

PRIMARY SCHOOLS CODE OF BEHAVIOR

SCHOOL TIMETABLE

PRE-SCHOOL SERVICE 7.30 TO 8.30 COLLODI-BELLINI-VITTORINO

Pre-school service is available for those students whose parents have filled out the request forms and submitted them to the Education office of our Town (ufficio Pubblica Istruzione del Comune) . Our Town education office activate this service if a minimum of fifteen families have filed the request. A fee is requested for this service.

POST-SCHOOL SERVICE 16.30 TO 18.30 BELLINI-VITTORINO

Families who need their children to stay in school beyond 16.30, will need to file and submit the request forms to obtain this service. Request forms have to be filled and submitted to the Education office of the Town, and a small fee needs to be payed to obtained this service.

ISSUES ABOUT SCHOOL BUS TRANSPORTATION, MEALS' DIET, PRE AND POST SCHOOL SERVICE HAVE TO BE ADDRESSED DIRECTLY TO THE EDUCATION OFFICES OF THE TOWN. (*UFFICI DELLA PUBBLICA ISTRUZIONE DEL COMUNE DI SASSUOLO IN VIA ROCCA*).

WE RECOMMEND PARENTS AND CHILDREN GUARDIANS TO BE PUNCTUAL AT THE SCHOOL PICK UP TIMES!!!!

FULL TIME SCHOOL TIMETABLE 40 hours per week Mon-Fri

BELLINI / VITTORINO

7:30 - 8:25 Pre-school time

8:25 – 8:30 Entry time

12:30 Exit time for those who do not eat in school

13:55 – 14:30 Entry time

16:30 Exit time

16:30-18:30 Post-school time

MORNING SCHOOL TIMETABLE (27 hours per week Mon. through Sat.)

CARLO COLLODI

07:30-7:55 Pre-school time (no pre school time on Sat.)

7:55 – 8:00 School Entry time

12:30 School exit time

SCHOOL ENTRANCE

Teachers are present at school five minutes before the beginning of lessons (7:55 for Collodi and 8:25 for Vittorino and Bellini). When the first bell rings, the school doors open and students may enter the school. Each class will be accompanied to their classrooms by faculty. Parents are **not allowed in the school buildings** except for really urgent matters. Parents have to realize that once the school bells ring, it is a priority for teachers to pay attention to the children, rather than discussing issues with parents that may not be urgent. Parents and guardians are encouraged to meet teachers and discuss with them about any educational issues at the proper times. Since lessons start when the second bell rings at 8:00 for Collodi and 8:30 for Vittorino and Bellini, the school gates will be closed five minutes after the lessons starting time: at 8:05 in Collodi and at 8:35 in Vittorino and Bellini. Students who are late will be allowed to enter the school building, but after the third morning delay parents will receive a written complaint asking them to respect the school rules.

END OF SCHOOL LESSONS, PICK UP TIMES AND RESPONSIBILITIES

Pupils' supervision is the first and main duty of teachers, educators, janitors, and other school personnel during the entire school day according to the type of school official schedule, and in the case of pre and post school services. When lessons are over—at 12:30 for the morning schedule, and at 16:30 for the full time schools—and pupils have exited the school buildings, **legally** it is the parents, or the children guardians who become responsible for the well being and safety of the pupils. Brothers and sisters can come to pick up their siblings once they are 14 years old. It is forbidden to return to the school buildings to get some school material or jackets when the school day is over. When a pupil is sick, homework and school material can be requested. We strongly encourage parents and guardians who bring their children to school by car to **avoid parking in front of the school. We ask everyone to avoid parking in the school bus or handicapped parking spots.** During entry and exit school times parents should drive slowly and carefully around the school premises, bearing in mind all the necessary safety rules even when they are late!

SCHOOL ABSENCES AND RESPONSIBILITIES

All absences whether they be for a full day or for half a day, morning or afternoon, need to be justified by filling out the proper form, which can be found in the diary. If a child is

absent three days without proper parent justification, the parent or guardian will need to speak with the Headmaster about these unjustified absences. When a child is absent five or more days (six days if they include the week end), a doctor certificate is required for the teacher to accept the student back in the classroom. When absences are numerous, with or without valid justifications, teachers will inform the Headmaster of the matter, and the Headmaster will decide what actions to take.

LEAVING SCHOOL BUILDING BEFORE THE REGULAR EXIT TIMES

No students may leave the school building alone at any time during lessons. In exceptional cases, parents or guardians must pick up their child and sign for early release **before** the end of lessons.

No students may leave the school buildings before the regular end of school lessons. Should pupils need to leave the school buildings before the end of the school day, for medical visits or other exceptional cases, his or her parents or tutors will need to come to school and justify the anticipated exit in written form.

Parents are not allowed to enter the school buildings at the beginning of classes or during lesson time. Parents can enter the school buildings in exceptional cases. If teachers need some information from the pupils' parents, they will ask to speak with them before the school entry time (Collodi 8:00, Vittorino and Bellini 8:20) or at the end of the school day (Collodi 12:30, Vittorino and Bellini 16:30).

TELEPHONE CALLS

We kindly ask parents to **AVOID** calling the school if not in case of **REAL EMERGENCY** situations. Parents should try **NOT** to interfere with the regular school day and lessons. Parents should realize that teachers cannot leave their classes to spend time chatting on the phone.

HOMEWORK

- COLLODI SCHOOL (27 hours): the study activities and the written homework will be assigned daily.
 - BELLINI AND VITTORINO (40 hours school) written activities will be assigned usually only on Friday for the week end. During the week pupils in third, fourth and fifth grade are expected to do some reading, and individual studies in the different subjects. In first and second grade classes some written exercises may be assigned together with some reading activities throughout the week.

- **Parents are expected to check and make sure that homework has been completed on time.**
- It is the teachers' duty to correct homework and suggest extra work when necessary.

CLASS MEETINGS – TEACHERS' AND PARENTS' RELATIONSHIP

During the school year there are typically two parent/teacher meetings. Each class representative or class teacher can request the Headmaster to have a class parent/teacher meeting to discuss different matters throughout the school year.

PARENT – TEACHER TALKS

During the school year parents will have the opportunity to talk with their children's teachers at least four times. These talks will occur during the late afternoon on fixed dates according to each year school calendar.

Those parents who are not able to be present at the talks should inform the teachers in advance, so that another date and time can be agreed upon.

Teachers are willing to talk with parents about different educational and school issues at other times too, as long as parents express the need to meet with teachers.

CLASS REPRESENTATIVE HER/HIS ROLE AND DUTIES

During the first parent/teacher meeting at the beginning of the year, all parents who are present will be asked to elect their representative. The class representative will be an active part of the School Council.

Parents class representative is asked to:

- Cooperate with teachers in transferring information to the pupils' parents and solving problems when necessary
- Facilitate school and family relationships
- Inform the teachers of particular problems or necessities that class parents have noticed
- Discuss and make decisions on different school matters and issues with teachers;
- The class representative may ask the school Headmaster permission to use the school classrooms to meet the other school parents.

DISMISSAL / RE- ADMITTANCE

Pupils who attend school should be in good health. Only if children are healthy can they pay attention to what happens during lessons and enjoy what they are learning during the

school day. If a child is sick he will not enjoy his/ her school day and he will endanger all the other children and teachers who are in class with him / her.

Teachers will ask parents to come and pick up their children from school in the following situations:

1. Fever, with temperature over 38°C
2. Diarrhea with more, than three liquid discharges
3. Abnormal skin rash which cannot be justified by pre-existent disease
4. Conjunctivitis with red eyes and white secretion
5. Clear signs of discomfort shown by the pupil, like relevant ear ache, belly ache, headache etc.

To have your child readmitted in school after a case of infective illness or five or more absences, a doctors certificate is required see DPR 1518 of 22/12/1967.