



## **RULES**

### **Art. 1 - ADMISSION AND UNITS**

1 - At the school may be enrolled girls and boys whom turn three years of age by 30<sup>th</sup> April of the school year, unless otherwise determined by the Board of Directors in accordance with local regulations.

2 - The application form, duly filled in and signed by at least one custodial parent, must be deposited at the head of the school by 30<sup>th</sup> September of each year. At the same time, must be paid the registration fee, the amount of which is approved annually by the Board of Directors. Payment of the school will issue a receipt / invoice.

3 - Families, during the opening of the school, are required to pay, and no later than five days each month, the amount established annually by the Board of Directors.

This fee is inclusive of the contribution for institutional activities and the sharing of management expenses. The annual fee must be paid in full, even if the child remains absent for several days. A supplementary fee is payable by families who say they intend to make use of the school bus service. Any payments the school will issue the appropriate receipts. The uniform is compulsory and will be provided by a specialist firm chosen by the school. Payment is to be paid to the firm itself.

The right to attend school shall automatically terminate as a result of non-payment.



## **Art. 2 - COLLEGE OF TEACHERS**

1 - The Academic Board is composed of the teaching staff, in service in the institute and is chaired by the Academic Coordinator. They were installed at the beginning of each school year and shall meet whenever the Teaching Coordinator deems it necessary or when at least one third of its members, upon request, and at least once per quarter.

2 - The Teaching Coordinator assigns one of the members to act as secretary of the Board; he/she will roll out the minutes of the meetings in a special register.

3 - The Academic Board exercises its powers in respect of the freedom of education guaranteed to each professor.

4 - In accordance with the cultural orientation and address the pedagogical-didactic set by the Board of Directors, and in accordance with the guidelines established by the legislation in force school, the Academic Board shall draw up the Plan of Studies, and the Annual Plan of Work and delivers them to the Board of Directors on which verifies the correctness and legitimacy, it shall approve.

5 - The Board of teachers attributed, are also responsible for:

periodically evaluate the overall performance of didactics to verify its effectiveness in relation to the guidelines and objectives planned by proposing, where necessary, appropriate measures for the improvement of school;

provide the choice of teaching materials and equipment for the game;

provide, after consulting the council of intersection, the possible adoption of textbooks;

promote or join in initiatives for professional development for teachers;

identify appropriate forms of cooperation with parents, encouraging a constant exchange of information and, as if he deems it useful, soliciting involvement;

programme and to implement initiatives in support of pupils with disabilities;

formulate proposals and express opinions on any other matters assigned to it by current law school.



6 - In determining its deliberations, the Academic Board shall take into account the guidelines expressed by the Board of Directors and the proposals put forward by the Council and by the intersection of the parents.

The decisions of the Academic Board burdensome expense for the school are subject to the approval of the Board of Directors.

### **Art. 3 - BOARD OF INTERSECTION**

1 - The Board of intersection is composed of the teaching staff, in-service institute and two parent representatives for each of the sections.

2 - The parents' representatives in the Council hold office for three years and shall be elected by the parents.

3 - The Council of intersection is chaired by the Academic Coordinator and shall meet whenever the need arises or such when at least one third of its members, upon request, and at least once per quarter.

4 - The secretary of the Council is attributed to the Academic Coordinator, who may delegate to one of the faculty member of the Board; the Secretary shall draw up the minutes of the meetings in a special register.

5 - The Board of Intersection is assigned the following duties:

- a) Formulate proposals to the Faculty in order to educational and teaching;
- b) Express opinions regarding the actions of trial methodological-didactic;
- c) Assist in the preparation of monthly menu;
- d) Facilitate and expand the relationships between teachers, parents and pupils;
- e) Identify any extra-curricular and interdisciplinary initiatives to be carried out outside the school premises, which should include all classes;
- f) Make suggestions and give advice on any other matters assigned to it by legislation in forced at the school.



#### **Art. 4 - MEETINGS OF PARENTS**

1 - Parents have the right to hold meetings in the school, outside school hours, according to the methods described below.

The meetings of the parents may be section or institution.

The Academic Coordinator authorises the convening and parents promoters shall notify by posting notice on the school bulletin board, making it also known the order of the day.

2 - The General Assembly is made up of the parents of the pupils' parents, or by the persons exercising parental authority. For its operation, the Assembly should adopt a regulation which must be sent in vision to the Board of Directors.

3 - The General Assembly of the parents is preferably convened no later than 15th October of each year. The Assembly must be convened when requested by at least one-third of those eligible.

4 - The work of the Assembly shall be chaired by and democratically appointed by the same parent; he/she entrusts to one of the parents' present mandate to draw up, in a register, a synthetic report of the Assembly.

Assembly may participate, with the right to speak, the Chairman of the Board of Directors and / or his delegate, the Academic Coordinator and / or one or more teachers.

5 - The Assembly has the power to make requests, suggestions and opinions to the other bodies, as well as the Board of Directors.

6 - The election of representatives of parents is a secret ballot. The vote is personal.

Annually, the Assembly of the section of the first year elects two representatives of parents who will complement the Board of intersection and shall remain in office for the next three years.

They have the right to vote all of the parents attending the Assembly; are eligible only parents of pupils attending the first-year class who have previously given their availability.



The Assembly will also elect the substitutes of representatives of parents already part of the Board of intersection that are terminated by this office.

## **Art. 5 - OPERATION OF THE SCHOOL**

1 – The school activities begin on 1<sup>st</sup> September of each year and ends on 30<sup>th</sup> June of the following year.

The school is open from Monday to Friday, according to the school calendar determined annually by the Board of Directors.

The school offers a catering service.

The entry time is between 8.00 and 9.00. The exit time is between 16.30 and 18.00.

Parents are obliged to respect the schedules of entry and exit. It is however allowed early exit at the request of the parents. Parents, without prior permission of the Academic Coordinator, cannot access the classrooms during school hours.

Pupils are returned only to parents. If the parents wish to delegate relatives or other people they trust, they must indicate the name and produce a copy of the identity document to the Academic Coordinator.

2 - The school is divided into three distinct sections for age categories; the teachers are all qualified to teach in private schools.

3 - The POF (POF), including the annual Work Plan, is illustrated and made available to parents of pupils, within the first month of teaching.

In order to allow the smooth running of the planned activities, each student must be in possession of materials required that the Academic Coordinator will indicate the beginning or during the school year.

It is recommended, especially for students last year, a constant frequency and perseverance, avoiding absences of convenience.

4 - At the beginning of each school year, the school, having heard the opinion of the Board of intersection, announces the menu of the catering company established by a nutritionist; the menu is prepared according to the natural seasonal variations.



The portions are appropriately dosed, in terms of quantity, and cooked in such a way as to facilitate their digestibility.

Pupils with allergies or special needs must be expressly indicated by the parents at the time of enrollment, on the appropriate form.

The school guarantees on the quality of the food and the level of hygiene of the kitchen.

The representatives of the parents have the right at any time to carry out checks and controls.

5 - Pupils must wear the uniform.

It is recommended that the parents of the children hand the teacher a change of clothes and written on them their first and last name.

6 - Students with contagious disease may not attend school.

Absences for reasons other than illness must be announced by the parent to the Academic Coordinator.

After five consecutive days of absence unannounced, the students are re-admitted only upon presentation of a medical certificate proving the successful healing.

7 - It is not recommended to let the children wear valuables and, in any case, the school is not responsible for the possible loss of the same.

It is not allowed for pupils to bring their own toys to school. In the event that students inadvertently bring home educational materials or toys belonging to the school, parents are required to return them without delay.

8 - Although not specifically stated in this regulation, the rules of the school legislation in force.

Rome 1<sup>st</sup> September 2014

Secretary

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Academic Coordinator

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