



ECOLE INTERNATIONALE PACA

BOARDING SCHOOL RULES OF LIFE

The boarding school is an accommodation solution granted by the school Director to facilitate the studies of pupils who meet transport issues, live too far from the school or have some family conditions which justify a reason to ask for a place at the boarding school. When signing this document, parents and students assert that they have read the rules and commit to respect them.

The registration as an intern implies the full acceptance of the rules set out in this document.

Any change in the timetables is only possible with the Education Advisor's agreement and according to the period of the school year (holiday eves, exams...).

A progressive autonomy is given to the students; this is why some rules can be different depending on the students' age and behavior. This part of autonomy can be reduced or extended depending on school work and/or behavior.

The boarding school hosts girls and boys on two different sites. Only the boarders can access the boarding school.

If the rules are not respected, after looking for some solutions with the students and their families, students can be expelled from the boarding school. These rules apply to every students of the boarding school, whether they are accommodated for the whole school year or when they are on an exchange program lasting only for a short period of time.

MANDATORY REFERENT

Families have to provide the school with the contact of a trusted person who could come and take care of their child when ill or for any other reason if they are not available to come and pick them up at any time of day or night in case of emergency. This person must be more than 18, an adult with a driving license, living less than 25 km from the EIPACA.

LIVING TOGETHER

Students are asked to go to the school restaurant equipped with the *control badge* given to them at the beginning of the school year. Regular punctuality is required. Careless pupils who would cause malfunctions of the school services will be punished.

Living together at the boarding school means to respect the following simple rules for everybody to feel happy, safe and respected:

- Avoid making noise
- Keep the volume of your music or radio at a reasonable volume, turn it off before 10 pm
- Do not use your personal computer after 10pm to watch films or videos
- In the morning, leave the room and the bathroom clean and make your bed
- Do not smoke anywhere inside the buildings, even next to your bedroom windows
- Do not bring or consume any alcohol or drug anywhere at any time. Breaking this rule will imply a temporary or definitive exclusion from the boarding school.
- Close windows; switch off radios and lights when there is no one left in the room

- Take your shower before 10pm
- Always respect the other students or any adult in charge of the boarding school

STUDENTS REPRESENTATIVES

Two representatives of the boarding school are elected at the beginning of the year (a girl and a boy). They facilitate the communication between the boarders, the education advisor and the education assistants in order to regulate life at the boarding school.

Meetings will be regularly held.

They convey information to their peers, collect suggestions for the organization of outings and are the links with the educational team.

HOMEWORK and STUDYING AT THE BOARDING SCHOOL

A time of study in silence is organized every evening. Students in class of *seconde* and S5 must study in the study room, others are allowed to study in their bedrooms. An education assistant is present and is able to help students with their homework. In order to let the education assistant insure the study time and eventually help, bedroom doors must stay open from 7:30 pm to 8:30pm, the whole year.

COMPUTER ROOMS

They are open every day from 6pm to 10pm and on Wednesday afternoon. They must be primarily used for homework. School rules apply for the boarding school.

Furthermore, we remind that all software not owned by the school must not be used. Modification of computer configuration is prohibited without the previous authorization of supervisors. In case of breach of the rules defined in the school rules related to computers and internet use, sanctions will be taken.

RELAXATION AREAS

Some relaxation areas are available for the boarders and imply the respect of the following rules: The common room and the tearoom are open to boarders only from 6pm to 10pm. Each student has the right to watch TV in the evening, once a week. The *Vie scolaire* have a look and a say on the chosen TV program. Students have the responsibility of the cleanliness of these areas. Recreational and cultural activities organized by boarders or education assistants are encouraged.

Activities outside of the school after class are allowed only once a week.

Time	Monday	Tuesday	Wednesday	Thursday	Friday
7h00		Students Wake-up	Students Wake-up	Students Wake-up	Students Wake-up
7h15		School restaurant opens for breakfast	School restaurant opens for breakfast	School restaurant opens for breakfast	School restaurant opens for breakfast
7h30	Boarding school opens gate for luggage drop-off				
7h45		Boarding school closes	Boarding school closes	Boarding school closes	Boarding school closes

14.00			Boarding school opens. Authorized students are allowed to leave the Boarding school until 6pm. No external students are allowed inside the Boarding school.		Boarding school gate opens for luggage collects
18h00	Boarding school opens	Boarding school opens	Boarding school opens	Boarding school opens	Boarding school opens
18h15	Attendance register of students in the common room	Attendance register of students in the common room	Attendance register of students in the common room	Attendance register of students in the common room	
18h30	Dinner time In the school restaurant	Dinner time In the school restaurant	Dinner time In the school restaurant	Dinner time In the school restaurant	
19h30-20h30	Supervised Study time	Supervised Study time	Supervised Study time	Supervised Study time	
20h30-21h30	Free time. Calm and quiet activities are authorized.	Free time. Calm and quiet activities are authorized..	Free time. Calm and quiet activities are authorized.	Free time. Calm and quiet activities are authorized.	
22h00	Attendance registers of students in bedrooms. Lights out. Listening to music and speaking out loud is forbidden.	Attendance registers of students in bedrooms. Lights out. Listening to music and speaking out loud is forbidden.	Attendance registers of students in bedrooms. Lights out. Listening to music and speaking out loud is forbidden.	Attendance registers of students in bedrooms. Lights out. Listening to music and speaking out loud is forbidden.	
22h00-23h00	<i>Terminale</i> students are allowed to study in their bedrooms or in the study room but they must ask for permission	<i>Terminale</i> students are allowed to study in their bedrooms or in the study room but they must ask for permission	<i>Terminale</i> students are allowed to study in their bedrooms or in the study room but they must ask for permission	<i>Terminale</i> students are allowed to study in their bedrooms or in the study room but they must ask for permission	

EXCEPTIONNAL ABSENCE

Every exceptional absence have to be asked in writing by the parents (letter, email) including for 18 years old students. This request has to be communicated to the Vie Scolaire office or to the education advisor at least 24 hours in advance. No exception will be accepted. A parental permission to leave the school on the phone will not be considers as valid. If you wish to participate to an activity out of the school, an annual authorization must be given by the parents at the beginning of the school year. Students can only have the extracurricular activity once a week. Those authorizations can be called into question if the students don't work enough or if his behavior is not satisfactory. The latest time to come back to the boarding school is 7.30pm. After that time, the school will be closed.

PHONE COMMUNICATION

After 8pm external communications to the boarders are not transmitted. Students are allowed to use their personal phones until 10pm except during study time.

PERSONAL COMPUTER

Personal laptops are authorized in the rooms for personal work. They can be used to watch films or to listen to music but always in a reasonable way and respecting community rules. The school won't be responsible in case of broken or stolen items. Students using their personal laptops must keep them locked inside their wardrobe or inside a safe in the invigilators room.

FURNITURE AND SPACES

Students can't arrange their room with personal furniture. School board furniture items can't be transported. Students are responsible for these furniture items as well as cleanliness of walls and floors. An inventory of fixtures will be done at the beginning of the school year and students are responsible for keeping everything in good condition. Repairs of damaged items or surfaces will be charged to the families. Posters can be fixed in a cork panel and only with Blu-tack or similar hanging systems. Other hanging systems damage the walls. Painting and curtains are not allowed due to fire spreading risk. School restaurant cutlery and dishes cannot be brought out of the school canteen and their use is forbidden inside the school board. Blankets must be fire resistant.

Only alarm-radio and speakers are allowed, the rest of electrical goods are forbidden (coffee machines, electric kettles, portable stoves, toaster...)in the rooms.

SANITARY RULES

Boarders are in charge the cleanliness of their room:

Every morning, all items in the bedroom and bathroom must be arranged properly, so that the cleaning can be done easily, the beds made, the desks arranged.

Sheets, towels and gloves must be changed regularly. The school provides a bed pad for each bed, it must be used.

When the students leave the boarding school (weekends or school holidays), the blankets must be folded on the bed, the windows must be closed, the lights off and shutters down. Perishable food should not be stored and consumed at the boarding school. It is not recommended to eat in the rooms.

INFIRMARY

Opening hours and nightly nurse availability are posted in the infirmary and in the Vie scolaire.

Students can go to the infirmary according to the nurse's schedule and if possible outside class time. In case of emergency (= vital distress) between 9pm and 7am, during nightly nurse availability, an education assistant will be responsible for informing the nurse. If, for medical reasons, evacuation is necessary, the nurse or the education assistant will inform the student family or the local contact given at the beginning of the year and the school management team. All medical treatments must be left in the infirmary with a duplicate of the medical prescription. No medications can be kept by the student.

Students have to take their medication in the infirmary or accompanied by a member of the Vie scolaire during the nurse's absences.

If the nurse is absent, the education assistant will call the SAMU (= 15 medical assistance for emergencies) in order to obtain a medical opinion. They will inform the school management. Parents will be systematically contacted and will have to come to collect their child, either in school or at the hospital.

SECURITY

The boarding school is equipped with a fire safety system. Evacuation instructions are posted in each room and in the hallways. Information will be given at the beginning of the school year. According to French laws and regulations, evacuation drills are organized. All students have to participate and respect the instructions given.

PUNISHMENT

In case of disrespect of the rules, including cleanliness of the rooms, sanctions can be pronounced according to the rules and regulations of the EIPACA.

Any student who is caught using illegal products or alcohol inside the school will be immediately excluded from the boarding school (temporarily or permanently). It will be the same punishment if a student presents himself in a consciousness second state related to alcohol or drug use. In case of proved event of material degradation, the student who is the responsible will be contacted by a member of staff in order to reimburse damages and replace the material.



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You are requested to complete, date, sign and return as soon as possible this document.

"I, the undersigned, declare that I have fully read it (pages 5 to 8) and that I hereby undertake to respect it and abide by it.

I accept that in case of failure sanctions can be taken and I am committed to respect the decisions made by the EIPACA Direction".

Boarder Last Name:

Boarder Name:

School class:

Boarder Signature:

Parents' Signatures or legal guardians' signatures:

Date: / /



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SCHOOL BOARD TROUSSEAU

1. Laundry and clothes

- . Enough clothes for the whole week (for a daily change)
- . Two pyjamas
- . A bathrobe
- . Towels, flannels and a bath towel
- . A cardigan
- . An umbrella (or a hooded raincoat)

2. Toiletries

- . Toiletry bag
- . Soap or shower gel
- . Shampooing
- . Toothbrush
- . Toothpaste
- . Deodorant (not spray, only roll-on or stick)

3. Bedding

- . 2 pairs of sheets (for a single size bed)
- . 2 pillowcases (50x50)
- . A pillow

Those items must be identified

The student will get a mattress protector, a transfer sheet and two non-flammable blankets which must be returned at the end of the year.

An inventory of fixtures will be signed by the students on their first day. The student is responsible of the items entrusted. Lost or damaged items will be charge to the families.

4. Shoes

- . One pair of shoes +one pair of trainers for sport
- . One pair of slippers

5. Sport

- . A light colour T-shirt or polo shirt
- . A short
- . A tracksuit

6. Miscellaneous

- . Hangers
- . Laundry bag
- . Sponge
- . Suitcase
- . Desk blotter
- . Bedside lamp
- . Radio alarm clock
- . Two padlocks (obligatory)

It is absolutely forbidden to bring and use aerosol cosmetics. It is not recommended to bring precious belongings at the school board. If so, please watch them, the school cannot be held responsible for any problem related to these items.