



# Boarding School Regulations for Weekdays



## School Year 2024/2025

The boarding school provides a conducive environment for regular work with an adapted daily rhythm. It is a community living space that allows everyone to "live well" and thrive. Everything is organized to meet the needs of high school students. It is also a space for learning autonomy, responsibility, and group life. Acceptance of the rules and personal willingness are essential for the success of this project. These regulations apply to all activities organized by the boarding school and supplement and clarify the high school's internal rules for boarders.

### ART 1. CONDITION REPORT

An inventory of the rooms and common areas will be conducted at the beginning and end of the school year in the presence of the students and the legal guardian (the student and their legal guardian will sign the form upon entry and exit). Any damage observed will result in the deposit check given by the families on the first day being cashed and additional billing. A personal key will be given at the beginning of the year against a deposit check of €150 payable to the Association Notre Dame de Verneuil.

### ART 2. GENERAL BEHAVIOR

The internal rules of Notre-Dame "Les Oiseaux" High School apply to the boarding school, especially Article 2 "General Behavior," which includes the following elements:

- 1. Respect for oneself, others, and the institution:** Students must be polite, well-behaved, and respectful. They must maintain proper and reserved behavior towards each other both inside and around the institution. Proper and respectful behavior is also required towards all staff, particularly the educators under the authority of the Boarding School Manager. Students must wear clean, decent, and context-appropriate clothing. Dirty, torn, or inappropriate attire for community life is not allowed. Inappropriate attire will result in a warning.
- 2. Energy Drinks:** The sale and consumption of energy drinks are prohibited within the establishment (cf. Circular No. 2008-229 dated 11/07/2008).
- 3. Tobacco, Alcohol, and Toxic Substances:** The anti-smoking law (Decree 2006-1386 dated November 15, 2006) prohibiting smoking in schools is enforced. Violations will result in sanctions. This ban also applies to electronic cigarettes. Any use or possession of drugs, alcohol, or toxic substances will result in immediate expulsion. This sanction also applies to anyone facilitating the introduction and/or consumption of such substances within the institution.

4. **Mobile Phones and Connected Devices:** The use of mobile phones, music players, game consoles, and other connected gadgets is only permitted outside buildings from 8:30 AM to 5:30 PM but is allowed when students are under boarding school supervision.
5. **Loss and Theft of Objects:** The establishment does not take responsibility for valuable objects or sums of money brought by students. Students are responsible for monitoring their belongings.
6. **Meals:** Students must have their dinner and breakfast at the school restaurant according to the schedule (Art 5). Food and beverages are not allowed in rooms or hallways.

### **ART 3. ROOMS**

**Security:** For safety reasons, it is forbidden to bring or use coffee makers, kettles, refrigerators, microwaves, fans, heaters, irons, power strips, and extension cords in rooms. Diffusers and incense are also prohibited. Regular inspections will be conducted, and any prohibited items will be confiscated. Rooms are meant for personal work and rest, not gatherings or entertainment. In case of an alarm, students must evacuate immediately. A fire drill will be conducted each term during the night. Unauthorized activation of the fire alarm or obstruction of smoke detectors will result in sanctions. Students must turn off lights and close windows when leaving their rooms. The boarding school manager, accompanied by an educator, can randomly check rooms in the presence of the student. Rooms cannot be locked at night. Pets are not allowed for sanitary reasons.

### **ART 4. REQUIRED ITEMS**

Students must have enough clothing, a bathrobe (mandatory) for shower use, slippers, mattress cover, fitted sheets, duvets, and pillows (bedding size 90x180 cm). Two sets of sheets must be changed every fifteen days.

### **ART 5. DAILY LIFE ORGANIZATION**

#### **Schedule:**

- Wake-up: From 7:00 AM
- Breakfast: Between 7:00 and 8:00 AM (showers not allowed before 6:45 AM)
- 8:20 AM: All students must leave the boarding school
- Classes start at 8:30 AM sharp; repeated tardiness will be sanctioned
- Sick students are accommodated in the infirmary from 8:30 AM
- Floors closed from 8:25 AM to 5:30 PM
- In case of a teacher's absence, students must go to the study room or the library for security reasons.
- 4:30 PM - 5:30 PM: Snack and relaxation in the cafeteria
- Study in room or lounge (supervised study mandatory for sophomores and juniors)
- Dinner at 7:00/7:30 PM followed by free time until 8:00 PM
- From 8:00 PM: Second study session in room or study hall
- 9:30 PM - 10:30 PM: Silent study in room
- 10:30 PM: Silence, stop using phones, computers, and tablets

- 11:00 PM: Lights out

**Activities During Free Time:** Cinema nights, board games, sports activities within the establishment, and possibly participation in a local sports club.

With parental permission, students can go out for 45 minutes after classes every day. Any late return will result in the privilege being revoked for subsequent days.

### **ART 5.3 HEALTH ISSUES**

Health issues and treatments must be reported to the nurse and boarding school manager and recorded on the medical information form. Medications should be taken at the infirmary or in the manager's office, not kept in rooms. Foreign students must have a prescription less than three months old translated into French. Legal guardians can request a PAI. In case of illness, the student must see the nurse or boarding school manager, who will inform the family and relevant level manager. For minors, legal guardians must pick up their child as soon as possible. A sick or feverish student cannot return at the start of the week.

**Weekend Departures on Friday:** Students cannot go back to the floors after classes on Friday. They must store their luggage in the designated area. No exceptions will be made to stay in the boarding school premises.

### **ART 6. CORRESPONDENCE WITH BOARDERS**

Mail is distributed daily. The use of mobile phones, computers, and tablets is allowed only if it does not interfere with study time. Misuse after 10:30 PM will result in confiscation.

### **ART 7. ABSENCES**

Any absence due to illness or other reasons must be immediately reported to the Boarding School Manager by phone (06 70 50 26 70 or 06 34 91 67 00) or by email (m.bender@ndoverneuil.fr) and to the BVS.

### **ART 8. OFFICIAL DEPARTURE OF BOARDERS**

Boarders must vacate their rooms on the official departure day (end of classes). This date will be communicated in the last term calendar. Only seniors can stay to prepare for exams, with the boarding school closed during the day (8:30 AM - 5:30 PM). They must vacate their rooms on the day exams end. These rules help build a community and aid personal development.

### **Instructions for Boarding Parents**

#### **RECEPTION OF BOARDERS**

- Friday, August 30, from 2:30 PM to 6:30 PM for all boarders.
- On the first day, cars are exceptionally allowed into the park.
- Boarders and parents will be welcomed by the Boarding School Manager, Mrs. Marie BENDER.

**VEHICLE ACCESS:**

- Families dropping off students on Monday mornings are not allowed to drive into the establishment for security reasons. Vehicle access to the boarding building is only allowed on the first day of school and the official departure day (end of classes).

These regulations are renewed annually from the student's entry into the institution until the end of their schooling.

**Marie BENDER**  
Boarding School Manager

**E.CHAMPEIX**  
Headmistress

**G. LESAGE**  
Principal