

# **RINNOVATA PIZZIGONI COMPREHENSIVE SCHOOL PRIMARY SCHOOL REGULATIONS**

## **LESSON HOURS**

1. The classes of the two Primary School complexes are organised on a full-time, 40-hour-week modularised atypical basis.
2. Class hours are from 8:30 am to 4:30 pm, Monday to Friday.
3. Morning lessons end at 12:30 pm and resume at 2:30 pm for classes of the first canteen shift, while for the classes of the second canteen shift they end at 1:30 pm and resume at 3:30 pm.
4. Lunch takes place in the school canteen, after which recreational activities are carried out outdoors, except in bad weather.

## **ENTRY AND EXIT OF PUPILS**

1. Entry to school is from 8:25 to 8:30 am.
2. At 4:30 pm an electric bell rings to signal the time when the pupils leave the school.
3. Teachers must accompany their class to the designated exit gate (central gate or agricultural gate for the Rinnovata complex). Parents must wait OUTSIDE THE RELATIVE GATE. Bicycles stored in the school yard must be recovered only after all the classes have left.
4. The entry and exit of schoolchildren must not be blocked by anyone lingering in the interior spaces.
5. At the Dante Alighieri school it is forbidden to stand around on the steps and immediately in front of the entrance door.
6. At the Rinnovata school it is forbidden to remain in the corridor, the entrance hall and the rooms around the entrance.

## **SCHOOL ATTENDANCE**

1. School attendance is compulsory for all the hours specified in the curriculum.
2. Pupils are allowed to leave school only for reasons of a rare and exceptional nature and only at the written and justified request of the family.



3. Requests for changes to the lesson timetable, either for long periods or for the entire school year, in relation to specific circumstances involving the pupil and/or family situation, must be presented, with the relative justifying documents, to the Head Teacher.
4. In the cases outlined in points 2 and 3 above, the parent or an adult delegated by the same will take charge of the minor, signing a special register.

## **LATE ARRIVALS, EXITS, ABSENCES, JUSTIFICATIONS**

1. Pupils who arrive late to their lessons must be accompanied by an adult and request permission to enter the class from the Head Teacher, or a delegate of the same, who will arrange for them to be accompanied into class.
2. In cases where the pupil is repeatedly late, at **the fifth** time the teachers shall report the event to the Director, who will contact the family.
3. The teacher present at the first hour of lessons is required to note in the class register, by 8:40 am, the following:
  - absences
  - latecomings
  - attendance of pupils at the canteen, after-school and extra-curricular activities
  - diets
  - early leavingusing the printed forms, if preferred.
4. Absence of the pupils must always be justified in writing by their families.
5. Foreseeable absences must be justified in writing in advance.

## **SUPERVISION OF PUPILS**

1. Pupils are admitted into school within five minutes before the start of lessons. Teachers wait for their pupils outside the classroom door.
2. Pupils who participate in extra-curricular activities that take place on the school premises will follow the procedures outlined in the Protocol Agreement signed by the School and the teachers in charge of extra-curricular activities. This protocol will be sent to teachers and families who intend to use this service.
3. At all times of the school day, supervision of the pupils is the responsibility of the teachers who are with them, for whatever reason, and of the Auxiliary and Administrative (ATA) staff present on site. Supervision in the common areas and bathrooms is assigned to ATA staff.
4. Children are not allowed to be in school during parent class meetings/parent-teacher meetings, as supervision cannot be guaranteed.

5. Teachers must also monitor the health of the pupils and inform the family whenever they notice clear signs that the pupil is unwell.
6. It is the duty of teachers to promptly notify the direction of any situation potentially putting the health and safety of the pupils at risk.
7. The ATA staff is in charge of checking and emptying the bins in the outdoor areas.
8. Recreation must take place in the outdoor spaces reserved for the same, unless otherwise specified by the School Board, under the watchful supervision of the teacher in charge and, in case of bad weather, in the enclosed spaces available.
9. At the Rinnovata school ball games are **only allowed for fifth year pupils and in the areas provided**. Races are also considered a potentially dangerous game and therefore require special supervision.
10. At the Dante Alighieri school the courtyard and green areas are reserved for primary school pupils. Balls are only allowed on the basketball court.
11. The teacher on duty in the last hour of the morning and the teacher on duty during recreation shall accompany the children to the toilets and make sure they behave properly.
12. All material and equipment present in the common areas (laboratories, bathrooms, corridors, refectories, gymnasium, swimming pool, library, etc.) must be used respectfully and responsibly by adults and children alike.
13. Pupils are expected to move from one room to another in an **orderly, quiet** manner, respecting the work of others.
14. During school meals, teachers must ensure that pupils eat enough and behave properly at the table. The school mealtime represents a **teachable moment and pupils are responsible for getting their own meals and tidying up afterwards, under the supervision of the teachers**.
15. The administration of drugs to pupils during the school day is regulated by regional legislation in cases of life-saving drugs, while for any other drug and similar, the direct intervention of the family is compulsory.

## **ACCIDENTS**

1. With the financial contribution of the families, the School Committee will take out a cumulative insurance policy against the risk of accidents and to cover civil liability.
2. Should an accident occur, the teacher must **assist** the injured person, promptly **notify** the family and **report** the incident to the school office by filling in the appropriate forms.
3. The family has the right and duty to intervene by implementing the conditions deemed most fitting for the assistance and care of the injured person.
4. In an emergency, the school will send the injured person to the local Accident & Emergency Dept. provided by the Italian National Health Service (Urgenze- Emergenze- SUEM- 118 of Regione Lombardia) and notify the family.



5. All expenses relating to the previous article must be paid in advance by the family of the injured party, pending reimbursement by the Insurance Company.

## **MEANS OF COMMUNICATION BETWEEN SCHOOL AND FAMILY**

1. Communications between the school and the family usually take place by means of the diary/notice book.
2. Dates, times and methods of the parent-teacher meetings, which are strictly by appointment, are communicated to parents by the teachers at the beginning of the school year. Any extraordinary meetings requested by the teachers, the Head Teacher or the parents, must be decided upon together by the interested parties.
3. The means and times for receiving the families by the School Office and the Head Teacher are defined annually and posted on the official noticeboard.
4. Please note that, as with parent class meetings, children are not allowed to be present during parent-teacher meetings.

## **SCHOOL PREMISES - USE**

1. Besides being used for educational and welfare activities (pre-school and after-school activities), the school premises may also be used for the following: teachers' timetable planning, school board meetings, parents' meetings, trade union meetings, school parties and refresher courses for teachers and ATA staff.
2. The School Council may decide to use the school premises for carrying out extra-curricular activities, in compliance with the school autonomy law and in keeping with current regulations, compatibly with the working hours of the auxiliary staff.
3. The parents of the pupils, or persons from outside the school, may not for any reason whatsoever enter the classrooms, except in the case of activities authorized by the Head Teacher.
4. Dates and times of meetings not included in the calendar must be explicitly authorised by the Head Teacher.
5. All rooms and relative furnishings must comply with safety standards; the Health and Safety Officer (RSPP) is responsible for verifying compliance with said standards.

## **PERSONAL EQUIPMENT OF PUPILS**

1. Pupils attending school must bring their own personal equipment, consisting of:
  - a smock (girls) or tunic (boys) in a colour and style suggested by the teachers, available from retail stores;

- gym shoes and tracksuit for the gym;
  - pool sandals, bathrobe, cap, swimsuit, goggles and anti-verruca socks for the swimming pool (as recommended by the swimming instructor).
2. Pupils must also be equipped with an outfit (similar for all) to be used in official ceremonies and on school outings and educational trips, consisting of a blue skirt or trousers, a white shirt, a blue gilet, white socks, blue shoes and a bow tie in the colour chosen by the class teacher.
  3. Starting from the third year, for music lessons pupils must bring a wooden recorder complete with its own case.
  4. Trolley backpacks may replace the classic backpack, but must be used with care in order to avoid causing harm to others.
  5. In case of rain, we recommend the use of a waterproof rain jacket with hood/hat. Umbrellas are not allowed.
  6. The use of mobile phones and other electronic devices is forbidden.

## **SCHOOL OUTINGS AND EDUCATIONAL TRIPS**

1. School outings and educational trips, which are conducted with the financial contribution of families, must be organised and conducted in compliance with the following requirements:
  - conformity to the maximum annual limit for individual expenditure established by the School Committee;
  - approval by the School Board and the School Committee;
  - authorisation by the family;
  - identification tag.
2. Requests for a 'packed lunch' must be forwarded to the School Office by the teacher in charge at least 15 days prior to the scheduled date.
3. The teacher of each team may propose the contents and destinations of an educational trip. The interclass supervisor, assisted by the School Office, is in charge of collecting the authorisations, checking the forms and communicating with the specific contact persons.

## **TEACHING AIDS AND EQUIPMENT**

1. The conservation of teaching aids and equipment is the responsibility of the teachers appointed to the task, and any damage found or caused to the same must be promptly reported by the teachers to the Director.
2. The teaching aids supplied to the school are locked in special rooms and the keys are kept in the School Office.

3. For the duration of the school year, all teaching aids, including books, may be used by the classes, and the teachers requesting them shall be responsible for their care. Any damage to, or loss of, teaching aids must be reported to the Head Teacher.
4. The books in the teachers' library are reserved for teachers of the Comprehensive School.
5. Proposals for the purchase of teaching aids should be made to the School Board, after consulting with the relative Interclass Committees.
6. Libraries are enlarged with funds made available by the School Committee, through ministerial grants, donations and voluntary contributions.
7. The use of photocopiers and mimeographs is regulated by annual agreements between teachers and the school management.

