Dormitory Life 2018-19

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. In order for students to benefit as much as possible, the dorm has established the following expectations.

Article 1: General rules

The school rules common to the entire establishment also apply in the dormitories. The dorm rules of NDLO apply to all boarders and many are mentioned in the student handbook. We want to draw particular attention to the following:

Dress-All clothes must be clean, decent, and conducive to the school learning environment. Dirty clothes, torn clothing, clothing with holes, and clothing that is revealing are not acceptable. (Please see the NDIHS student handbook for more detailed information on the expected dress code.)

Food-Food is not to be stored in bedrooms, except some non-perishable products in small quantities and water. A detailed list of which food is considered as acceptable will be communicated to students on arrival. This rule is in place for hygiene reasons in bedrooms but also for the health of the students. Perishable food and dairy have to be stored in adequate areas to remain safe.

Students may store some food in dedicated cupboards in the kitchenette located in the first-floor common room of the dormitory: these cupboards are opened on request by the dorm staff. A refrigerator, microwave, hotplates and water boiler are also available in this room. For security reasons it is only possible to cook on the hotplates under supervised by dorm staff.

Takeout food from area restaurants is not permitted in the dormitories. Energy drinks are not allowed on campus at any time.

Meals-All students are required to report to all meals every day. Dormitory and kitchen staff will inform school administration if students are not reporting to meals or if they are forming unhealthy eating habits.

Dorm students are strongly encouraged to take their breakfast and dinner at the school cafeteria (all meals are included in the dorm fees). This is part of the community life and very important in the French culture. Eating together around a table and discussing together is a time not to be missed to feel integrated into the community. The French students staying at the dorms also eat at the school cafeteria on evenings so it is a good way to interact in French with them.

Breakfast (7am to 8.15am):
Cereals
Bread, and pastries
Yogurts
Tea, hot chocolate
Honey, jam, butter
Fruits

Afternoon snack (4.30pm):
Cakes, juice, fruits, milk, pastries are available

Dinner (Food is cooked on site. It is balanced and varied):
Starters: salads, deli meats, soups, etc.
Hot plates: meat or fish with vegetables and starch, hamburgers, or pizzas followed by: cheese and desserts
**Tobacco, alcohol, drugs and other restricted items:** French anti-smoking laws ban smoking in all schools (2006-1386 Decree of 15 November 2006) and are enforced on campus. There is no smoking in the school buildings or anywhere on the campus. This also includes the use of electronic cigarettes.

Any use or possession of drugs, alcohol or other illegal substances or paraphernalia may result in immediate dismissal from school.

**Music players** and **portable speakers** are not allowed on campus (inside school buildings or in the park).

Box cutters, knives, pocket knives, lasers and other dangerous objects are not allowed on campus.

For health and sanitation reasons, **animals** are prohibited in the dormitory.

**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 their own personal property. **Students are advised not to bring valuables or large sums of money** and must keep their bedroom door locked whenever they leave their room.

**Visitors**- Only dormitory students are allowed in the boarding quarters. Exceptions may be made for common study times at the discretion of the boarding supervisors.

**Article 2: Bedrooms**

Rooms are double occupancy and assignments are made prior to arrival.

**School Property**- Bedroom and common living areas are designed to give students a comfortable area to both live and study. Students are allowed to decorate their rooms with pictures or posters. No nails, tacks, or tape is to be used to affix these to the walls. Only patafix is permitted. Drawing, painting or other permanent markings on walls or furniture is strictly prohibited.

Students are responsible for keeping their living spaces clean. This includes common areas and bedrooms. Beds are to be made each morning and clothing should be kept in the wardrobe or other storage areas. The cleaning staff will clean floors and the sink in the bedrooms on a regular schedule provided the room is tidy at the time of cleaning.

Students will share responsibility for keeping common areas clean and tidy and a schedule will be set up to ensure that all living quarters are kept in sanitary conditions.

An inventory will be taken upon arrival and then again at the end of the year. Any damage to school property will be charged to the student and their family. Dormitory staff and school personnel reserve the right to inspect bedrooms and common living areas at any time. Privileges may be revoked if rooms are not kept clean.

A personal room key will be given to each student. If the key is lost there is a 25€ replacement fee. At the end of the year all keys will be collected. If the key is not returned a 25€ fee will be incurred.

**Security:** For safety reasons, coffee makers, electric kettles, refrigerators, microwaves, electric heaters and other electric appliances are not allowed in the bedrooms. The NDLO staff will confiscate any items of this type found in the dormitory rooms. Televisions are not permitted in dormitory rooms. Laptops are permitted in dorm rooms but need to be turned off at 22h30.

Candles, incense, lighters and matches are strictly prohibited in the dormitories.
Fire Alarm Procedures
In case of a fire alarm, regardless of the time, all students must IMMEDIATELY vacate the building. Quarterly fire drills will be held in the evening to practice evacuation procedures. Any 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.

Article 3: Packing
Students should bring enough clothing to last two weeks but space is limited so pack accordingly. A bathrobe and slippers must be worn to and from the shower.

Article 4: Dormitory schedule
Sunday evening to Friday morning:
7h15 Wake-up (NO showers before 7AM)
7h00-8h15 Breakfast
8h25 Students report to class prepared for the entire school day

In case of illness, student reports to the infirmary at 8h30
8h25-17h30 DORMS LOCKED—Students will not have access to their rooms between 8h30 and 17h30. NO EXCEPTIONS
16h30-17h15 Snack and relaxation time-snack is served daily in the cafeteria. Students in good standing are permitted to go off campus at this time, the CDI is open for quiet study time (most days).
17h30-19h00 Activities OR study time.
19h00-20h00 Dinner and free time (cafeteria and permitted areas on campus)
20h15-21h30 second study time or free time inside

NO SHOWERS AFTER 21h30
21h30-22h30 Quiet time in your own room
22h30 Silence (no cellphones, computers, tablets)
23h00 Lights out (22h30 on Sundays)
* Weekend schedule is communicated separately

Suggested activities for free time
- News or television on the TV
- Sports-organized or pickup games in the park or gym
- Board games
- Walk/jog in the park

Off-Campus Activities (with parent’s authorization)
There is a public swimming pool within walking distance of the school. Several organizations in Verneuil 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 but if not, a taxi service can be scheduled. 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.

Dorm students are permitted to leave campus daily from 16h30-17h15. Students returning late (after 17h15) will not be permitted to leave campus the following day(s).

Health Problems
All health problems and treatments must be reported to the nurse and pre-existing conditions must be mentioned in the health care forms. Confidentiality will be respected.
All medications must be registered with the nurse and controlled substances must be stored in the infirmary or in the dormitory office.
In case of serious illness the student must see the nurse, dormitory director or the dorm supervisor and, as necessary, the student will be sent to the local doctor’s office or transported to the local hospital by ambulance.

**Illness/absences**
The school nurse is on duty from 8h30-16h30 Monday through Friday. Students who are ill must report to the nurse’s office. After 16h30, ill students should see the dormitory director who will consult the local doctor as appropriate. Students are not permitted to remain in their bedrooms during the school day under any circumstances.

**Sunday evening:** Students in weekend host families or who go home on the weekends (“5-day boarders”) may return to the dormitory on Sunday evening between 19h00 and 20h30 only. Dinner is not served on Sunday evening so arrangements must be made for students to eat before they return to campus.

**Weekends**- As 5 day boarding students do not have access to the dormitories during or after the school day on Fridays, they must leave their luggage for the weekend in the area designated for this purpose before 8h30 on Friday mornings. With the exception of special school events, only 7 day boarders will be permitted on campus and in the dorms between 17h30 on Friday and 19h00 Sunday.

**Article 5: Correspondence with dormitory students**
Mail is delivered every day. Correspondences should be addressed as follows:

- Name of student-internat
- Notre Dame IHS
- 106 Grande rue
- 78480 Verneuil-sur-Seine

Cell phone use is allowed before 22h30 as long as it doesn’t interfere with school work or other boarders. Abuse and annoying others around you with loud conversations will not be tolerated and could result in the cell phone being confiscated.

**Article 6: Absence**
All absences from the dormitory due to illness or otherwise must be immediately communicated to the dormitory supervisor by telephone (+33 (0)6 70 50 26 70 or +33 (0)6 34 91 67 00) or by email at the following address: d.elsner@ndoverneuil.fr

**Article 7: End of the year Departure**
Dormitories close at 8h30 on Thursday, June 27, 2019. Students are permitted to schedule their departure from school between 13h00 and 19h00 on Wednesday, June 26, 2018 or before 10h00 on Thursday morning, June 27.

Nacel arranges transport to the airport for all departing students. Itineraries must be submitted to Nacel by the communicated date. Students departing with their parents or independently (over 18 years old or local students) must submit all required withdrawal documents by June 1, 2019 and must depart the campus by 10h00 on June 27.

The school does not store returning students’ belongings over the summer. It is the student’s responsibility to make arrangements for excess luggage prior to departure.