

WELCOME TO NOTRE DAME Academic Year 2022-23

From the headmaster

Greetings and welcome to Notre Dame International High School (NDIHS). In choosing to attend NDIHS you have made an important decision regarding your educational career that will shape who you will become. Whether you are a returning student or new to NDIHS, this coming school year will offer many new and exciting challenges and experiences for you.

Last June we hosted our five year accreditation visit with Cognia and were granted a renewal of our accreditation from the North Central Association Commission on Accreditation and School Improvement (NCA CASI), the Northwest Accreditation Commission (NWAC), and the Southern Association Council on Accreditation and School Improvement (SACS CASI). This accreditation confirms that we meet the standards established for schools on their continuous improvement journey.

With the start of the 2022-2023 school year, we will welcome our new Directrice of the high school, Mme Champeix. Mme Champeix has been a member of the teaching staff since 2010 and part of the administration since 2018. After serving as Headmaster since 2011, I leave knowing that the school is in good hands with someone committed to the success of every student.

The NDIHS mission is as follows: 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.

As we all continue to grow together, as individuals and as a group, we must keep this mission in mind. The diversity of our student body allows each of us the opportunity to connect with people from other cultures on a daily basis. This allows us to find areas of common interest and concern among our varied backgrounds and experiences. We have nearly twenty nationalities represented in our small school and each person has a unique story to tell. We hope that you take advantage of your time together to share and learn from one another.

Parents and students should take the time to read through this newsletter carefully as it includes information about what to expect, what to pack, how to organize travel throughout the year, and how to stay informed of your progress through Managebac, our online record-keeping system where grades and attendance can be viewed. The fact that you will be far from your parents makes it critical that they continue their role in supporting you academically and Managebac provides a vehicle of communication with direct access to teachers via email. You are also receiving the updated Student Handbook to review before arriving, also.

On behalf of the teachers and staff, we look forward to meeting you in September.

Mr. Dan Zicari
Headmaster

NDIHS Important Dates 2022-2023

Thursday, September 1 (from 2:00pm): Move-in day for dormitory students.

Friday, September 2: *All students report to school at 8:30am for the first day of school/orientation.*

Dismissal is at 16:30. Day and Host family students enter through the Saint-Pierre pedestrian gate on the corner of Grande rue and Chemin Vert.

September (TBA): Parent-Teacher conference by video-conference

Marking periods: Grades are posted to Managebac regularly throughout the year. 5-week reports are sent in Semester 1 and mid-semester reports are sent in Semester 2.

End of Quarter 1 marking period: Thursday, November 10

End of Semester 1 marking period: Friday, January 20.

Semester 1 report cards posted to Managebac on January 30.

End of Quarter 3 marking period: Friday, March 31

End of Semester 2: Wednesday, June 21.

Semester 2 report cards posted to Managebac July 1.

Vacations: No authorizations for early departures or late returns will be granted.

Toussaint vacation: Friday, October 21 after 12:30-Monday, November 7, 8:30

Christmas vacation: Friday, December 16 after 12:30 – Tuesday, January 3, 8:30

Winter vacation: Friday, February 17 after 12:30 – Monday, March 6, 8:30

Spring vacation: Friday, April 21 after 12:30 – Tuesday, May 9, 8:30

Public Holidays (no school):

Friday, November 11 (Armistice Day)

Monday, April 10 (Easter Monday)

Thursday-Friday, May 18-19 (Ascension Thursday)

Monday, May 29 (Pentecost)

New Bell schedule:

8:30	Period 1	13:35	Period 5
9:25	Period 2	14:30	Period 6
10:20	Morning Break	15:25	Afternoon Break
10:35	Period 3	15:40	Period 7
11:30	Period 4	16:35	Period 8
12:25	Lunch		

NDIHS Essential Information

Reglement Interieur / School regulations

Attached to this newsletter, you will find the document entitled Regulations for Students of the Lycee and High School 2022-23. This document will tell you everything you need to know about daily life on the campus. You will be responsible for this information from the first day of school so make sure you take the time to read it so you are ready to ask questions during orientation.

Managebac

At the start of the school year, parents and students are assigned login credentials to Managebac-our student record-keeping system-during the first week of school. Managebac provides students, parents, and host parents access to information about grades, attendance, schedules, courses and school fees. It also provides access to teacher email accounts to help facilitate communication between the school and parents.

Parents are expected to monitor Managebac regularly to keep up-to-date on their child's academic progress. Managebac allows for multiple parent accounts to be created per student. Therefore, both parents and host parents can have their own username and password that is linked to the official parents' email addresses as provided at registration.

Student accounts

The Miscellaneous fee paid on the Nacel invoice covers miscellaneous charges including library subscriptions, MAP 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, transcript and graduation charges, consumable books and materials, replacements for lost dormitory keys (150€), damaged or lost books, damage to school property, etc. These additional fees are paid directly to the school.

No final school reports are provided to students or schools until all fees are paid.

Lunch

Daily lunch in the school cafeteria or at the OPEN cafe (for 11th and 12th graders) is included in the school fees and is accessed via students' canteen cards as per the school rules document. Further information will be provided during orientation.

Dormitory life

Dormitory rooms include a bed, desk, closet, nightstand and sink. Rooms are assigned as singles by dorm staff. Showers and toilets are either ensuite or communal depending on the room assignments. Communal facilities are assigned in groups of 4 or 5 for sanitation purposes. Dorms are on the 2nd & 3rd floors so plan on climbing stairs to access the dorms.

Electrical appliances (toasters, coffee makers, electric blankets, refrigerators, etc.) are not permitted in bedrooms.

Students are permitted to decorate the walls of their dorm room with posters or pictures but may not use nails or permanent hardware to affix anything to the walls. Patafix is the only adhesive that is permitted for use on dormitory walls.

The dormitory is closed and students are not permitted in the dorms between 8h30 and 17h30 on school days. In the event that a student is sick during the day and cannot attend class, the student must report to the infirmary at the time the dormitories close.

Laundry is done weekly by an outside laundry service for 7-day boarders and dorm students who stay in host families on the weekend. It is not advised to send any very expensive or delicate clothing to the laundry. There is a dry cleaner in town for these items. Neither the school nor laundry service assume responsibility for lost or damaged clothing. Laundry is billed at an average allowable amount of laundry. Students who exceed the allowed amount may be subject to additional fees.

See the Dormitory Rules document for further details.

Internet

The campus has internet available throughout campus. All students must bring a laptop or tablet with installed updated antivirus software.

What to pack

Bring enough clothes (appropriate for school-see handbook) for 2-3 weeks. It will get cold by late October and the temperature in the winter will be as low as 0° Celsius. Refer to Appendix A: Article 2 of the student handbook for information on the dress code.

You may need an adapter for your electronics. France uses TYPE E sockets (230 V, 50 Hz). All electronics must be inspected by the school electrician or dormitory supervisor prior to use in the boarding quarters.

- School backpack
- laptop/tablet (required-with updated anti-virus software)
- pens & pencils
- USB flash drive (minimum 4 GB)
- batteries and adaptor for French plugs for electronic devices
- calculator (TI-82, TI-83+, TI-84, etc)
- copies of important documents
- medication
- musical instrument
- raincoat
- running or training sneakers
- workout clothes (t-shirt, shorts, sweatpants)
- heavier jacket or winter coat
- scarf, hat & gloves
- slippers/flip flops for the shower
- swimsuit
- toiletries
- reusable face masks (3-4 per day)
- hand sanitizer
- umbrella
- bathrobe (required in dorms)

There is a pharmacy and grocery store within walking distance of school.

What NOT to pack

- Linens and bedding (they are provided)
- Very valuable clothing.
- Expensive jewelry, handbags, and other accessories.
- More luggage than you can comfortably transport on your own.
- Hair dryer, curling iron or clothing iron. Foreign electronics are often not compatible in France-even with adapter plugs- and must be purchased locally.
- Travellers' checks. Stores do not accept them and banks will not cash them.

School supplies

During orientation you will receive a list of items required for school. Stationery is different from country to country so it is better to wait until arriving to purchase your school supplies.

Spending money

Students should be provided with 200-250€ per month in spending money (perhaps more during the vacation periods and the first month for school supplies). Borrowing money from other students or host families is not permitted.

Students should not be provided with an excessive amount of money nor be permitted to make extravagant purchases while at school. All of their basic needs are met while on the program and this will minimize problems with theft.

Opening a local bank account is not an option. Credit cards, or debit cards are the most popular way to manage/obtain funds. Be sure to check with your bank and inform them of your travel plans. Card companies and banks may deactivate your card if they see unusual transactions to your account.

Cell phones

Students must have a cell phone that is able to make and receive local calls during their stay in France.

The following phone providers have reasonable plans:

www.free.fr www.sfr.fr www.orange.fr www.bouyguestelecom.fr

Students will be provided with essential phone numbers during orientation.

Packages, mail, deliveries

Only boarding students are permitted to receive mail at school (see Dormitory Regulations for details). Students in host families or local students must use their local home address for all mail. Mail or packages received for non-boarding students will be returned or refused.

Be aware that items ordered from outside of France or the EU are subject to customs charges that are not typically communicated at the time of the order. Students are frequently caught by surprise when they are issued a customs charge at the time of delivery. These charges can exceed 50% of the cost of the item purchased. Great care should be taken when ordering online.

Travel tips: health and safety

You should take the same common sense safety precautions abroad that you would at home. Be aware of your surroundings, keep your valuables concealed, be prudent around strangers, and heed safety advice from the staff at Notre Dame International High School.

Below are some general tips for staying safe when traveling:

- Photocopy your passport, credit cards, plane tickets, driver's license, and other important documents - leave one copy in your dorm room or with your host family and keep another one with you, separate from the originals.
- On trains, keep bags as close as possible and cell phones out of sight.
- Cell phones must be charged and have service for local calls.
- Make sure someone else always knows your itinerary.
- Don't go anywhere alone.
- Always stay in well-lit and well-traveled places. Don't take shortcuts through alleys or unsafe areas.
- Make sure you can hear what's happening around you, especially if you are on the phone or wearing headphones.
- Stay alert and trust your intuition when you feel you may be in danger. If you feel you may be getting into an uncomfortable situation, try to get to a safe place as soon as possible.