



ISTITUTO COMPRESIVO STATALE

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36021 BARBARANO VICENTINO (VI)

Guide for the families of foreigner students

1. Who we are

The Istituto Comprensivo of Barbarano Vicentino looks after the education of children and boys

- From 3 to 6 years, with preschool (nursery school)
- From 6 to 11, with elementary school
- From 11 to 14, with secondary school (junior high school)

2. Where you can find us

The headmaster's office and the administrative office are in Barbarano Vicentino, Via 4 Novembre 82/84.

In order to register your children at whatever school of the institute, you have to go to the administrative office in 82/84, 4 Novembre street in Barbarano Vicentino, telephone number 0444.886073, before you bring them at school.

Preschools are in:

- **Barbarano Vicentino**, Via Vittorio Veneto, tel.: 0444.886115. Teaching time from: monday to friday, from 8.00 to 16.00. Children care in the early morning at 07.30 only on parents' demand.
- **Ponte di Mossano**, Piazza Libertà, tel. : 0444.896793. Teaching time from: monday to friday, from 8.00 to 16.00. Children care in the early morning at 07.30 only on parents' demand.

Elementary schools are in:

- **Barbarano Vicentino**, Via Zonato, 1 tel. 0444776147. Teaching time from: monday to saturday, from 07.55 to 12.55. Children care in the early morning at 07.30 only on parents' demand.
- **Ponte di Barbarano**, Viale Crispi, 1 tel. 0444896580. Teaching time from: monday to saturday, from 07.55 to 12.55. Children care in the early morning at 07.30 only on parents' demand.
- **Belvedere di Villaga**, Via Belvedere, tel. 0444885405. Teaching time from: monday to thursday, from 08.10 to 15.10 and on fridays from 08.10 to 12.10. The school is open from monday to friday.
- **Mossano**, Via Garibaldi, tel. 0444886459. Teaching time on mondays, wednesdays and fridays from 08.00 to 12.40, on tuesdays and thurdays from 08.00 to 16.00. The school is open from monday to friday. Children care in the early morning at 07.30 only on parents' demand.

Secondary school is in:

- **Barbarano Vicentino,** Via 4 Novembre, 82/84 tel. 0444886073. Teaching time from: monday to saturday, from 07.55 to 12.55. Children care in the early morning at 07.30 only on parents' demand .

3. Our rules

For teachers

- Every teacher should be at school 5 minutes before the beginning of the lessons
- He should check that students are not neglected in their look which should be appropriate to the institution.
- He gives homeworks and he checks their execution.
- He should not leave the classroom with the exception of serious and justifiable reasons.
- He should watch over students' behaviour in both classroom and school building and also during school trips.
- At the end of the lessons he watches over students until their exit. Out of the school he is no more responsible of their conduct.
- He should assume a physical appearance, a behaviour and a language appropriate to his role.
- He should not use mobile phones in the classroom with the exception of serious and justifiable reasons.
- The teacher in charge of welcoming foreigner students should arrange a meeting with the students' family in order to gather information on his former school experience and explain them school's rules and procedures.

For students

- Every student should attend a class corresponding to his age (according to *art.45 of D.P.R. 394/99*), however, he could attend a lower or higher class according to his skills.
- When the bell rings he has to go into the school and get into the class with his teacher. **In case of delay he has to justify it the day after.**
- He should come to school properly dressed and in good hygienic conditions.**
- He has to come to school with his school equipment and his homeworks done.** He should avoid to bring any kind of non suitable material to school.
- He has to respect his classmates and school staff. In every case he should speak properly and politely.**
- He has to respect the school building using its equipment, its furnishings and any study aids correctly. In case of damages to the school properties the headmaster can ask for a compensation.
- At the end of the lessons he goes out orderly and peacefully, under teacher's surveillance.
- The use of mobile phones is strictly forbidden .

For parents

Parents should:

- help their children in their organisation in order to respect school's rules, in particular: **respect of school's timetable, homeworks execution and control of the school-family correspondence booklet.** They should also watch over their children's learning process through a good school-family connection.

- b) take part in school-family meetings, be connected with teachers, justify delays and absences.
- c) control children's hygiene and wearing apparel, be aware of their children's behaviour at school and in the school bus.
- d) cooperate with teachers in order to face and solve difficult situations which their children are involved in.
- e) Be aware of the school policy .

Bulletin board

It is recognized and guarantee the right to affix broadsheets on bulletin boards inside the school as long as they are signed by the person responsible of their content, besides the broadsheets have to be pertaining to school activities.

Parents-teachers meetings

Parents- teachers meetings are published in the POF. They are usually bimonthly. Besides parents may ask to meet teachers by appointment, according to the following criteria:

- visiting hours have to be different from teaching time
- visiting hours have to be different from students vigilance time

Absences - justifications – delays

Absences. They have to be justified by the parents. If an absence is due to health issues and it lasts more than 5 school days, the parents have to present a doctor's note. If the absence is due to personal reasons they should inform the teachers in advance.

In case of serious infectious disease the teacher has the duty to inform the administrative office and to control the doctor's note, without it the student cannot be readmitted in the classroom.

In case of more than 10 days of absence the parents should inform the school in advance.

Delays. Every delay has to be justified by the person who brings the student at school.

Early exit. The children is usually given to a parent, a relative or to a friend after a written notice given at beginning of the lessons. In case of notice by phone the person who takes the children has to be known by the teacher or by the school staff.

Continuos and repetitive early exits are allowed only in case of proved health issues.

Sport at junior high school

Sport is an educational need of the student and it aims to his physical growth.

In order to obtain exemption from practising sport due to health issues, the parents should submit a request to the headmaster. However, the exemption does not include academic lessons. The teacher can evaluate the student referring to the theoretical aspects of the matter.

The gateway

The school gateway is open half an hour before the beginning of the lessons . The school staff has the duty to watch over the students. Students care before the beginning of the lessons is available only on parents demand due to work issues.

The parents of children of preschool may take them inside the school building.

In case of accident the person who is responsible of the vigilance (caretaker or teacher) has to inform by phone the administrative office and the family at once; in case of serious accident he has to call the first aid and the family. Then he will provide to contact the headmaster and, if necessary, the medical insurance.

The refectory

In case of exceeding need for the available places in the refectory, the school will provide to a list according to the following criteria:

1. Use of the schoolbus
2. Parents' working needs
3. Distance from the school

School trip and field trip

We can make a distinction among:

- a) Short term field trips which last the time of a lesson, they are thought for single classes.
- b) Field trips which last the entire school day.
- c) School trips which last one or more days. The plan of the trip is made by the teacher who organises it.

The teacher who means to organise a school trip has to ask permission to the headmaster, then the parents have to express their full permission on a form. In that form they have to indicate their son's data and the destination of the school trip. No student can participate without permission. Permissions should be given to the administrative office.

Parents cannot take students to a school trip with their own means of transport.

Admission at preschool

Admission criteria to the preschool in order of priority:

- 1) Children registered within the deadline
- 2) Children living in the municipality where the school is situated
- 3) Children who attended the same school last year
- 4) A) Children without both parents
B) Children without one parent
C) Children from a family that needs social assistance
- 5) Children of 5 and 4 years old non registered
- 6) Children with brothers and sisters already in the school
- 7) Children with brothers and sisters attending the elementary school near the preschool
- 8) Children with special issues recommended by the ULSS
- 9) Children with both parents working
- 10) On equal terms we will give priority to older children

Classes could be homogeneous or heterogeneous according to the age. In case of heterogeneous classes we will provide to a balance applying the following criteria:

- a) Birth year of children related to the first and second semester
- b) Balance between boys and girls
- c) Distance from the school

Admission at elementary school

Admission criteria to the elementary school.

Admission at elementary school are reserved to the children who live in the same municipality of the school. In case of applications by non resident children, they will be evaluated by the parent-teacher association according to the following criteria:

- a) Availability of places
- b) Availability of human resources
- c) Attendance of the preschool in the same municipality
- d) Schoolbus service
- e) Distance from the school
- f) Parents' place of work and timetable

Admission at secondary school (junior high school)

Admission at secondary school is matter of course of passing the fifth class of elementary school.

Classes are created according to the following criteria:

- a) Balanced skills among students
- b) Balanced number of boys, girls, foreigner students and handicappeds
- c) Municipality or hamlet of domicile.

Rules of conduct

Every infringement of the rules of conduct will cause a disciplinary action in proportion to the seriousness of the offence, to the damages and to its recidivism: oral warning, written warning, written warning on the class register, communication-convocation of the parents, intervention of the headmaster - education committee, suspension from lessons.

Type of misconduct	Disciplinary action
Lack of responsibility: The student does not execute his homeworks or he does not bring any school equipment.	Oral warning by the teacher . If it is continuous: written warning on the class register, and communication-convocation of the parents.
The student brings inappropriate material to school	Oral warning by the teacher and communication to the parents. The mentioned material will be confiscate and it will be given back only if the parents ask for it.
The students shows disrespect towards school properties damaging it. He uses school equipment improperly and he causes damages.	Written warning on the class register by the teacher, then the student will provide to restore the previous condition of the things damaged. In case of serious damages, the teacher will inform as soon as possible the headmaster then the family. The student will repay the damage by staying at school extra time, could be also expected a financial indemnification.
The student shows lack of self control and dangerous behaviour for him and the others. He shows disrespect towards his classmates and school staff using an inappropriate language (coarsing and swearing), his behaviour bothers and encumbers school life.	Oral warning. Written warning. Written warning on the class register, communication-convocation of the parents. Intervention of the headmaster - education committee, suspension from lessons.