

Michael Smith '66

RESIDENCE HALL HANDBOOK

DREUX AMERICAN HIGH SCHOOL

UNITED STATES AIR FORCE

APO NEW YORK 09084

THE HOME OF THE VIKINGS

SCHOOL YEAR

1965 - 1966

TO: Residence Hall Students

The administration, teaching staff and counselors bid you welcome to Dreux Dormitory School.

The residence hall and school plant on the Dreux Air Base are prepared and equipped to give you the best in education, comfort and enjoyment during the coming school year. We sincerely hope it will be a pleasant and profitable school year for you.

Residence hall rules will be discussed and explained to you on your arrival. As an individual you will soon see your responsibility to each member of the residence hall as a fellow guest. We hope your response will encourage growth and self-expression for you in this school community.

This handbook contains guides which we hope will improve living in the dormitory. As you improve your school community you improve yourself. The impression you impart while a student here will be recorded as a part of your achievements. Think before you act. May your actions always reflect the image you would like to be remembered by as a member of the school community.

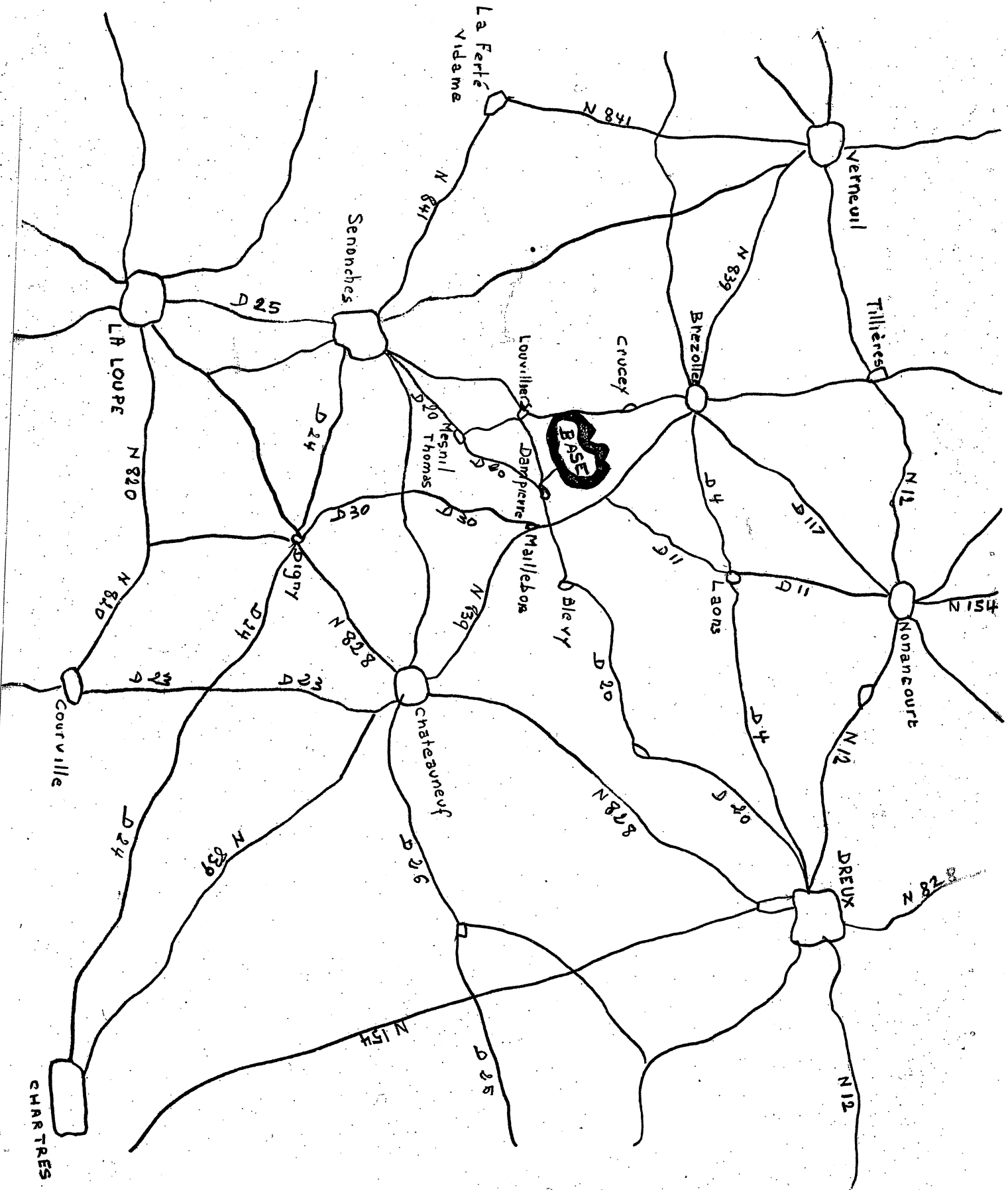
We sincerely hope that this experience as a member of the dormitory and its activities will help you to have a full, rich academic year and a warm friendly social experience.

ROSS TIPTON
Principal

ROBERT A. LAGESON
Dormitory Supervisor

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REGARDING TRANSPORTATION TO AND FROM DREUX AIR BASE

The Dreux Air Base transportation resources are limited due to Dreux being a Dispersed Operation Base. It is a parental responsibility to transport the students to and from the base. There are times when this is impossible for the parents to do and the Base attempts to do the best its resources permit.

It is hoped that the following information will be of assistance in planning the student's trip.

The students arriving in Paris without prearranged means of getting to Dreux Air Base should do the following:

If landing at Orly or LeBourget Airports, (1) call the Hotel Littre', 9, rue Littre', Balzac 5400, American Desk Extension 364 or 371 to inquire if any transportation might be available from there to the Base. In case of a necessary overnight stop it may be possible to stay at the Hotel. Transportation from the airport into Paris can be made by taxi or by an Air France bus (cost $3\frac{1}{2}$ francs). From the Air France downtown terminal it is a short taxi ride to Hotel Littre' (Metro can be used but this frequently is difficult when accompanied with baggage).

(2) If the student arrives at the downtown Air France terminal or if he arrives in Paris by train and the student wishes to go directly to Dreux (City) by train, without calling the Hotel Littre' for possible transportation, it will be necessary for him to take a taxi or Metro across town to the Gare Montparnasse. On arrival at Dreux (City) Rail Station a phone call should be made to the Dreux Air Base requesting transportation. During duty hours call Dreux 460-794 or 460-846, extension 6236 or 6329. After duty hours ask for Motor Pool 6292 or 7403 for transportation.

If transportation is made by auto, travel Paris-Dreux (direction Senonches) - Dampierre or Evreux-Nonancourt-Dampierre or Chartres-Chateauneuf-Maillebois-Dampierre. Watch for local USAF base signs.

All students should have return tickets or orders in their possession to allow them to return home in case of emergency if they are coming from distant locations.

Students should willingly assist when requested, for these assignments are designed to improve the living situation. They provide opportunities for students to develop a sense of responsibility and a feeling of contribution to the general welfare of the residence hall community.

Finally, if a student has a problem, he should consult his advisor. Part of the advisor's work is to help students in this capacity.

WHAT TO BRING

Storage space here is limited; do not bring excessive luggage. Five-day residents should bring only enough clothing for one week. Seven-day residents should bring a foot locker, preferably with a good lock and key, for the safe-keeping of valuables. Generally, it is unwise for students to bring valuable items, such as expensive jewelry, to the residence halls.

The climate at Dreux is cool in the fall and spring and cold in the winter. There are many rainy days. Therefore, warm clothing and rain apparel are advisable. Buildings are well-heated, but a warm jacket or coat will be needed to walk to and from school and between classes held in different buildings. Students should have one set of clothes for dances, church and other dress-up occasions.

ESSENTIAL ITEMS TO BRING

- One Combination Lock
- Towels and wash cloths
- Sewing kit, scissors
- Foot locker and lock
- Shoe-shine kit
- Passport, ID Card or French Carte de Sejour (when applicable)
- An up-to-date immunization record
- Bathrobe and slippers
- Rain attire, including hat
- Dress-up clothes
- Physical education clothes
- Other essentials to daily living
- NOTE: One of the best items for a student to include is a good dictionary

All clothing and personal possessions should be clearly labeled with the student's name.

DESIRABLE ITEMS TO BRING

- Radio
- Musical instruments
- Hobby equipment

Other items of this nature may be brought at the discretion of the student.

The student council and each resident hall's officers can be of great value to YOU, the student, if you support the decisions made by this group whom you have elected. Student council and residence hall government stresses self-discipline and acceptance of student responsibility.

The residence hall officers will meet whenever needed, but at least once a month. The advisors of each residence hall will act as advisors to their individual council.

The student council will meet regularly with the residence hall administrator to discuss problems and plan service projects and social events. Your student residence hall council has been elected by you to serve you, and you should treat each member with the respect due his position.

INTRODUCTION TO RESIDENCE HALL RULES AND POLICIES

To help you, the following rules and policies were compiled by the residence hall council and the administration. Rules are posted in the residence hall and you will be expected to sign a form indicating that you have read, understood and agree to comply with the posted policies.

Students will promptly obey all posted and verbal instructions from the advisors and will accord the advisors the courtesy and respect due them as representatives of the parents. Being a member of a residence hall is a privilege, not a right. Each student is expected to show sufficient maturity to adjust to group living.

Consistent immaturity and misbehavior cannot be tolerated, and such conduct may result in suspension or expulsion of the student from the residence hall or from the school. Additional rules or policies may be announced by the school administration in the course of the school year if the need arises.

RULES OF THE RESIDENCE HALLS

As a member of a residence hall you have the responsibility of helping other students and the advisors for the benefit of the community. Your responsibilities include your personal conduct, the care of your room and its furnishings, your personal belongings and your health. Your success as a student of Dreux American High School is dependant upon your ability to fulfill your responsibilities. These areas of responsibility are discussed in detail below. Study them very carefully. If you have questions, be sure to ask the advisor to answer them for you early in the school year.

PERSONAL CONDUCT

1. Code for Dependent Youth - Students of Dreux American High School are expected to conduct themselves according to the guidelines included in the code for dependent youth on page 14 of the student handbook, whether they are in the classroom, in the residence hall, or elsewhere. Conduct in the student dining hall will be the same as that expected in any restaurant or private dining room.

8. Profanity - Swearing, cursing, profane or abusive language will not be tolerated.
9. Loitering - Loitering around the residence halls or other areas of the base during the hours of darkness is not permitted.
10. Theft - Any student caught stealing is subject to suspension from the school. Any case of borrowing without permission will be considered theft.
11. Off-Limits Areas - Special authorization for a student to enter an off-limits area must be in writing from the advisor or residence hall administrator. Unless there is a scheduled coed function with advisors present, boys are not permitted to enter the girls residence halls nor girls to enter the boys residence halls. In addition, the following are off-limits areas to students:
- a. All military billets, military recreation rooms, vacant buildings and posted off-limits areas.
 - b. The student dining hall at other than scheduled serving hours.
 - c. Residence halls between the hours of 0800 and 1500 each school day.
 - d. The air field, including flight line, hangar areas and runways.
 - e. The end doors of the residence hall buildings, both upstairs and downstairs, are for fire and fire drill purposes only. The only authorized student entrance and exit from the residence hall is the center door by the counselor's office.
 - f. The Base Snack Bar is generally off-limits to boarding students because the equivalent facilities are available in the Student Recreation Center.
 - g. The Service Club portion of The Community Services Center is off-limits, except when use is authorized for special events.
12. Off-Base Visits - Students are not permitted to leave the military installation unless accompanied by their parents, teacher or an authorized adult sponsor. The residence hall advisors must know at all times the whereabouts of each student. Proper clearance from the advisor is required before the above-authorized persons may take a student away from the school area. (See policy on special parental permission required for off-base visits.) Students must sign-out and sponsors are requested to observe sign-in time.
13. Vandalism - Defacing of any public notice, damage to government facilities or equipment and other similar types of destructiveness are considered to be acts of vandalism. Fire-fighting equipment located in the dormitories is vital to the safety of the residents and is not to be mutilated or misused. In addition to possible disciplinary action, the student apprehended for vandalism subjects his sponsor to pecuniary liability for the cost of damages incurred.

CARE OF THE ROOM

Students are responsible for making their own beds, taking care of the personal belongings and keeping their rooms in a clean and orderly fashion. There is no janitorial service for student bedrooms. Janitors assigned to the residence halls are responsible only for the hallways, lavatory facilities, lounge and recreation rooms, advisors' offices and night duty rooms.

RULES FOR ROOM INSPECTION

Student rooms are inspected by the dormitory advisor at 0800, Monday through Friday, and at approximately 1200 on Saturday and Sunday. All occupants are held responsible for the condition of the room at inspection time and will be subject to penalties imposed for failure to meet room inspection standards. Students are encouraged to take pride in the appearance of their rooms and may qualify for awards given. In making room inspections, the advisor observes you in the same way that your parents would for proper habits of neatness, cleanliness, and appropriateness of room appointments.

1. Clothes put away neatly.
2. Top of furniture dusted and items thereon neatly arranged.
3. Rooms dusted.
4. Floors and rugs clean.
5. Waste baskets emptied.
6. Appliances and lights out and extension cords unplugged.
7. Windows closed and locked.
8. Window sills free of any object.
9. Radiators free of any objects.
10. Authorized snacks stored in metal, glass or plastic containers and properly sealed.
11. No unauthorized dangerous items or containers for alcoholic beverages.
12. Beds made neatly and bed linens changed on schedule.
13. Decorations and room accessories in good taste.
14. Furniture arranged properly for purposes of fire safety, health, study and appearance.
15. Door locked.

1. Students will report immediately to the residence hall advisor any sickness or accident, whether it occurs to himself or another member of the school community.

2. Normally, students requiring routine medical care will attend student sick-call scheduled at the dispensary at the close of the school day. Students visiting the dispensary, whether on routine sick-call or on emergency call, must have a signed sick-call permission slip. During the school day, this permission will be obtained from the high school secretary. After normal school hours this permission will be obtained from the advisor on duty in the dormitory. All sick-call permission slips must be returned to the residence hall advisor for retention in the student's personal file.

3. Students are required to eat all meals for which their sponsors have paid in advance, at the school dining hall. Unless students are ill or otherwise excused, they will report to the dining hall even though they may think they do not wish to eat. Failure to sign in for meals without a valid excuse will be cause for disciplinary action within. The student is responsible for notifying the advisor of meals missed, including the reason for the absence. Sponsors are notified in the residence hall report issued each 9-week grading period concerning student eating habits. No food or utensils will be removed from the dining hall. (See policy on special permissions regarding eating at places other than the student dining hall.)

4. There are a myriad of "things to do" for the student who shows initiative. After studies have been completed, students may interest themselves in the following recreational activities:

High School

Boys

Football, cross country, basketball, wrestling, track, soccer, golf, and tennis

Girls

Cheerleading, Girls' Athletic Association and intramurals

Co-curricular

Class projects, debate club, dramatic club, chorus, French club, Future Teachers of America, etc.

Student Recreation Center

Tours to places of interest, arts and crafts, dances, parties, ping pong, and billiards

Base Facilities

Movie theatre, bowling alley, wood hobby and photo hobby shop, gymnasium

Residence Halls

Parties, parlor games, inter-dorm athletics, TV room, stereos and pianos in the lounge

Other Areas

Chapel activities, Red Cross, scouting, Choir

Authorization may be granted to eat the evening meal in the home of a friend in the neighborhood if written parental permission and a written invitation from the adult host or hostess are on file with the advisor 24 hours in advance.

Residence hall students will not ride in or on a motorized vehicle without an advisor's permission. This permission is possible only with parental permission on file.

All guests in the residence hall must be cleared by the student through the advisor and are required to sign-in and sign-out of the residence hall for the period of the visit. Each guest must be accompanied by a member of the residence hall as sponsor. No guests will be permitted to remain in the residence hall for over-night visits. Students visiting relatives or friends in the BOQ on the base must have permission from the advisor and observe the rules of the school.

Study Hall

Study hall hours are 1930 to 2130 on Monday through Thursdays. Students will obtain all necessary supplies and assignments between 1915 and 1930.

At 1925, a five-minute warning bell is rung, at which time all students must be in or on their way to their rooms. At this time student hall monitors will go to their assigned stations.

At 1930, all students must be at their desks and in the process of study. The entire study hall period must be devoted to home work or studying. If you complete your studies prior to the end of study hall, you are permitted to write letters, read, or work on extracurricular activities. Reading material selected must be acceptable to the advisor. Extracurricular activities are confined to those that may be done quietly in the room, so as not to disturb other students.

Special permission must be obtained from the advisor for students to type or study together when other studies are completed. The advisor may direct students seeking special permission to work in the lounge or another room where other students will not be disturbed. Special permission must be obtained from the advisor for any student to leave his room during study hours. No permission will be given for students to accomplish personal chores during study hours. Girls will not be permitted to set their hair or do their nails, nor will boys be permitted to shine shoes or do other tasks of this nature.

A Night Out

Wednesday night out or any night so designated is a privilege granted to all deserving students at the discretion of the residence hall advisor. This privilege may be rescinded by the advisor at any time. Students who have less than a 2.5 grade index for the previous grading period will not be permitted the night-out privilege. Members of high school athletic teams having a grade deficiency will observe study hall hours on Wednesday evenings. Those students who have been granted this privilege, but elect to remain in the residence hall must observe quiet hours.

Penalties

Infraction of residence hall rules may result in the following types of penalties: loss of free time, curtailment of privileges, or assignment to an appropriate work project. Suspension or expulsion from the residence hall or the school is a penalty imposed only by the authority of the principal or a higher authority, on the recommendation of the residence hall administrator and his advisors.

Notices of student penalties imposed will be posted each morning on the residence hall bulletin board located in the high school area.

When penalties are imposed the student will abide by the direction of the advisor imposing the penalty as to time, place, duration, etc. Any change requested to the directions as stated must be approved by the advisor imposing the penalty or by the residence hall administrator. Thus, a student who has been directed to restriction study hall may request the advisor imposing this penalty, to permit him to accomplish a work project instead if, in fact, a need for such a project exists.

Description of Penalties which may be imposed for infractions of rules or policies.

1. Assigned Work Projects - Students may be assigned to accomplish specific work projects in the residence hall as directed by the advisor. Such work projects will be of a type to benefit the whole community.

2. Curtailment of Privileges - Students may be denied any of the privileges which they are normally accorded in the residence hall, the extent of curtailment of privileges being appropriate to the seriousness of the infraction.

3. Restriction to Room - In cases of serious infractions of school or residence hall rules or policies, a student may be placed on room restriction in lieu of suspension or expulsion from the residence hall or school. When room restriction is imposed, a student must remain in his room except for necessary lavatory visits and for meals. He is permitted no visitors, nor is he permitted the use of radio or record player.

SAFETY

Base alerts or other military operations normally will not involve students or interrupt their academic schedule. In the event of military operations which involve students, the school administration will announce procedures to be followed. Students will be instructed by the advisor in fire drill procedures and regulations. Fire drills will be conducted periodically in the residence halls.

Saturday and Sunday

0730	Wake up (not mandatory)
0800-0830	Breakfast
0800-1200	Free time for trips and recreation
1200-1245	Lunch
1300-1700	Free Time
1700-1745	Supper
1730-2330	Free time (Saturday)
2400-3000	Lights out (Saturday)
1730-2130	Free time (Sunday)
2130-2200	Write a letter home (Sunday)
2230	Lights out (Sunday)

Address all correspondence for excuses, absences, permissions etc. to:

The Principal
Dreux American High School
APO U. S. Forces 09084

Address all letters for payment to:

The Dependent Schools Office
7305th Support Squadron (DBZ)
APO U. S. Forces 09084