



## School rules

The following is a list of the basic rules that are shared by all members of the school community. Further information and detail is found in the student handbook and must be reviewed prior to arrival. These school rules are essential to community life. They help create an environment of trust and cooperation. These rules are set forth to establish a safe learning environment that prepares young people for responsible adulthood. These rules apply to all activities organized by the school.

### *Attendance and Tardiness*

- Be in class on time, everyday ready to work.
- School day is from 8h30 to 16h30 Monday to Friday.
- Excessive absence or tardiness may result in loss of class credit.

### *Absences:*

All absences must be justified.

In case of absence:

- parent or host parent must notify the Office by 9h15 (01 39 28 15 00)
- When returning to school, the student must come to the School Office with a note dated and signed by parents or host parents stating the reason for the absence. A medical certificate is required for an absence of more than 3 days, and for a contagious disease.

### *General behavior*

#### **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 and school personnel.
- Dress professionally. Students must wear clean clothes that are appropriate for school. Students are not allowed to wear 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 headgear are not permitted in school. If students are dressed inappropriately, they may be subject to disciplinary action and may be sent home to change or required to wear a lab coat for the remainder of the day.
- Food and drinks may not be consumed in the classrooms. Energy drinks are not allowed on campus at any time.

### *Tobacco, alcohol, drugs and other restricted items*

- French anti-smoking laws ban smoking in all schools (2006-1386 Decree of 15 November 2006) and are enforced on campus. There is no smoking in the school buildings or anywhere on the campus. This also includes the use of electronic cigarettes.
- Any use or possession of drugs, alcohol or other illegal substances or paraphernalia may result in immediate dismissal from school.
- Box cutters, knives, pocket knives, lasers and other dangerous objects are not allowed on campus.

### *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. The school is not responsible for lost, damaged or stolen personal property.

- Lab coats (supplied by school) are required at all times in the laboratories.
- Students will change clothes before gym class to appropriate sports. Physical activity requires appropriate sneakers ("Converse" type footwear is not appropriate).

### ***Cell phone and technology use.***

- The use of cell phones, headphones, games, electronic consoles, and any other electronic devices are only allowed outside of school buildings.
- Students must silence their cell phones when entering school buildings. Each classroom has a designated area for cell phones to be kept so they are not a distraction in class. At the request of a teacher, students may use their cell phones in an educational capacity only.
- Music players and portable speakers are not allowed inside school buildings or on the school grounds. They will be confiscated if they are found in use during school hours.
- If students use any forbidden device inside a building, school staff can confiscate it- it will be kept for five days. If a student is found using cell phones during testing, the student will receive an official warning. This policy also applies to watches that are "connected devices" which are prohibited during all testing.

### ***Losses and theft***

- The school is not responsible for any valuables that students bring to school. Students are responsible for their personal property.
- All found objects or clothing are placed in the school lost and found.
- Theft is taken very seriously and will result in severe sanctions.

### ***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.
- Any false alarm activation will lead to expulsion.

### ***Lunch***

- Lunch in the main cafeteria is provided to all NDIHS students. Students may choose to buy lunch at the Open Cafe. Students must put money on their card prior to going to the Open Cafe to buy food or drink.
- During the lunch break, students can relax in the park or in the lobbies of specific buildings. Students are not allowed to be inside classrooms without a teacher present.

### ***Park - Environment***

- Students are responsible for respecting the school environment. Many of the trees are centuries old, and the park is a protected area. It is the collective responsibility of all members of the community. Students must respect the flora and fauna.
- Garbage should be placed in the bins located around campus.
- During times of high winds and lightning storms, the park may be closed and students must go inside a school building immediately.
- In order to preserve our green space, the areas beyond the sports fields are off limits.

### ***Campus arrival and departure***

- Students can enter and exit only through the main gate or the train station side gate.
- The side gate is open from 8h15 to 8h45 and in the evening from 16h30 to 16h45 and is for pedestrians only.
- 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 NDIHS school ID with them at all times.** If any school staff requests a student to give them their ID, the student will give it to them respectfully. If the ID is lost, the student must go the finance office and pay for a replacement card. No exit from campus will be allowed without school ID.

### **Sanctions**

- Any violation of school rules laid out in the NDIHS Student Handbook can result in the following:
  - community service imposed on the student
  - detention
  - an official warning
  - **Three official warnings will result in expulsion**
    - A warning can result in the exclusion from educational outings and overnight trips and students will not be reimbursed for this.
  - Probation
  - suspension or expulsion (does not necessarily require three warnings)
  - When a student enters the next grade on probation, any breach of the terms of probation can result in expulsion from school.