



nacel.

WEEKEND DORM HANDBOOK

Your Guide to Weekend Life at the Dorm

A friendly guide to routines, support, and
shared living





nacel.

About The Weekend Dorm Handbook



Purpose of the Handbook

Some of our international students have chosen to live at the dorm on campus during weekends. This provides them with the opportunity to discover Paris and its various attractions and “quartiers”, visit museums, participate in cultural activities, or enroll in various extracurricular activities in Verneuil-sur-Seine and Paris. 7 day boarding is suitable for academically committed students and includes mandatory study time. It also provides 15+ students an opportunity to learn autonomy and responsibility, improve organizational skills and independence and gain maturity. You will enjoy unsupervised free time, time during which you will need to demonstrate your ability to organize yourself in terms of planning and schedule, to respect rules and guidelines given by adults for your own safety, and, finally, learn to become a responsible young adult.

We will help you with this process and our weekend staff will be available for you at any time to assist you with any questions or concerns that you may have.

What You'll Find in This Handbook

- 📍 In this document, you will find answers to the questions you may have about your future weekend routine. Please also refer to the Pledge of Conduct and Parents' Commitment signed by yourself and your parents to ensure that you have fully understood all of the rules and conditions for this experience.



Table of Contents

	About the Weekend Dorm Handbook	02
	◉ Purpose of the Handbook	02
	◉ What You'll Find in This Handbook	02
	Table of Contents	03
	Orientation	05
01	1.1 What is it?	06
	1.2 How does it work?	06
	Supervision	07
02	2.1 Who is taking care of the students?	08
	2.1 Who to contact?	09
	Weekend Dorm Schedule	10
03	3.1 Friday	11
	3.2 Saturday	12
	3.3 Sunday	13



04	Communication chain during unsupervised free time	14
	4.1 Rules	15
	4.2 Consequences	15
05	Activities	16
	5.1 On campus activities	17
	5.2 Off Campus Activities	17
	5.3 Weekend suggested outings	18
	5.4 Weekend suggested excursions	18
06	Paris transportation	19
	6.1 How does it work?	20
	6.2 How to use it?	21
07	Rules	22
	Infraction and minimum consequence	23



nacel.



01

Orientation



1.1 What is it?

Orientation is a welcome period at the start of your program where you get help settling in.

You meet the staff, learn how to get around, and receive useful tips about daily life so you can feel comfortable and confident in your new environment.

1.2 How does it work?

During the first weekend, you will familiarize yourself with the weekend dorm staff.

We will also show you :

- how to buy your transportation tickets if needed,
- how to activate your transportation pass (provided),
- how to use the metro and trains,
- how to find your way around Paris

We will assist you in buying your SIM card and/or mobile phone (non French residents are not eligible for monthly deals).



nacel.

02

Supervision





2.1

Who is take care of the students?

Our weekend staff will supervise the students:

- From 5 PM on Fridays to 11:30 AM (or when the group arrives in St Lazare station) on Saturdays
- From 7 PM on Saturdays to 11:00 AM on Sundays
- From 2 PM to 7 PM on Sundays

Note that the staff also supervise the students who choose to stay on campus during their free time. Students are never left alone on campus.



2.2

Who to contact?

The weekend staff will also be on duty 24H a day from Fridays 5 PM to Sundays 7 PM (especially during unsupervised free times).

They can be contacted for any issue during this time.

The weekend staff will have a mobile phone available 24H a day and the phone number will be communicated to students at the beginning of the school year.

Students will be required to have a working mobile phone with them and must be reachable at all and any times.

In case of an emergency during the weekend, a 24/7 hotline is available for parents and students:

+33 (0)5 65 78 42 16

03

Weekend dorm schedule





3.1 Friday

16:30 – 17:15:

End of class, club activities, free time on campus or in town (with parental authorization), snacks. 17:00 to 17:15: Students report to the supervisor at the gate.

17:30 – 19:00:

Opening of the dorms, free time, meeting with the weekend supervisors to plan the coming weekend.

19:00 – midnight:

Students are chaperoned and supervised for their evening dinner at the school refectory on campus (on the basis of a 3-course meal to be chosen between 3 options), and for a leisure activity on or off campus according to the students' initiative.

23:30:

Curfew.

Midnight:

Lights out and computers/cell phones off. Good night!

3.2 Saturday



9:30 – 10:30:

Wakeup (NO showers before 8:30) and breakfast served either at the school refectory or at the dorms.

10:30 – 11:30:

Preparation for the day and/or optional study time. Students and supervisors leave for Paris by train (students wishing to remain on campus may do so and will be supervised).

11:30 – 19:00:

Unsupervised free time in Paris (weekend supervisor is available and in Paris for emergencies) or in Verneuil sur Seine, lunch at the student's own charge.

19:00:

Meeting point with the weekend supervisor in Paris city center or on Campus for those staying locally.

19:00 – 21:00:

Students are chaperoned and supervised for their evening dinner in Paris/Poissy/at school/in Verneuil depending on the weekend options offered by the supervisors.

21:00 – 22:00:

Journey back to the campus by train.

22:00 – 23:30:

Free time and/or leisure activity in the dorms (board games, movie, etc.)

23:30:

Curfew.

Midnight:

Lights out and computers/cell phones off. Bonne nuit!



3.3 Sunday

09:30 - 10:30:

Wake- up (NO showers before 9:30) and breakfast served either at the school refectory or at the dorms.

11:00 - 16:00:

Free time on campus or in Verneuil-sur-Seine, lunch at the student's own charge.

Some activities are organized by the weekend staff and by Nacel, depending on the time of year such as;

- Halloween-themed activities
- Christmas celebrations
- Galette des Rois
- Chandeleur
- Valentine's Day party
- Carnival activities
- Songkran
- Easter celebrations
- Cinco de Mayo
- Summer activities

17:00 – 19:00:

Free time on campus.

19:00:

The regular weekly dorm schedule starts again.



04

Communication chain during unsupervised free time





4.1 Rule

Being Reachable on Weekends

Students must keep their mobile phone on and be reachable at all times during the weekend. If a student is late or cannot be located, a member of the weekend staff will try to call the student.

If there is no answer, the staff member will send a text or WhatsApp message saying:

“Hello, this is [Name]. Please call me immediately.”

4.2 Consequence

If there is no response within five minutes

The staff will send a second text or WhatsApp message saying: “We need to speak with you immediately. If we do not hear back within five minutes, we will need to contact the police for your safety.” If there is still no response after this message, staff will contact the police immediately.



05

Activities





nacel.



5.1 On-campus activities

Proposed activities for free time on campus

- Watch the News on TV.
- Organized sports or pickup games.
- Board games.
- Walk/jog in the park.

Etc. Student initiatives are always welcome.

5.2 Off-campus activities

Several organizations in Verneuil offer activities that students can get involved in, including music lessons, sports, horseback riding, and sailing. Students can arrange to participate in these activities at their own expense. Most activities are within walking distance, but a taxi service can be scheduled if not. Students are responsible for organizing their extra-curricular activities and the related transportation (arrangements and costs).

Please check this page:
<https://www.ndihs.com/en/extracurricular-activities/> or by scanning the QR CODE



5.3 Weekend suggested outings

Opera Garnier, Disneyland Paris, Latin Quarter/Odeon, Versailles, Galeries Lafayette (especially at Christmas time!), Pantheon, Champs Elysees, Paris Catacombs, Centre Pompidou, Notre-Dame, Montmartre, Marais, Place des Vosges, Louvre Museum, Giverny, Luxembourg Garden, Tuileries Gardens, Eiffel Tower, Sacré Coeur, Petit Palais, and many more!

Check Tourism Information: <https://parisjetaime.com/eng/>

Check Paris for Free: <https://parisjetaime.com/eng/discover-paris/paris-by-theme/paris-for-free-i115>

Check Cultural Events in Paris: <http://www.sortiraparis.com/lang/en>



5.4 Weekend suggested excursions

- Paris guided walking tours.
- Cruise on the river Seine.
- Ice rink at the Grand Palais / Eiffel Tour / Christmas market in Paris.
- English speaking movies in central Paris.
- And many more! Every weekend, your supervisors will make suggestions on current events. Stay tuned ...



06

Paris transportation





6.1 How does it work?

The school is located in Zone 5 of the Paris transportation area: <https://www.ratp.fr/en/plans>

We offer full time boarders the option to buy and arrange their local travel card one month before their arrival in France, so that they can use it from the first weekend onwards.

The local travel card is called Navigo Imagin'R.

It costs 450 euros for 13 months and allows students unlimited travel to and within Paris during weekends, including airports (except for Orlyval).

Once we receive your payment and ID picture, we will send the Imagin'R booking form together with the required French "cheque" to the public transport's agency and collect the card for your child.

Students may also buy their own transportation tickets for the weekends.

Although, please be aware that this is more expensive than using the Navigo Imagin'R card.

A one-way train ticket from Vernouillet-Verneuil (this is the name of the closest train station to the school, about 5-10 minutes walking distance) to Paris Gare St Lazare currently costs about 7 euros.

Students will travel on the Transilien, line J: Paris Saint-Lazare - Poissy – Mantes La Jolie. Trains run every 30 minutes and the journey lasts about 30 minutes.

Be careful: all trains do not stop in Vernouillet-Verneuil, so when you use this line, check that the train you wish to take stops at the Vernouillet-Verneuil train station (note that students will travel accompanied by the weekend staff before and after unsupervised free times). You are not allowed to commute between Verneuil sur Seine and Paris on your own.





6.2 How to use it?

The Paris Metro is one of the easiest and fastest ways to travel around the city. With frequent trains and stations throughout Paris, it is widely used by locals and visitors alike.

- **Tickets & Access**

A valid ticket or pass is required to enter the Metro. Tickets can be purchased at station machines or ticket counters. Always keep your ticket with you until you leave the station, as ticket inspections are common and fines apply if you cannot present a valid ticket.

- **Lines & Directions**

Metro lines are identified by numbers and colors. Trains run in two directions; always check the final destination shown on signs and platforms to ensure you are heading the right way. Maps are displayed in stations and inside trains.

- **Transfers**

You may change lines during your journey using the same ticket, as long as you remain within the Metro system. Follow the signs marked Correspondance to transfer between lines.

- **Timetables**

Metro trains generally operate from early morning until around 1:15 a.m., with later service on weekends. Trains usually arrive every few minutes, though waiting times may be longer late at night.

- **Stations & Accessibility**

Some stations have long corridors and many stairs, and elevators are not always available. Allow extra time when changing lines or exiting large stations.

- **Safety Tips**

The Metro is generally safe, but it can be very crowded, especially during rush hours. Be mindful of your belongings, keep bags closed and in front of you, and stay alert in busy areas.

To learn more

For practical tips and detailed explanations on using the Paris Metro, please visit: <https://www.feelslikehomeinparis.com/tips/how-to-use-the-paris-metro>

07

Rules





INFRACTION	MINIMUM CONSEQUENCE
<p>Noise after curfew. Late for Curfew (out of room). Misbehaviour with roommates and classmates. Impossibility to reach the student on his/her mobile phone during unsupervised free time with no valid or acceptable reason.</p>	<p><u>First time:</u> Verbal Warning. <u>Second time:</u> Written Warning. <u>Third and following times:</u> Detention (unsupervised free time cancelled). May lead to suspension or exclusion if repeated.</p>
<p>Late for Meeting Times after unsupervised free time (with no valid or acceptable reason); students always need to inform the staff if they are going to be late.</p>	<p><u>First time:</u> Written Warning. <u>Second and following times:</u> Detention (unsupervised free time cancelled). May lead to suspension or exclusion if repeated.</p>
<p>Late for Meeting Times after unsupervised free time, without notice: the police will be informed immediately as soon as a student is missing for more than one hour after the required returning time.</p>	<p>Suspension and Exclusion.</p>
<p>Dorm Facility Misuse or Damage.</p>	<p>Written Warning (up to suspension or exclusion in case of major misuse or damage) and replacement or payment for the damages.</p>
<p>Disrespect (demonstrating disregard to the staff).</p>	<p><u>First time:</u> Verbal Warning. <u>Second time:</u> Written Warning. <u>Third and following times:</u> Detention (unsupervised free time cancelled). May lead to suspension or exclusion if repeated.</p>
<p>Tobacco (see the Tobacco Policy in the Student Handbook): A student shall not possess or use tobacco in any form within school buildings, on school property, or at any school, or staff sponsored events or activities, regardless of the student's age.</p>	<p><u>First time:</u> Verbal Warning. <u>Second time:</u> Written Warning. <u>Second and following times:</u> Disciplinary Action for the use of tobacco may include assignment to a Smoking Cessation Program, detention, suspension and/or exclusion.</p>
<p>Alcohol & Drugs (see the Drug/Alcohol Policy in the Student Handbook).</p>	<p>Immediate suspension pending consideration of exclusion.</p>
<p>Other infractions.</p>	<p>Please refer to the Student Handbook.</p>



nacel.



Thank You !