to and including dismissal from school.
- Cheating on a final exam or final project will result in a final grade of F reported on the transcript further disciplinary action, up to and including dismissal from school.

## **AI Policy**

Use of AI (Artificial Intelligence) in school. AI refers to the use of artificial intelligence (AI) and machine learning algorithms to assist humans in performing various tasks.

AI can be a valuable tool in education if used in a responsible and ethical manner. By following these guidelines, we can ensure that AI enhances our learning and teaching experiences without compromising academic integrity or violating ethical principles.

### 1. Limitations on the use of AI:

While AI can be beneficial in many ways, we recognize that it also has limitations. To prevent over-reliance on AI, students should use AI as a tool to supplement their learning, rather than a substitute for critical thinking and problem-solving skills. Therefore, students are prohibited from using AI on assignments, tests, or exams without the explicit permission of their teachers. Such behavior will be considered as academic dishonesty and will result in disciplinary action, including a reduction in grades or suspension from school.

### 2. Responsible use of AI:

We believe that the responsible and ethical use of AI is essential for maintaining academic integrity and ensuring a fair learning environment for all students. The use of AI is permitted only under the conditions outlined in our school's policy, and any misuse of AI may be considered plagiarism. We expect all students to uphold our school's values and academic standards by using AI in a responsible and appropriate manner. This means that students should use AI to gain a deeper understanding of the concepts and materials covered in their classes. We also ask that all members of our school community respect the work of others and not use AI to access or distribute unauthorized information.

## **Academic Transcripts**

Transcripts are an official record of courses taken and grades earned while at NDIHS only. All courses, regardless of grade earned, appear on the transcript with a grade reported for each semester. Grades for courses taken at previous schools do not appear on NDIHS transcripts.

Academic transcripts are available after graduation or departure from school. Transcripts can be downloaded under the student's profile on ManageBac. Transcripts can be notarized for a cost of 120€.

### **Special Educational Needs**

Before accepting a student with special educational needs, the school will consider whether suitable arrangements, for both teaching and assessment, can be made for that student.

While Notre-Dame International High School does not provide special education services, we will provide reasonable classroom accommodations to students who have been diagnosed with a learning disability by a medical specialist within the last six months. Examples of reasonable accommodations include, but are not necessarily limited to, the following:

- Extended time on tests.
- Preferential seating.
- Clarification of test directions and items.

Documentation of diagnosis and education plan recommendations must be kept on file in the school office and updated as determined by the educational psychologist filing the report.

Notre-Dame will also work with families regarding special education referrals and identifying local service providers.

### **Student Accounts**

All students pay a fee with their tuition at the beginning of the year to cover miscellaneous charges including supplies, library subscriptions, standardized testing, lab and IT fees, and some school and class excursions.

Additional charges may be incurred throughout the year and may include school, class or club trips, exam fees, transcript and graduation charges, consumable books and materials, replacements for lost keys, damaged or lost books, lost or damaged school property, etc. These additional charges are billed and payable directly to NDIHS. Payments can be made in cash, by French cheque, or wire transfer.

Students will be issued textbooks and other classroom materials for select courses. Students are expected to return these books and materials in good, usable condition, or pay for their replacement.

### **Responsibilities of Parent/Guardian/Host Parent**

Parents or legal guardians have the legal responsibility for the behavior of their children as determined by law and community practice. Parents/guardians/host parents are expected to exercise the required controls so that their student's behavior will be conducive to the development of self-discipline and the educational progress and will not be disruptive to the school's educational program.

Since cooperation between parents and school is essential in assisting students to work to the best of their ability and benefit from a positive school experience, parents/guardians/host parents have a responsibility to help maintain communication with the school by participating in school community activities, attending scheduled individual conferences of the headmaster or faculty, and bringing matters of concern to the attention of the faculty and/or administration.

**Should a student be dismissed from Notre-Dame International High School for any reason, any paid tuition is forfeited.**



## ***Student Services***

Notre-Dame International High School believes student development is enhanced through career and educational planning. To foster such planning, all students are assigned an advisor at the beginning of each school year who will follow their progress throughout the year and aid them in their educational journey. Notre-Dame International High School can also refer students for counseling regarding non-academic issues, vocational and business schools, and future career and college planning. Any fees incurred through these services are the responsibility of the student's family.

NDLO has a service called Info-Avenir which facilitates college and career counseling for French universities and careers.

### **International Student Health Insurance**

All students are required to have a full understanding of how their personal health insurance is administered and applies to their stay at NDIHS. Questions regarding coverage or procedures for filing claims should be directed to Nacel or the student's specific insurance provider. Copies of coverage plans including emergency coverage policies & procedures that differ from the standard-issue Nacel insurance must be submitted to the NDIHS office upon arrival for infirmary reference.

### **Health Services**

Notre-Dame International High School's infirmary is staffed by a nurse whose primary mission is to serve the health needs of dormitory students. The nurse is able to treat minor injuries and ailments, and may recommend that students see a physician for assessment of more serious problems and recommended treatment. The NDIHS office will contact the parents and/or host family when they learn of a serious injury or illness.

Ill dormitory students must report to the infirmary during school hours after first checking in with the dorm director or his or her teacher. Under no circumstances may a student remain in his or her dorm room during the school day if s/he is ill. The nurse will determine if the student should remain in the infirmary for the day or if they are well enough to attend class. The infirmary has reserved 8:30 to 9:30 each morning to see dormitory students and to arrange doctor visits as the nurse deems necessary.

Day students and those in host families should not report to school if they are ill. If a day or host family student is too ill to stay in class, their parent/host parent will be required to come to school to take their student home early. Sick students are not permitted to leave school unaccompanied by an adult.

Any prescription medications that a student needs to take during the course of a school day must be presented to the school nurse with written authorization of a physician and parent/host family. The medication should be labeled by the parent/host family and must include the following information in English or in French:

1. Student's name
2. Name of medication
3. Dosage
4. Date and time of the day it is to be given
5. Duration of time it is to be administered
6. What the medication is treating
7. Physician's name and telephone number

Parents and host families should notify Notre-Dame International High School of any changes in their student's health that may affect the student's performance in school. A parent or host family should inform

the school administrative office of any change in address or phone number (home and work) to be used in case of an emergency. If a host student is sick, please respect the welfare of others by keeping the student home to avoid spreading the illness to others.

### **Activities and Athletics**

Notre-Dame International High School believes in involving students in activities beyond the classroom as an integral part of their educational experience. Participation in activities and athletics provides students with leadership opportunities and helps students develop into mature adults. To meet the needs and foster the interests of students, Notre-Dame International High School encourages students to participate in its school clubs and intramural sports leagues and those available in the area.

School offered clubs and activities are communicated during the first weeks of school and students must commit to these activities early in the semester.

Any fees or other costs for private teams and clubs are the responsibility of the student. Participation in extracurricular activities is a privilege, and students are expected to conduct themselves as responsible citizens, to adhere to the highest standards of social behavior and sportsmanship, and to show proper respect for authority at all times. Students may be removed from school sports or activities for some or all of a season if the student's academic record supports such a decision.

# *Technology*

## **Student Technology Responsible Use Policy**

The following procedures are applicable to all student use of network and internet systems while using Notre-Dame International High School property at any location or during school activities at any location.

All use of educational technology must be in support of education and research and be consistent with the mission of the school. In addition, educational technology may only be used in a manner consistent with French law, license agreements and school policy.

## **Access**

Network and Internet access is a privilege that requires a high level of personal responsibility and may be denied due to inappropriate use. Inappropriate use shall include but not be limited to:

1. Using the school system for commercial and/or personal purposes.
2. Using the system to transmit inaccurate information.
3. Using the system to send, receive or view objectionable material or material that could be described as defamatory, slanderous, libelous or inciting racism.
4. Damaging the security system.
5. Using another individual's system account.
6. Forging or attempting to forge electronic mail messages.
7. Attempting to read, delete, copy or modify electronic mail of other system users.
8. Misusing electronic mail retention guidelines.
9. Exceeding resource quotas or disk usage quotas.
10. Failing to conduct virus checks on downloaded material.
11. Vandalizing the system.
12. Violating copyright laws.
13. Failing to follow network etiquette procedures.
14. Submitting false or misleading information to obtain or retain access to the system.
15. Accessing the system in any manner inconsistent with the mission of the school.
16. Interfering with official school communications

The network administrators may withdraw access at any time as required. The administration, faculty and staff of the school may request the network administrator to deny, revoke or suspend specific system user access.

## **Security and Usage Guidelines**

1. Appropriate language will be used in electronic mail and other electronic communications.
2. System users will be respectful of others' opinions.
3. System users will not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other system users, or misrepresent other system users, or attempt to gain unauthorized access to the system.
4. Communications may not be encrypted so as to avoid security review.
5. Personal information such as addresses and telephone numbers will remain confidential when communicating on the system. Students will never reveal such information without permission from their teacher or other adult.

6. Students will never make appointments to meet people in person that they have contacted on the system without school and parent permission.
7. Students will notify their teacher or other adult whenever they come across information or messages that are dangerous, inappropriate or make them feel uncomfortable.
8. All Internet users are responsible to notify a system administrator or building administrator promptly upon discovery of any suspected security breach.
9. The school unconditionally reserves the right for authorized personnel to review system use and file content. The school reserves the right to remove a system user account on the system or to disconnect any system user to prevent unauthorized activity.

### **Copyright**

One of the most important technology issues to be addressed and taught to students is the issue of copyright and the related areas of trademark and licensing.

System users may download material for their own use in accordance with applicable copyright laws, school policy and administrative regulations. The Fair Use doctrine allows an individual to reproduce portions of copyrighted work for non-commercial purposes, in some instances. Reproduction beyond fair use requires the permission of the copyright holder or authorized person. The permission must be specified in the document or must be obtained directly from the author in accordance with applicable copyright laws, school policy and administrative regulations. Violations of copyright law could lead to civil liability with excessive penalties.

System users may upload public domain programs to the system. System users may also download public domain programs for their own use or non-commercially redistribute a public domain program. System users are responsible for determining whether a program is in the public domain.

### **Liability**

Access by the school to the system will be through the establishment of individual accounts. The use of the accounts constitutes acceptance of the account and agreement by the system user to abide by the rules of conduct and to assume responsibility for the content of that account.

The school does not warrant that the functions and services performed by or the information or software contained in the educational technology resources will meet the system user's requirements or that the system will be uninterrupted or error-free, or that defects will be corrected. The school's system is provided on an "as is, as available" basis. The school does not make any warranties, whether expressed or implied including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein.

The student and his/her parents or guardians will hold the school harmless from student violations of copyright laws, software licensing requirements, student access of inappropriate materials, violations by the student of others' rights to confidentiality, free speech and privacy, and damage to systems accessed by the student.

### **Student Printing and Duplication Policy**

Students may not print or make photocopies in the school office. Printing is available in the library only and will require that documents be transferred to the student's google drive or thumb drive. Careful planning is required to avoid missing assignment deadlines.

## ***Non-Discriminatory Policy***

Notre-Dame International High School does not discriminate on the basis of race, color, gender, creed, religion, national or ethnic origin, sexual orientation, socio-economic status, or disability in administration of its admissions and scholarship programs, the administration of its educational, athletic, or other school programs, or its employment practices.

## APPENDIX A: REGULATIONS for STUDENTS of the LYCEE and HIGH SCHOOL 2022-2023 "To live better together thanks to everyone's efforts."

*Notre-Dame International High School (NDIHS) is the international program of Notre-Dame "Les Oiseaux". As members of the Notre-Dame "Les Oiseaux" community we abide by common regulations. These regulations are published in each student's carnet de correspondance and are available on the NDLO website. The regulations of the school are translated below from the French. Differences due to the organization of the NDIHS program are noted in italics.*

The school regulations specify the expectations for the school community. These rules are set forth to establish a balanced, open and safe learning environment that prepares young people for responsible adulthood.

These rules apply to all activities organized by the school, both in-person and online, and may be amended to take into account exceptional circumstances.

### **Article 1: Punctuality and Attendance**

#### **1. Participation in all assigned courses, labs, evaluations, and exams is mandatory.**

Students will report to class on time, every day, prepared and ready to participate actively and without reservations to the planned activities.

Inability to participate in physical education class: Every student is required to attend class. For a dispensation of more than three months, an alternate arrangement may be made in agreement with the headmaster. The original of the medical dispensation is given to the PE teacher after having informed the school office.

School hours must be respected. For educational reasons the schedules given at the beginning of each semester may be changed within the following ranges: 8:30-18:20. Therefore, students must be available during these times. **Schooling takes a priority over all other activities.**

#### **2. Tardiness: Every student has the duty to be on time.**

When the first bell rings, students should be in their class, in the library or in study hall.

If a student arrives late to school, he presents his carnet de correspondance to the student life office (BVS) for a late pass. A delay of 1 hour or more is recorded as an absence.

Any unjustified tardy will be sanctioned. Tardies are noted on the quarterly report cards.

#### **3. Absences: All absences must be justified. Any unjustified absence will be sanctioned.**

##### **31. In case of an unforeseeable absence:**

*-The local parent or host parent must notify the school office (BVS) from 8:15 (01 39 28 15 35).*

*-Upon returning to school, the student must come to the BVS with a note in their carnet de correspondance (pink pages) dated and signed by parents or host parents stating the reason for the absence. A medical certificate is required for an absence of a week or more, and/or for a contagious disease.*

*Without justification, the student may be denied access to class.*

##### **32. Foreseeable exceptional absences:**

A request for authorization shall be sent, at least 3 days in advance, to the *headmaster* for approval. If the authorization is granted, the student is responsible for notifying his teachers and the BVS and requesting any make-up work ahead of time. So as to minimize the impact on academics, the school asks that medical appointments be made outside of school time.

**No authorization for early departure or late return of vacations will be given.**

*Absences are noted on the quarterly report cards and in Managebac. Any missed hour, for whatever reason, may be made up by a detention.*

**Any delay or absence not justified within 48 hours will be considered as an unjustified delay or absence and will be sanctioned as such.**

## **Article 2: General behavior**

### **1. Respect for oneself, for others and for the educational 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.

Students must wear clean, decent clothes that are **appropriate for school**. Examples of unacceptable clothing include: low-rider pants, torn jeans or oversized clothing, sports clothes outside of gym class, shorts, revealing outfits, unnatural hair, or excessive piercings. Caps, hats and other headwear are not permitted in school. If students are dressed inappropriately, they may be subject to disciplinary action and may be sent home to change.

Chewing gum is prohibited in school.

For security reasons, box cutters, knives, pocket knives, lighters, lasers and other dangerous objects are not allowed on campus.

**Food and drinks may not be brought to or consumed in the classrooms or hallways.**

### **Energy drinks**

All sale, possession, and consumption of energy drinks are prohibited on the campus (cf. circulaire n° 2008-229 DU 11/07/2008).

### **Tobacco, alcohol, and toxic substances**

The French anti-smoking law prohibits smoking in schools (2006-1386 Decree of 15 November 2006) and is enforced on campus. Failure to respect the ban on smoking in the facility and or in the park will result in serious sanctions. This also includes the use of electronic cigarettes.

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

### **2. School life**

Students must have all necessary and required school supplies for each class. These supplies, including calculators and computers, are the student's responsibility and should be clearly labeled with the student's name.

-Laboratories: Lab coats labeled with the student's name are required at all times in the laboratories.

-PE class: Students will change clothes before gym class to appropriate sports apparel. Physical activity requires appropriate sneakers ("Converse" type footwear is not appropriate). For activities practiced in the gymnasium, students must have clean sneakers. Aerosol deodorants are strictly prohibited.

### **3. 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.

Cell phones: Students must silence and store their cell phones when entering school buildings. However, at the request of a teacher, students may use their cell phones in an educational capacity only.

Portable speakers are prohibited from campus (park and buildings).

Other mobile devices: Their use is strictly prohibited on the premises.

In case of non-compliance with the rules, parents will be informed and students will be sanctioned. In case of unauthorized use in class or during an exam, the student will receive a WARNING.

**This policy also applies to smartwatches that are "connected devices" which cannot be used as watches on campus and which are prohibited during all testing.**

#### **4. Losses and theft**

Without waiving its educational role, the school cannot accept responsibility for valuables or money that students bring to school. Students are responsible for the supervision and security of their personal property. For PE classes, students will not leave anything in the locker room and take their personal belongings with them to the sports facilities.

All found objects or clothing are placed in the school lost and found.

**Theft is taken very seriously and will result in severe penalties.**

#### **5. School Grounds**

Students will respect the park, school equipment, security installations and the premises. Violations will be punished according to the severity of the damage and the costs incurred will be charged to parents, in particular for any lost or damaged book and/or educational material.

**Any false fire alarm activation or destruction of a security device will lead to expulsion.**

#### **6. Lunch**

Students who are registered as day students may exceptionally have lunch at the school, having taken care to charge their card (see financial regulations).

All students declared as half-boarders or boarders at the beginning of the year must have lunch in the SELF (cafeteria) or from the OPEN CAFÉ. All NDIHS students are classified as full (dormitory) or half board (host family and day) students. **No request for an outing to lunch for a half-board student will be granted.**

Students are allowed to leave the school between 11:40 and 13:40, after having lunch. Students must present their carnet de correspondance to enter the school. Going outside campus is a privilege that can be lost in case of disciplinary issues.

During the lunch period, students can relax in the park or in the lobbies of specific buildings. Students are not allowed to be inside classrooms or other unsupervised areas.

#### **7. Park - Environment**

Students are expected to respect the school environment. The park, including some trees that are centuries old, is a protected area and is a precious heritage for all. It is the collective responsibility of all members of the community so students are not to litter or damage plants.

During times of high winds and storms, the park may be closed and students must remain near or inside a school building.

In order to preserve our green space, the areas beyond the sports fields are off limits.

#### **Article 3: Campus arrival and departure**

Students enter and exit through the pedestrian gate of the St.Pierre building. Opening hours for this entrance: from 8:15-8:35, from 11:40-13:40, from 16:30-17:45.

After school, students are not permitted to re-enter through this entrance.

**Students who take the bus** enter and exit through the Chemin Vert gate. The buses load according to a plan that will be communicated at the beginning of the school year.

Students with a two-wheeled vehicle must go to the main entrance and use the small door on the right for this purpose. The small door on the left is for pedestrians only and the large door is for cars.



For students in the Saint-Pierre Fourier building, it is possible to use the 2-wheel parking space in this building. It is mandatory to provide a lock.

**Students should not loiter outside the gates before or after school. Students must also avoid gathering in large groups on the sidewalks off campus for security reasons and out of respect for the local community and residents.**

**Students must have their NDLO school ID and their carnet de correspondance with them at all times** and must present them to any adult at the school upon request. A student who is unable to present either of these items may face disciplinary action.

In case of loss, an ID card or carnet de correspondance will be replaced for a fee (carnet=10€, ID card=6€). No exceptional exit from campus will be allowed without the carnet.

No early departure from the school will be permitted without the presentation of the carnet de correspondance. Headmistress will determine if exit is allowed under special circumstances.

#### **Article 4: Exams**

**AP exam calendar is independent of the French school calendar. Some exams may take place during holidays.**

All students have regular tests and homework assignments. These are an integral part of their education. Students must respect the different points of the internal rules and the modalities specified below:

**MATERIALS:** Students must make sure, before entering, that they have the necessary materials (pens, pencils, erasers, corrector, calculator if authorized...) to complete their work. Calculators (only one is allowed) are strictly for personal use and cannot be lent out during exam time.

Students must turn off their cell phones and place them in their bags or in an envelope provided for that purpose. Under no circumstances should they carry it with them.

**SILENCE:** Silence is required upon entering the testing room. During the test, a student who wishes to make a request to the supervisor will raise his or her hand. The proctor will move to the room to speak with the student. This is to respect the work of others and to avoid any suspicion of fraud.

**EXIT:** Students are not allowed to leave the room before the end of the test. Exits are to be made in silence.

Any missed test, for medical reasons justified by a certificate, will be made up. Any other absence will be sanctioned by a zero.

The modalities of the make-up (written assignment or oral examination) will be decided by the teacher and the teacher concerned. This make-up may take place on a Saturday and can take place as soon as the student returns to class.

Any fraud or attempted fraud during the assessments will result in serious sanctions, including expulsion from the school.

The tests and final exams are an integral part of the term averages and are included in the Managebac.

#### **Article 5: Technology**

The use of school computers and technology is for educational purposes only. As a result, students must not, under any circumstances, download and install personal or any other non-authorized programs on school computers.

USB keys are allowed under the control of educational staff and only in the context of school work.

Hacking or abuse of the ndihs.com or ndoverneuil.fr websites including fraudulent use of logos and the address of the sites may result in dismissal from school or possible criminal prosecution. The same penalties can be applied to any misuse of images of students or staff of the establishment on Facebook or social networks.

#### **Article 6: Sanctions**

Any violation of school regulations and in particular any regular and repeated pattern of insufficient work, all unauthorized departures from campus or truancy, insubordination, uncivil behavior, violence can lead to:

- community service imposed on the student.
- detention. The director may ask a student or group of students to attend and do an assignment or retake an test to compensate for an unsatisfactory assignment. Detention takes place EXCLUSIVELY on Saturday mornings. A skipped detention is automatically doubled.

- a warning letter.
- an official warning. **Three official warnings will result in dismissal.**
  - A warning for behavior can result in the exclusion from activities, educational outings and overnight trips. Students are not reimbursed.
- temporary out-of-school suspension (at parents' expense).
- expulsion (does not necessarily require three warnings). *Those on student visas are required to leave the program and the country immediately upon expulsion (at parents' expense).*

When a student enters the next grade on probation, any breach of the terms of probation can result in expulsion from school.

### **Article 7: Educational council-disciplinary board**

**Educational Council:** The educational council can be called by the chef d'établissement.

Composition of the council: the chef d'établissement or his deputy (adjointe), the program or year director, the CPE, the parents of the student and the student concerned.

**Disciplinary hearing:** The disciplinary hearing, convened by the chef d'établissement, is called in order to address serious discipline issues attributed to a student and when a serious sanction or measure of temporary or permanent exclusion is being considered. All disciplinary decisions are taken by the chef d'établissement. Student delegates may be heard by the discipline council.

Composition of the disciplinary board: the chef d'établissement or his deputy (adjointe), the program or year director, the main teacher, the CPE, a parent designated by the APEL (parent association), the parents of the student and the student concerned. No other person from outside the school may be added to the council without the explicit agreement of the chef d'établissement.

#### **Procedure:**

When a student is called before the disciplinary board, the family is informed by the director either in person, by telephone. A letter is also sent to the family. The family and members of the disciplinary board are contacted at least three days before the date set for the hearing.

The Head of School will inform the student and his/her parents of the charges against him/her and inform them that they may present their defense orally or in writing. The Discipline Council may hear, if necessary, qualified persons likely to enlighten its work.

The Head of School explains the reasons for the summons to the student and his/her parents. The parents are heard and then the council decides without the presence of the student and his family. After deliberation, the student and his/her parents return to the council to hear the reading of the final sanction which will be officially communicated by registered letter with acknowledgement of receipt within 48 hours.

This regulation aims to establish a climate of trust and cooperation necessary for the work and the development of all interested parties.

G. LESAGE  
Chef d'Etablissement