



ÉCOLE NATIONALE DE CIRQUE

“MY High School Residence”

Residence Regulations – High School Program 2018-2019

In case of any discrepancy between the French version of the present rules and its English version, the French version shall prevail. The use of the word « student » or « resident » includes the students attending the high school program living at the residence and any other person staying at the residence and attending a given high school program. The masculine gender is used herein for sake of reading facility.

Student housing requires a certain direction. It also requires adjustments on everyone's part. It also offers great challenges. Most importantly, to maximize the student housing experience for everyone involved, sharing your day to day lives with other people offers opportunities for showing both self-respect and respect of others.

Living in a school's residence is sharing your day to day life with other people. Living in a residence is not like living in your own apartment. Living in a school residence can be a rewarding experience: it allows the student to focus on schooling and training, without the daily hassles and hurdles of an apartment to manage. Eventually, living in the residence allows for a smooth transition between family and living on your own.

Living in a school residence is like living in a second home, with people who often become like family. This “family” is made up of students in neighbouring rooms and resident supervisors and other people involved in residence life, overseeing the student housing program and ensuring everyone's well-being. Behaviours, attitudes and values of each person staying at the residence contributes to the quality of life in the residence, for the individual student and those around.

Each year, our residence regulation is updated. It takes into account comments and experiences of students as well as those of the resident supervisors.

At the National Circus School (the School), we want to share with you the values we believe are important and will bring you ahead! Should you have any queries, please contact the Student Services Coordinator, Claudia Silva at csilva@enc.qc.ca or 514 982-0859, extension 243.

The Residence Regulations: a commitment to respect

As soon as you enrolled at the School, you made an implicit commitment to respect the School's values, and our ways of teaching and doing things. Similarly, when your parents registered you at the residence, they, and yourself, made a commitment to respect the residence's values, and our ways of teaching and doing things. These values have guided us in making the rules of conduct that we are sharing here. Those rules are part of your commitment as a resident in our residence.

This regulation consists in a set of rules for day to day life in shared premises. It serves as a tool box, helping you to better organize your daily tasks, plan your activities, communicate effectively. This tool box can assist you in adapting to change a given behavior or overcoming personal dilemma. Plus, it can guide you in managing a potential fall out with your next-door neighbor, or in showing respect for everyone living and working at the residence, despite or should we say, **with** their different viewpoints, experiences, perspectives, ages and levels of responsibility.

Who are the Residence Regulation for?

The Residence Regulation applies to any person who stays or lives at the School's residence. This present version of the regulation is intended specifically for high school program students, whether they are enrolled or not at the School. This regulation forms part of the S

School's *Code de vie (Code of Conduct)* and its other policies and regulations.

Who-does-what at the residence?

The Residence Supervisor:

While you live at the residence, the Residence Supervisor represents the School acting as a sort of 'parent'. The supervisor:

- Ensures the health and safety of every resident.
- Assists residents in daily life issues at the residence.
- Coordinates activities at the residence.
- Prepares activities in line with the residents' needs and preferences.
- Oversees study period supervision.
- Makes necessary purchases for weekend brunches and snacks.
- Helps serve the evening meals.
- Is the point of contact when you enter or leave the residence during the week and on weekends.
- Reminds residents of the importance of the Residence Regulations (a sort of code of conduct of the residence).
- Is onsite at the residence from Monday to Thursday from 5:30 PM to 8:30 AM, Friday from 5:30 PM until Monday 8:30 AM (whenever the residence is opened as per the School calendar and the residence calendar).

The Student Services Coordinator:

The Academic Administration and Student Services Coordinator is the transmission wheel between the educational department, the administration department, the resident supervisor, the parents and the resident. As such, the Coordinator coordinates the arrival and departure of residents at the beginning of the school term, during study weeks and holidays, and at the end of the term. Before 3 PM on Fridays, the Coordinator receives parents' confirmation of permission to leave on weekends. The Coordinator also follows-up with all necessary and relevant health sheet forms for residents.

The resident:

Every student living at the residence is entitled to enjoy safe and favourable conditions for community life, and for study and rest. Resident students also have obligations: they must adapt their personal conduct to conform to the requirements of group living, participate in the residence activities, and observe the following regulations:

Assignment of Rooms

1. The assignment of the rooms and the designation of the roommates are determined by the School.
2. Any modification to the agreed duration of stay at the residence or to the agreed number of week days at the residence is subject to the payment of an indemnity.

Language used at the Residence

3. The language used at the residence is the French language.

Respect of others, bullying and violence

4. Any form of bullying or violence is strictly forbidden, even though the event(s) may take place outside the residence, in whole or in part. Any person being the subject of bullying or violence and any person witnessing such event(s) have the duty and the obligation to report it to the Student Services Coordinator.

Access to the Residence

5. Access to the residence is not allowed after 8:15 AM. In order to enter the residence during the day, the resident must invoke exceptional reasons. If such may be the case, authorization must be obtained from the Student Services Coordinator. When a resident is authorized to remain in his/her room during the day, the door must be locked at all times. In the event of a holiday, or, for a 5-day resident, over the course of the week-end period, the resident

- cannot, after 8:15 AM, enter the residence should he have left a personal belonging or for any other reason whatsoever.
6. Entry into the residence is through level 0, except Friday from 9h30PM, Saturday and Sunday from 6PM, and from 5PM the day of the return from a break.

Forbidden Amenities and Activities

7. It is forbidden to keep, to use or to share on the residence's premises, in the resident's room, or any other area which is in the vicinity of the residence property (which includes the School's parking lot, terrace, entry, or other vicinity property owned by the School), any tobacco products, marijuana products, or e-cigarettes, including any inhaling product or device.
8. It is also forbidden to keep or use in any area of the residence any electrical appliances such as a coffee machine, a toaster or any other device used for cooking, roasting, heating or refrigerate foods. It is not possible for a high school level resident to rent an individual room refrigerator. A communal refrigerator may be used, on the condition that each resident ensures at all times the freshness of the food it has placed by a regular inspection and that he keeps clean at all times the area of the fridge where he has placed his food.
9. It is forbidden to light a candle or a fuel lamp, or to burn any other matter in the residence.
10. The School's representatives have the right to visit the rooms at any time and to confiscate any unauthorised amenity it evaluates as being a possible danger.
11. At any time in the common premises and before retirement time in the rooms, the resident must be dressed appropriately.

Use of Room, Equipment and Cleanliness

12. The student must use with the utmost care the furniture and amenities made available by the School.
13. The resident is not entitled to move or displace without authorisation any furniture without casters. No resident is entitled to move or displace any piece of furniture from its room.
14. Space within the room cannot be obstructed by any of piece of furniture; no piece of furniture may be placed so as to prevent surveillance of the room.
15. It is forbidden to install or to modify an electric, computer or telephone distribution system, outlet or component.
16. It is forbidden to place anything on the walls, doors or furniture in the rooms or common spaces. For pictures or posters, it is mandatory to use sticky tack or similar adhesive sticker.
17. The resident, alone or together with his roommate, must maintain his room clean and tidy; the resident is responsible for the room's regular cleaning, as directed by the School.

18. Each week, the resident must change his own bed linens or those provided by the School.
19. The cleaning products to be used for the cleaning and maintenance of the rooms are those provided by the School. No other product is to be used.
20. It is forbidden to hang anything from or on to the sprinklers.
21. The student will be held liable for all damages caused to his room or to any other area or amenity of the residence by his own fault or negligence. The cost and expenses incurred by the School resulting from such damages will be charged to the student's parent(s) or guardian(s).
22. Overall cleaning of the residence and the rooms is made every 2 weeks. The resident supervisor announces such cleaning chores by posting a notice on the days such chores are made, and each resident is expected to remove every object from under the bed, from the shower, from the sink and from the counters of the room.
23. Bicycles cannot be brought into the residence or into a resident's room.

Use of Computers

24. The computer resources at the residence are to be used for homework and study purposes. The information contained within these computers belongs to the School, and the use by each resident of such computers must respect the law, namely, refrain from acts causing loss of reputation of the School, and respect the dignity and the right of privacy of others. In addition, it is forbidden to perform any act which may affect the proper functioning of the School's computer resources.

Health and Personal Hygiene

25. It is forbidden for a student under 14 years of age to take medication that has not been approved in writing by his parents or guardian; for students aged 14 and over, the School will not tolerate the intake of medication beyond prescribed dosage.
26. The student under 14 years old must obtain the authorisation from the residence supervisor to apply ice to reduce inflammation.
27. On the basis of a medical recommendation or as a preventive measure, the residence supervisor is authorized to request a student to stay in a separate room.
28. The use of the therapeutic bath is limited to one student at a time; the duration and the frequency are controlled by the residence supervisor. After using it, the student must wash the therapeutic bath with the disinfectant product prominently placed by the School which is to be replaced by the student at the same place.
29. The student must comply with basic personal and oral hygiene rules. The resident supervisor is authorized to require that a student brushes his teeth, takes a shower, washes his hair, changes his clothes frequently, that he does his laundry, cleans his room, and such other requests of a similar nature.

30. The use of perfume, after shave or a scented cosmetic product may be prohibited if it bothers a resident.
31. The student shall not be barefoot or wear socks when out of his room.

Food and Beverages

32. It is forbidden for a resident to keep in his room any food that must be refrigerated.
33. The intake of « energy » drinks is forbidden. The School does not tolerate abusive consumption of foods or beverages with low nutritional value or with high concentration of sugar, fat or caffeine.
34. Should the residence supervisor assess that a resident's faculties are impaired or that he is under the influence, the resident will be confined to his room, and will ensure not to disturb his roommate and neighbors. Where appropriate disciplinary measure could be applied.

Outings and Safety

35. It is forbidden to let in or facilitate the entry of strangers, friends or non-resident students in the residence.
36. In the absence of their occupants, the rooms must always be locked.
37. It is forbidden to enter into a high school level resident's room in his absence and without his opening the door.
38. It is forbidden to enter into a college level resident's room.
39. It is forbidden for a high school student to have a college student in his room.
40. It is forbidden to enter into the resident supervisor's room.
41. The student is not authorized to make a copy of his room's key, lend it to another person or hold the key to another person's room.
42. When the resident has a guest in his room, the door must be open at all times.
43. Gatherings are forbidden in the staircases.
44. Hallways and staircases must remain free of any objects.
45. The school is not responsible for any lost or stolen objects.
46. Except for an emergency situation, it is forbidden to open the exterior doors of the residence when the alarm is activated (please refer to schedule in point 5) .

47. Outings for high school students 1 and 2

- **From Friday evening until Monday:** The resident from is entitled to leave the residence' s grounds if he is accompanied by an adult designated by his parents or guardian:
 - From the end of the classes on Friday until 9:30 PM
 - Saturday between 9 AM and 9:30 PM
 - Sunday between 9 AM and 8 PM,

Provided that the Student Services Coordinator has received a specific authorization in writing from the parents or guardian prior to 3 PM on Friday, specifying the location visited, the name of the above designated adult, the address of the visited location, the means of transportation to the visited location and return to the residence, and the telephone number where such designated adult can be reached at all times.

- **From Saturday to Sunday:** The resident is entitled to leave the School grounds for a maximum period of 4 consecutive hours:
 - Saturday between 9AM and 9h30PM
 - Sunday between 9AM and 8PM

provided he is accompanied by a resident from high school 4 or 5 designated by the resident supervisor, provided that, at the onset of the term, the Student Services Coordinator has received a general outing authorization in writing from the parents or guardian.

- **From Monday evening until Thursday evening:** A resident from CES 1 and 2 is entitled to leave the School grounds for a maximum period of 2 consecutive hours provided he is accompanied by a resident from CES 4 or 5 designated by the resident supervisor, provided that, at the onset of the term, the Student Services Coordinator has received a general outing authorization in writing from the parents or guardian

48. Outings for high school students 3, 4 and 5: A resident from high school 3, 4 and 5 is entitled to leave the residence's grounds:

- From Monday to Thursday, after diner until 8 PM
- Friday from 6:30 PM to 11 PM
- Saturday from 9 AM to 11 PM
- Sunday from 9 AM to 8 PM,

Provided that, at the onset of the term, the Academic Administration and Student Services Coordinator has received a general outing authorization in writing from the parents or guardian and that the resident confirms to the resident supervisor the time of his departure and the time of his return to the residence.

However, notwithstanding the authorization from the parents or guardian, the School has the right to deny or limit the student's right to the outing if it has grounds to believe that the resident's health, safety or dignity may be at risk or as to prevent an illegality.

49. Notwithstanding its high school level, a resident may **stay overnight out from the residence** from Friday evening to Saturday and/or from Saturday to Sunday, provided that:

- The Student Services Coordinator has received a specific authorization in writing from the parents or guardian prior to 3 PM on Friday, specifying the name of the designated adult (below), the address of the visited location, the means of transportation to the visited location and return to the residence, and the telephone number where the resident can be reached at all times;
- It being acknowledged that the sleep over must take place at the personal residence of an adult having close ties to the family of the resident, or, if at the personal residence of another high school student enrolled at the School, the sleep over must take place under the continued supervision of the parent of such high school student. In such latter case, the high school 1 and 2 residents are not authorized to leave the residence unless accompanied by one of those adults.

Activities, and Climate Study

50. At all times, the climate in the residence must allow for study or rest.
51. Except for School activities and activities to be held outside the residence which are all mandatory, when internal residence activities are planned, it is recommended every resident should participate in order to reinforce group spirit at the residence.
52. The high school resident enrolled at the School is entitled to have a friend for sleep over should there be a sufficient number of available beds, provided such friend is another high school student enrolled at the School, that a written authorization to do so from his parents be provided in advance to the Student Services Coordinator, that he is not 18 years of age and over, that he agrees to follow the Residence Regulations, and that the resident is responsible for the costs of the meals and damages caused, where applicable.

Daily Schedule from Sunday evening to Friday morning:

53. In the morning, each student is responsible to prepare and leave the residence between 7:45 and 8:15 AM.
54. The student is not authorized to return to the residence from 8:15 AM until the end of dinner.
55. The meal schedule is:
 - o Breakfast: 8 to 8:30 AM,
 - o Lunch: 12:30 to 1:30 PM,
 - o Dinner: 5:30 to 6:30 or 6:30 to 7:30 PM, in accordance with class schedule.
56. A mandatory study period is held between 8 to 9 PM from Sunday to Thursday, and, during that period of time, the student must be in his room, door opened.
57. During the mandatory study period, keeping silent and maintaining a climate of study is mandatory. During that period, the resident is not authorized to listen to music, even with earphones or headphones. During the study period, should a student not be bound by specific assignments or studies, keeping silent and maintaining a climate of study remain mandatory.

58. During the study period, group assignments in a room are not authorized, unless the roommates have a school assignment together.
59. Should a cultural outing be organized, the student must attend.
60. Retirement time in the rooms is 10 PM. From that time on, the student must remain in his room for the night, reduce any noise to the minimum (radio, music, television or computer must be used with headphones), and keep door closed and unlocked.
61. Curfew is at 10:30 PM for high school 1, 2 and 3, and 11:30 PM for high school 4 and 5. From curfew until morning, the student is not authorized to shower, bathe, exit his room, must keep his room door locked, must remain in bed, keep silent with lights off and any electronic device closed.

Daily Schedule from Friday evening to Sunday and during school breaks:

62. On Sundays, the 7-day resident must arrive on time to the residence in order to attend the study period scheduled at 8 PM. The 5-day resident must arrive at 9 PM at the latest.
63. The meal schedule is:
 - o Saturday: brunch from 10 to 11 AM, snack from 2 to 2:30 PM, and dinner from 5:30 to 6:30,
 - o Sunday: breakfast from 8h30 to 10 AM, lunch from 12h30 to 1:30 PM, and dinner from 5h30 to 6:30 PM.
64. Retirement time in the rooms is 11 PM for high school 1 and 2, and midnight for high school 3, 4 and 5. From that time on, the student must remain in his room during the night, reduce any noise to the minimum (radio, music, television or computer must be used with headphones), and keep door closed and unlocked.
65. Curfew is at 11:30 PM for high school 1 and 2, and 12:30 AM for high school 3, 4 and 5. From curfew until morning, the student is not authorized to shower, bathe, exit his room, must keep his room door locked, remain in bed, keep silent with lights off and any electronic device closed.

In the event a student does not follow any given provision of the present Residence Regulation, disciplinary measures may be undertaken, ranging from a verbal warning to being expelled from the residence and/or the School, depending on the nature of such offense and its frequency.

For the sake of the present Residence Regulation, « *parent* » includes the mother, the father, the holder of the parental authority of a Canadian resident or the legal Canadian guardian of a foreign student.

I have read the present regulation of the residence, I undertake to abide by each and all of its provisions and I acknowledge that, should I be in default of any given provision of the present Residence Regulation, disciplinary measures may be undertaken, ranging from a verbal warning to being expelled from the residence and/or the School, depending on the nature of such offense and its frequency.

Date:

Date:

Student's Signature

Parent/Guardian Signature

