

ISTITUTO COMPRENSIVO PERTINI 1 REGGIO EMILIA

RULES OF THE SCHOOL

THE SCHOOL COUNCIL of the Istituto Comprensivo Pertini 1

RESOLVED

the adoption of the following Regulation, which consists of the following articles

(IV) REGULATION OF THE LIFE OF THE SCHOOL

ART. 11 - REGISTRATION CRITERIA

The maximum number of pupils who can be accepted when enrolling in the first classes is the maximum number that can be deduced from the regulations in force.

If the applications exceed the actual availability of places, the School Manager - with his/her collaborators - will proceed and apply the following criteria in order of priority:

1. Pupils enrolled and attending the Institute's schools
2. Pupil(s) resident or domiciled (in the case of residence outside the Municipality of Reggio Emilia) in the roadmap of the requested school building with siblings already attending the building (not the final class)
3. Pupil(s) resident or domiciled (in the case of residence outside the Municipality of Reggio Emilia) in the required school building road book
4. Pupil(s) resident or domiciled (in case of residence outside the Municipality of Reggio Emilia) in the Institute's roadmap with siblings already attending the requested school building (not the final classes)
5. Pupil(s) resident or domiciled (in case of residence outside the Municipality of Reggio Emilia) in the Institute's road book
6. Pupil(s) resident or domiciled (in case of residence outside the Municipality of Reggio Emilia) in the road map of the Istituto Comprensivo "S. Pertini 2" with siblings already attending the requested school building (not the final classes).
7. Pupil(s) resident or domiciled (in case of residence outside the Municipality of Reggio Emilia) in the road map of the Istituto Comprensivo "S. Pertini 2".
8. Pupil(s) resident or domiciled (in case of residence outside the Municipality of Reggio Emilia) in the Municipality of Reggio Emilia with siblings with severe disabilities pursuant to art. 3 paragraph 3 of Law 104/92
9. Pupil(s) resident or domiciled (in case of residence outside the Municipality of Reggio Emilia) in the Municipality of Reggio Emilia with parents who work in the required school building road book
10. Pupil(s) residing in the Municipality of Reggio Emilia
11. Pupil(s) living outside the Municipality of Reggio Emilia, according to criteria of proximity

- Pupils with disabilities will be given priority in accordance with the current legislation on classroom makeup

- In order to rank the requests referring to the same criterion, a draw will be made.

- The public draw will be communicated to families by e-mail, published on the Institute website and will take place in the presence of the President of the Institute Council.

- Brothers/sisters of students attending a primary school building of the Institute (not the final classes) who, following an agreed upon draw or sorting of the enrolment, attend a building other than the one requested, fall within the criterion in point 2.

ART. 17 - SUPERVISION

1) General provisions

All staff are responsible for the behaviour of the students and can intervene, whenever necessary, calling them to respect the rules.

Among the duties of the teachers of all school orders there is the obligation of careful and accurate supervision of the pupils. Whenever a teacher should be prevented, for a short period of time, from carrying out the supervision function correctly, he/she must entrust the pupils to one of the school staff on duty or to another teacher. At the time of entry, exit and recess, the School Collaborators (janitors) will position themselves in the most suitable areas (e.g. stairs or exit door, ...) to collaborate in the supervision of the pupils according to the directives of the D.S.G.A. and the tasks provided by the C.C.N.L.

2) Responsibilities towards themselves and others

Pupils are required to reach the school on time, provided with everything necessary for lessons, including a diary.

It is the task of the pupils to regularly carry out the assigned homework and prepare themselves in the subjects of study.

When serious reasons have not allowed a pupil to carry out homework, the family members will inform the teachers through the diary.

The student will diligently keep his/her own material and respect that of his/her classmates, as well as the educational material available and everything that is common property, including rooms and furniture. Any damage caused voluntarily will have to be compensated.

Pupils are expected to behave correctly towards their classmates, teachers and staff and to use respectful language towards everyone. It is not allowed to bring to school objects unrelated to teaching, dangerous or not. It is forbidden to bring and use lighters in the school.

We decline any responsibility in case of loss or theft of personal property of any kind.

3) Use of mobile phones and computer devices

In accordance with the guidelines issued by the Ministry of Education (Prot. n.30/dip./segr., dated 15/03/2007), the use of mobile phones during school activities is absolutely forbidden to everyone as already provided for in the ministerial circular letter n.362 of 25/08/1998. With reference to the Directive n.104 of 30 November 2007, issued by the Ministry of Education, students are forbidden to use, within the school, cameras, video cameras or voice recorders built into mobile phones or other electronic devices. All the more so, the occasional or systematic dissemination or communication (e.g. via the Internet, social networks or MMS) of images, sounds and films acquired by these means within the school is prohibited. Violations of these rules constitute disciplinary infractions punishable under art.19 hereafter.

During lessons, any use of computer devices owned by the students must be expressly authorized by the teacher and also access to the internet must be made only if explicitly permitted by the teacher. The use of personal computer devices for improper activities, or in any case different from those proposed by the teacher during the lesson, may result in the prohibition to use the device in class and will be punishable.

4) Personal diary

The Personal Diary is provided by the Institute after registration and upon payment of the relevant reimbursement of expenses.

The Diary must be used by the student in an orderly manner; it must be used throughout the school year. Pupils must note down the tasks assigned to them on a daily basis.

All communications, whether from teachers (assessments of oral, written or practical tests, any messages, etc.).

or from the Headmaster or the School office must be signed by the parents or the person in charge of the students' education.

The Student Personal Diary is a document with which teachers and secretarial offices communicate with the students' families. It is of particular importance, since through it parents are able to check the results of the tests assigned by the teachers to the students and the trend of behaviour in relation to what is required for a proper social coexistence within the Institute.

Since the use of the diary is reserved exclusively for school communications, all improper use is prohibited,

Including the application of stickers, the use of correction fluid, the exchange of messages between students, etc..

5) Entry

Teachers on duty at the first hour will be in the classroom 5 minutes before the beginning of the lesson to welcome and supervise the pupils as required by current regulations.

Before this time no pupil is allowed access to the school building unless expressly authorized.

Adults accompanying pupils to the school are not allowed access to the school premises. The staff (teacher and auxiliary staff) are obliged to ask for compliance with this rule.

Parents are also requested not to ask school staff to deliver snacks, personal items and materials forgotten by their children. Employees must ensure adequate supervision of the departments assigned to them and may not leave to bring items into the various classes.

School staff are responsible for ensuring that pupils enter the classroom in an orderly manner.

When the doors are opened, the auxiliary staff will check the entrance of the pupils and the regular entry to the respective classrooms.

Teachers are required to be already in the classroom and to supervise the children (as a rule, the teacher responsible for supervising the first hour is responsible for the supervision).

In case of absence of a teacher, the School office will forward the communication to the Head of the School or, in case of unavailability, to a teacher, possibly one of the teachers of that class. While awaiting the arrival of any substitutes or colleagues in place, one of the school staff on duty watches over the pupils in the classroom.

When the bell that marks the beginning of the lessons rings, the access is closed by the auxiliary staff.

6) Early entry

The school works to activate, also through special agreements with the municipal administration, an early entry service (*pre-school*) in the primary school that provides for the supervision of the pupils by the School Collaborators (janitors) working in the building who become available. External personnel may be used in the service if necessary and possible.

The service is carried out for pupils who have obtained authorisation from the Headmaster

and only from the moment they enter the school building.

The application for early entry must be forwarded to the Institute secretariat within the time limits identified annually in agreement with the Municipal Administration.

An essential requirement for access to the service is the objective impossibility, for documented work needs, of both parents to accompany and care for the child until the beginning of the lessons.

The Municipal Administration requires the payment of an annual fee for the service.

The payment is made directly by the parents to the Municipal Administration. If the applications with the required requirements exceed the number of places available, a selection is made with priority according to the age of the students with priority to the youngest who need more supervision. Periodically the head office managers, in collaboration with the secretariat, carry out checks on the actual use of the service. The Headmaster reserves the right to revoke the early entry permit to those who do not use it, as this would prevent access to other users.

During pre-school, pupils may not have access to classrooms or laboratories, nor may they use any of the school's equipment or aids (unless formally authorised by the school head or headmaster). They must stay in the common areas under the direct supervision of the staff in charge, who will also take care to ensure that children do not damage, spoil or dirty environments and materials.

No surveillance is organized for those who remain outside the building, so it will be the responsibility of the families to ensure that the pupils arrive at school in the period immediately before the ringing of the bell even for the afternoon lessons.

7) Delays

Delays and absences must be justified through the personal diary of the pupil on readmission to school. Pupils who are late for each building are always admitted to the classroom. In primary schools, late pupils must be accompanied by their parents who sign a special register. In secondary school the family must justify the delay to the class teacher the next day and the delay must be recorded in the Register. In case of repeated delays considered by the teacher not sufficiently justified, the Headmaster will be informed and the family will be summoned for clarification.

8) School Hours

Teachers keep an eye on the pupils in their class; school staff keep an eye on the hallways, the toilets and any short, temporary absences of the teacher from class. Particular attention should be paid to collaboration with teachers in the presence of pupils with disabilities.

In the absence of the teacher, if necessary, pupils may be sent to other classes.

When moving around (to access the workshops, gyms, canteen, etc.) pupils must be accompanied by their teacher, transfers must take place in the utmost order and silence.

In the secondary school, pupils can reach the special classrooms under the supervision of the school staff and the laboratory teacher who will welcome them and wait for them in the hallway in front of the classroom. Pupils must leave the basic classroom free from any personal belongings.

The exit of the pupils to access the toilets must be authorized by the class teacher to one pupil at a time. Normally, the toilets will not be accessed at the first hour and the hour after recess. Pupils are forbidden to enter the teachers' room unless accompanied by a teacher or an employee.

9) Class change

When the class is changed, the teacher reaches the classroom in a timely manner in order to quickly take over from the colleague who finishes the previous lesson. The room must not be left unsupervised, but it is possible to use school staff for short periods of time.

10) Recess

Common standards

The duration of the recess, established annually as part of the organisation of the lesson timetable, must not be less than 10 minutes.

Pupils are required to:

- stay close to their classroom to allow the teacher in charge of supervision to carry out his/her task in a complete manner;
- avoid running, shouting, pushing, playing games, jokes or aggressive gestures;
- avoid standing near stairs and railings;
- listen to and respect the school staff who support the teachers in the surveillance task.

Teachers supervise the classroom and the adjacent part of the corridor, school staff in the corridors and in the toilets.

Assistance during recess is the responsibility of the teacher who is on duty at the same time or, alternatively, of the teacher who is on duty during the immediately preceding period.

Primary School

During the recess pupils can move in an orderly manner in their own classroom and in the corridors close to their own classroom to allow the surveillance teacher to carry out his/her task in a complete manner and always according to the instructions of the surveillance teachers.

The inter-class commissions of the individual buildings can decide to carry out the recess also in the courtyard, always under the supervision of the teachers who will take care to maintain a visual control of the pupils themselves according to a precise space plan drafted and registered by the inter-class commission (teachers) at the beginning of each school year. After rainfall it is not allowed to use the courtyard.

Access to the common areas takes place in accordance with the necessary shifting between classes.

1st grade Secondary school

At the end of the third period pupils have a ten-minute break. During the recess pupils will stay in the appropriate spaces on the floor corresponding to their respective classrooms.

During the break, pupils can move in an orderly manner in the corridors in front of their classroom.

Pupils are forbidden to enter the vending machine rooms for drinks and/or food during school periods.

It is forbidden to move from one floor to another and run after each other.

Pupils who have finished their previous lesson in the gymnasium will stop in the hall in front of the gymnasium.

Pupils who are in the special classrooms before the break will follow the instructions of their teachers.

Pupils' exits from the classroom during the lessons, appropriately regulated by the teacher, may normally take place during the second, third and fifth period, excluding special cases.

11) Exit

At the end of the lessons the teacher of the last period accompanies his/her class to the exit of the school building. In carrying out his or her supervisory duties, the teacher will make sure that no pupil assigned to him or her remains in the school building and will ensure, in particular, that pupils go down the stairs and walk the corridors in an orderly manner, without running or pushing themselves.

Primary school

The Institute believes that, in general, the conditions of safety and security of the external environment are not sufficient to allow the pupils of the Primary school classes to leave the school independently.

Pupils must be entrusted directly to their parents or their adult delegates (the delegation must be in writing and deposited in the secretary's office). If, exceptionally, the parent is not present at the exit, the teacher will contact the family. In case of repeated delays, teachers will inform the school manager for the appropriate measures.

1st grade Secondary school

In compliance with the provisions of Article 19-bis of the Decree of Law no. 148 of 16 October 2017, converted into Law no. 172 of 4 December 2017:

1. Parents exercising parental responsibility, guardians and foster parents in accordance with the Law of 4 May 1983 - 184, of minors under 14 years of age, in consideration of their age, their degree of autonomy and their specific context, as part of a process aimed at their self-responsibility, may authorize the Institute to allow minors under 14 years of age to leave the school premises autonomously at the end of class hours, both curricular and extra-curricular, but not the early exit of the individual student or walking away upon return from an educational trip. The authorization exonerates the school staff from the responsibility related to the fulfilment of the supervision obligation.

2. The authorization to use the school transport service autonomously, issued by parents exercising parental responsibility, guardians and guardians of children under 14 years of age to the local authorities managing the service, exonerates from the responsibility related to the fulfilment of the obligation of supervision in the boarding and disembarkation from the vehicle and in the time of stop at the stop used, even on return from school activities.

The Manager may, in consideration of different elements of evaluation formulated by the class council, invite families not to make use of the possibility to authorize the autonomous exit of pupils and possibly activate the relevant social services when there are obvious situations of danger to which the child would be exposed in case of autonomous exit.

12) Canteen and inter-school

At the end of the morning lessons, the teacher on duty in the canteen time takes over the pupils who make use of this service.

During the canteen time, the teachers ensure that the pupils behave in a polite and correct manner.

After lunch, the pupils will spend the inter-class time in the school building or in the school yard always under the supervision of the teachers. Teachers will ensure that pupils are not left unattended on school premises or outside.

13) Early school leaving, absence and justification of pupils

The participation of pupils in all educational activities organized by the school during school hours and decided by the competent bodies is compulsory.

Pupils may not leave the lessons before the end of class hours unless they are taken, for justified reasons, by a family member (or adult of age formally delegated by the parent) and with the permission of the educational institution.

The request to leave is signed by the parent in the diary and noted by the teacher in the

class register.

Families are required to justify absences in writing. The lack of justification, which will last for a long time, will be reported first to the family and then also to the Headmaster.

In case of repeated or frequent absences that are not seriously motivated, following fruitless interviews with the family, the Coordinators of the Class Councils/prevaling teachers will report the fact (with written and signed communication) to the School Manager.

14) Physical exercise

The teacher in charge of motor activities will accompany the students from the classroom to the gym and will pay attention, during their stay in the locker room, that they are not undisciplined or behave dangerously.

In the Primary School, the teacher will also enter the locker room to provide the necessary assistance to the pupils. In the Secondary School, teachers access the locker room only if the situation, according to their prudent appreciation, will require it in order to stop potentially dangerous situations. Before the start of the motor activities, the teacher will check that there are no potentially dangerous conditions in the environment for the pupils with particular reference to the location of equipment or objects in the exercise spaces.

At the end of the lesson the teachers will take the students back to their classrooms or to the exit making sure that no students remain in the gym or in the locker rooms.

15) Clothing

Institute staff (teachers and ATA staff) and pupils are required to wear appropriate clothing for their educational context.