Notre Dame International High School (NDIHS) is an international program of NotreDame “Les Oiseaux” (NDLO) and an IB World School offering both the American curriculum and the International Baccalaureate diploma program. Students follow one or the other or a combination of classes from both programs depending on their grade level. NDIHS is a member of the Nacel International School System (NISS).

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, recognize the value of different viewpoints and work towards a more peaceful world grounded in intercultural understanding.

**Curricular Goals**

Students will demonstrate proficiency in the NISS 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 for U.S. students, 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.
IB learner profile

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

As IB learners we strive to be:

**INQUIRERS**
We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

**KNOWLEDGEABLE**
We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

**THINKERS**
We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

**COMMUNICATORS**
We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

**PRINCIPLED**
We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

**OPEN-MINDED**
We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

**CARING**
We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

**RISK-TAKERS**
We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

**BALANCED**
We understand the importance of balancing different aspects of our lives—intellectual, physical, and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

**REFLECTIVE**
We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

The IB learner profile represents 10 attributes valued by IB World Schools. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities.
As an International Baccalaureate World School offering the IB diploma program in eleventh and twelfth grades, Notre Dame International High School offers students the opportunity to earn an American diploma and/or a diploma from the International Baccalaureate. 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.

**American Diploma 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 are required to attend eight semesters of high school in ninth through twelfth grades and complete a minimum of **48 semester credits for graduation**. These 48 semester credits must also satisfy the specific departmental requirements described below.

Students are individually responsible for seeing that they are meeting the requirements necessary for graduation, but 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.

Subject area graduation requirements are as follows:

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Credits Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language Arts</td>
<td>8 semester credits</td>
</tr>
<tr>
<td>Math</td>
<td>6 semester credits</td>
</tr>
<tr>
<td>Social Studies</td>
<td>7 semester credits (including courses in geography, civics, U.S. &amp; world history, and economics)</td>
</tr>
<tr>
<td>Science</td>
<td>6 semester credits (2 must be in Biology)</td>
</tr>
<tr>
<td>Physical Education</td>
<td>2 semester credits</td>
</tr>
<tr>
<td>Fine Arts/Performing Arts</td>
<td>2 semester credit</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>6 semester credits (4 must be in the same language)</td>
</tr>
<tr>
<td>Elective</td>
<td>11 semester credits</td>
</tr>
</tbody>
</table>

**Service hours**

NDIHS requires that all students participate in service activities throughout the school year and submit reflections on these activities to their advisor. IB students’ service hours fall under the IB CAS program. Tenth graders are required to complete a minimum of ten service hours and eleventh graders are required to complete twenty hours. NDIHS provides support in organizing and establishing local service opportunities.

**International Baccalaureate Diploma Programme Requirements (beginning in eleventh grade)**

The Diploma Programme (DP) curriculum is made up of six subject groups and the DP core, comprising theory of knowledge (TOK), creativity, activity, service (CAS) and the extended essay. Through the Diploma Programme (DP) core, students reflect on the nature of knowledge, complete independent research and undertake a project that often involves community service.

The three core elements are:

- Theory of knowledge (TOK) in which students reflect on the nature of knowledge and on how we know what we claim to know.
- The extended essay (EE) which is an independent, self-directed piece of research, resulting in a 4,000-word paper.
- Creativity, activity, service (CAS) in which students complete a project related to those three concepts.
Students will take at least three but not more than four subjects at higher level (HL) and two or three at standard level (SL). HL and SL courses differ in scope but are measured according to the same grade descriptors, with students expected to demonstrate a greater body of knowledge, understanding and skills at higher level.

**Group 1** Studies in Language and Literature (Language A)
- English Language and Literature SL
- English Language and Literature HL

**Group 2** Language Acquisition (Language B)
- French Ab Initio SL
- French Language B SL
- French Language B HL

**Group 3** Individuals and Societies
- History SL
- History HL
- Geography SL

**Group 4** Sciences
- IB Biology SL
- IB Biology HL

**Group 5** Mathematics
- IB Math SL
- IB Math HL

**External assessment**
Examinations form the basis of the assessment for most courses. This is because of their high levels of objectivity and reliability. They include:
- Essays
- structured problems
- short-response questions
- data-response questions
- text-response questions
- case-study questions
- multiple-choice questions
Internal assessment
Teacher assessment is also used for most courses. This includes:

- oral work in languages
- fieldwork in geography
- laboratory work in the sciences
- investigations in mathematics

Source and more detailed information to be found on: https://www.ibo.org/programmes/diploma-programme/

Grading System
Notre Dame International High School American Diploma grades on a four-point scale. The school will use a variety of measures including classroom and standardized measures to document the success of its students. Teachers will assign letter grades to students. The following letter grades will be used:

<table>
<thead>
<tr>
<th>Grade</th>
<th>range</th>
<th>IB Grade</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>97-100%</td>
<td>7</td>
<td>4.0</td>
</tr>
<tr>
<td>A</td>
<td>94-96%</td>
<td>6</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>90-93%</td>
<td>6</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>87-89%</td>
<td>5</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>84-86%</td>
<td>5</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>80-83%</td>
<td>5</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>77-79%</td>
<td>4</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>74-76%</td>
<td>4</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>70-73%</td>
<td>4</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>67-69%</td>
<td>3</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>64-66%</td>
<td>3</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>60-63%</td>
<td>3</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>40-59%</td>
<td>2</td>
<td>0.0</td>
</tr>
<tr>
<td>F</td>
<td>0-39%</td>
<td>1</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Percentages are rounded to the nearest tenth of a 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. Grades and attendance can be viewed in PowerSchool (link: https://nacel.powerschool.com/public/home.html).

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 student to ensure that homework is manageable and up to date. Ultimately, the responsibility for meeting homework demands rests with the student.

**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**
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.

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

**IB mock exams**
In the second year of the IB program students will sit for mock exams two times; before Christmas break and after the winter break. The results of these exams will provide predicted grades which are submitted to the IB as required. The results on these mock exams will determine if students can sit for the official external IB exams in May.

**Grading in the International Baccalaureate**
Assessment of the IB DP is based on the following aims:
1. to support the curricular and philosophical goals of the program through the encouragement of good classroom practice and appropriate student learning
2. to ensure that assessment results have a sufficiently high level of reliability, appropriate to a high-stakes university entrance qualification
3. to reflect the international-mindedness of the program, avoid cultural bias, and make appropriate allowance for students working in their second language
4. to emphasize higher-order cognitive skills (synthesis, reflection, evaluation, critical thinking)
5. to include a suitable range of tasks and instruments/components that ensure all objectives for the subject are assessed
6. to determine student achievement and subject grades through the professional judgment of experienced senior examiners supported by statistical information.
IB grade descriptors (used on all IB internal and external assessments):
The following descriptors are general for each grade band. Each IB subject group has specific grade descriptors that will be used to assess work in the applicable subject.

Grade 7
Demonstrates excellent understanding and appreciation of the interplay between form and content in regard to the question or task; responses that may be convincing, detailed, independent in analysis, synthesis and evaluation; highly developed levels of expression, both orally and in writing; very good degree of accuracy and clarity; very good awareness of context and appreciation of the effect on the audience/reader; very effective structure with relevant textual detail to support a critical engagement with the thoughts and feelings expressed in the work(s).

Grade 6
Demonstrates very good understanding and appreciation of the interplay between form and content in regard to the question or task; responses that are, mainly, convincing, as well as detailed and independent to some degree, in analysis, synthesis and evaluation; well-developed levels of expression, both orally and in writing; good degree of accuracy and clarity; good awareness of context and appreciation of the effect on the audience/reader; effective structure with relevant textual detail to support a critical engagement with the thoughts and feelings expressed in the work(s).

Grade 5
Demonstrates good understanding and appreciation of the interplay between form and content in regard to the question or task; responses that offer generally considered and valid analysis, synthesis and/or evaluation; good levels of expression, both orally and in writing; adequate degree of accuracy and clarity; awareness of context and appreciation of the effect on the audience/reader; clear structure with relevant textual detail to support an engagement with the thoughts and feelings expressed in the work(s).

Grade 4
Demonstrates adequate knowledge and understanding of the question or task; responses that are generally valid in analysis and/or synthesis; satisfactory powers of expression, both orally and in writing; only some lapses in accuracy and clarity; some awareness of context and appreciation of the effect on the audience/reader; a basic structure within which the thoughts and feelings of the work(s) are explored.

Grade 3
Demonstrates some knowledge and some understanding of the question or task; responses that are only sometimes valid and/or appropriately detailed; some appropriate powers of expression, both orally and in writing; lapses in accuracy and clarity; limited awareness of context and appreciation of the effect on the audience/reader; some evidence of a structure within which the thoughts and feelings of the work(s) are explored.

Grade 2
Demonstrates superficial knowledge and understanding of the question or task; responses that are of generally limited validity; limited powers of expression, both orally and in writing; significant lapses in accuracy and clarity; little awareness of context and appreciation of the effect on the audience/reader; rudimentary structure within which the thoughts and feelings of the work(s) are explored.

Grade 1
Demonstrates very rudimentary knowledge and understanding of the question or task; responses that are of very limited validity; very limited powers of expression, both orally and in writing; widespread lapses in accuracy and clarity; no awareness of context and appreciation of the effect on the audience/reader; very rudimentary structure within which the thoughts and feelings of the work(s) are explored.
**Academic Intervention**

If a student demonstrates unsatisfactory academic progress, they will meet with their advisor or an administrator. The advisor assists the student in developing a student success plan. A copy of this plan will be sent to host parents or natural parents. A copy of the report is also 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’s GPA falls below 2.0 at the end of any semester or if the student earns a grade of F. 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.

**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 crib 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 use Turnitin as one tool to detect possible issues with academic integrity. Students are encouraged to take full advantage of the training and diagnostic elements of this program before submitting work to be graded.

NDIHS fully supports and adheres to all academic honesty policies of the International Baccalaureate Diploma Program and will follow all procedures related to reporting violations of these policies.

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.

**Academic Transcripts**

Transcripts are an official record of courses taken and grades earned while at NDIHS and include the GPA for these courses 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. Transcripts do not include classes whose grades have not closed. A progress report can be generated for these classes.

Academic transcripts are available at any time (after one full semester) with the submission of a Transcript Request Form; allow up to two weeks for processing. Transcript cost: no charge for transcripts picked up in the school office or emailed; 10.00€ for each transcript mailed to an address within France; transcripts mailed outside of France require special, traceable shipping and charges depend on the country of receipt so the price range is 20-70€. Transcript Request forms can be found on our school website.

International students are responsible for providing administration with special instructions, payment, etc. regarding legalization of documents. Final transcripts are available one week after the close of grades.

**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. 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.

At NDIHS, every student is assigned an advisor to support his/her learning and the development of their learning process.

Those students experiencing academic and/or behavior difficulties (requiring more than individual teacher support) will follow a 3 step procedure with their advisor to address their individual issues:

Step 1: Discuss the need identified by the teacher, advisor or student;

Step 2: Draft an individualized plan with the appropriate faculty to address the specific needs of the student. This can take the form of an academic and/or behavioral plan.

Step 3: Weekly status review and conference to determine and make any necessary adjustments.

This is an informal collaborative process that is designed to help promote students’ success in the classroom. Intervention strategies such as alternative or modified learning instruction and/or behavior management techniques may be developed to:

- Improve the student's academic performance
- Improve the student's behavior, or
- Differentiate teaching routines and planning to successfully include students with diverse educational needs.

If these approaches are effective, the student will experience educational success within the general education program. If these approaches are not effective, parents will be advised to work with an outside educational consultant to determine if there are other underlying causes and to determine what additional or alternative support may be necessary.

**Honor Roll**

To reward and encourage academic excellence among Notre Dame International High School students, an honor roll is published at the end of each semester. This honor is extended to students in grades nine through twelve with a semester GPA of 3.7 to 4.0.

**Student Accounts**

All students pay a fee 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. Charges may be added throughout the year. Additional charges 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, damage to school property, etc. Payments can be made in cash, by French cheque, or wire transfer. **Grades and transcripts are not released if there is an outstanding balance.**

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.
School Lockers
School lockers are the property of Notre Dame International High School and are provided for the convenience of students. At no time does the school relinquish its exclusive control of its lockers. Students should not have an expectation of privacy of the interior of their school lockers. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, and without student consent. The personal possessions of students within a school locker may be searched when school officials have reasonable suspicion that the search will uncover evidence of a violation of law or school rules.

The personal possessions of students, whether on their person, in desks, lockers or in dormitory rooms may be subject to a reasonable search when the school has a reasonable suspicion that evidence will be produced that the student violated the law or school rules.

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 the 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. Juniors and seniors also have access to college counseling services at school. Notre Dame International High School can also refer students for counseling regarding non-academic issues, vocational and business schools, and future career planning. This contact information is available in the school office. Any fees incurred through these services are the responsibility of the student's family.

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. Copies of coverage plans including emergency coverage procedures that differ from the standard issue Nacel insurance must be submitted to the NDIHS office upon arrival for recordkeeping.

Health Services
Notre Dame International High School’s infirmary is staffed by a nurse whose mission is to serve the health needs of 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 students must report to the infirmary during school hours. Under no circumstances may a student remain in his or her dorm room during the school day if s/he is ill. The infirmary has reserved 8:30 to 9:30 each morning to see dormitory students and to arrange doctor visits as they deem necessary.

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:

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 athletics and activities 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 few days 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, not a right, 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 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 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. 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 LYCEES and HIGH SCHOOL 2019-2020

“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 correspondence 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.

Article 1: Punctuality and Attendance

1. Participation in all assigned courses 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: 8:30-17:25. 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, for reasons beyond his control, a student arrives late to school, he presents his carnet de correspondence to the student life office (BVS) for a late pass.

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 by 9h00 (01 39 28 15 00).
- Upon returning to school, the student must come to the school office with a note in their carnet de correspondence (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 three days in advance, to the headmaster for approval. If the authorization is granted, the student is responsible for notifying his teachers 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.

**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.

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

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

   **All sales and consumption of energy drinks are prohibited on the campus.**

   **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 on campus. Failure to respect the ban on smoking in the facility and or in the park will result in 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 (supplied by school) 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 cellphones 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.

   If these rules are violated, the devices will be confiscated for five days and returned by the headmaster. If used during class or testing, the student will receive an official warning.
This policy also applies to smart watches 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 not registered as half- or full-board can eat lunch at school by maintaining a deposit on their cantine card.
All NDIHS boarding and host family students must eat at the cantine or at the OPEN CAFÉ. Access to the OPEN CAFÉ is restricted to eleventh and twelfth graders.
Only students in the eleventh and twelfth grades are permitted to leave the campus between 11:40 (if no fourth period class) and 13:40, after having eaten lunch, upon presentation of their ID card.

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. While students enjoy the park they 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 Fourier building.
Open hours of entrance: 8:15 to 8:45, 11:40 to 1:40, 16:30 to 17:30
After school, students are not permitted to reenter 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 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. If any school staff requests a student to show or give them their ID, the student will give it to them respectfully. A student unable to present one or the other 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.

**Once in school, students can leave campus only under the following conditions:**

Day students: based on their class schedule, students can leave campus after the last hour of class in the morning or afternoon.

All tenth graders: Presence on campus is required during the entire school day. It is strictly forbidden to leave campus.

Host family and day students (eleventh and twelfth grades): Students are permitted to leave school from 11:40* after having eaten lunch, or at 15:35 provided host parents or parents have given signed authorization in the carnet de correspondance.

Boarding students (eleventh and twelfth grades): Boarding students are permitted to leave campus from 11:40* after having eaten lunch, or at 16:30 for their free time (see Dormitory Regulations).

*Provided the student does not have class during the fourth hour in the morning. Otherwise, they are permitted to leave campus from 12:30.

**Article 4: Exams**

All students will have tests on a regular basis and final exams at the end of each semester. These exams are summative assessments designed to determine mastery of concepts taught in the course.

Materials: Students must always have the required materials necessary to complete their exams: pens, pencils, erasers, calculators, etc. Students are not permitted to share materials during exams. Students will ensure that their cellphones are turned off and placed in their bags or in the designated area of the classroom.

Silence: As soon as they enter the testing room, silence is required. During the course of the exam, if a student has a question, they will raise their hand and wait for the teacher to come to them. This is out of respect for their classmates and to avoid the suspicion of cheating.

Leaving the exam room: Students are not permitted to leave the exam room before they complete the exam or before the communicated minimum time. Students who leave before the end of the session will leave in silence.

Missed exams for medical reasons will be rescheduled or made-up. Those missed for unexcused absences will not be rescheduled and may result in a zero grade. The terms for the make-up will be decided by the relevant teacher in consultation with the headmaster. This make-up may take place outside of school hours.

Any cheating or academic dishonesty during exams will result in severe penalties which may include dismissal from school.

**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 ndihls.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. 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 assistant, the headmaster, the parents of the student and the student.

**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.

Composition of the disciplinary board: the chef d’établissement, the headmaster, concerned teachers or staff (as appropriate); the parents of the student and the concerned student are expected to attend the disciplinary hearing (either in person by telephone).

Procedure: When a student is called before the disciplinary board, the family is informed by the headmaster either in person, by telephone, or by email. 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 chef d’établissement conveys to the student and his parents the facts alleged and explains that they can defend themselves, orally or in writing. The disciplinary board may hear, if necessary, from qualified persons likely to inform its work.

The chef d’établissement will explain the reasons of the convocation to the student and his parents. The parents and student will have an opportunity to be heard, then the council shall act without the presence of the student and his family. After deliberation, the student and his parents come back before the Council to hear the reading of the final decision which will be communicated officially 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.

Y. LE SAOUT
Chef d’Etablissement

D. ZICARI
Headmaster-NDIHS