

STUDENT REGULATIONS

**The School’s Regulations dictate the norms relating to student behavior, lesson hours, absences, interpersonal relations with other students, the Teachers and School Personnel.**

* **Art. 1**
* **ENTRANCE**

Parents accompany their children by 8.00 am and drop them off to the designated personnel. Covid-19 procedures are conducted as per prevention norms (temperature screening and hand sanitizing), after which the children will proceed to the first floor where their teacher will welcome them to their first period.

The children will drop off their bags and jackets in their lockers, only taking their snack boxes which they will leave ontop of their lockers, and their water bottles that they can bring with them in class and hang on the hook on their desks.

When the first bell rings, the children will enter the classroom in an orderly fashion.

* **Art. 2**
* **IN CLASS**

While at school the students shall maintain proper good and responsible behavior, respectful toward their teachers, school personnel and other students.

Children shall wear their school uniforms, with attention to personal hygiene, respectful of the school building, amenities, equipment, furniture, school materials, as well as their own and those of other students.

Materials other than those indicated for school use which may cause harm, disruptions or damage is not allowed. Any toys that are kept in their bags may be used only during moments of relax.

Each student shall occupy assigned seats and will be responsible for keeping the classroom, labs and restrooms clean and tidy.

The class coordinator changes the seating chart every two weeks in order to promote real socialization within the class groups.

We advise not to step out onto the balconies, and to ask permission to leave the room, two at a time one boy and one girl.

During teacher rotation it is possible to leave the room only under teacher supervision.

Transitions from the classroom to the lunchroom, reading, music, art rooms or the gardens, it shall be done in an orderly fashion, in a single-file line with a head and end of line, and under the supervision of their teacher.

*“School is a good for everyone, and as such it should be protected”.* Those who cause damage to the school’s equipment (chairs, tables, boards, windows, walls, school materials, etc.) shall answer personally and their parents will cover expenses.

* **Art. 3**
* **BREAKS**

At the end of each didactic activity there will be a 10 minute break, where the students are allowed to get up, leave the room and have a small break, in order to start the next activity with more energy and involvement. Breaks are also social and educational moments, therefore the teachers will monitor that everything proceeds in a regular and orderly fashion. Students shall be sensitive to recalls.

School Personnel are in charge of monitoring children in the halls, stairways and restrooms. They are also given the responsibility of monitoring the school entrance, thus making sure only authorized persons are allowed within the school grounds.

* **Art. 4**
* **LUNCH BREAK**

School lunch is also an educational moment in conformity with the guidelines for healthy nutrition, with wholesome organic foods.

During the lunch break, the students are under the care of the afternoon teachers. In order to promote good table manners, the children will learn to eat everything without complaints and learn the habit of setting the table.

In the lunchroom we require order, good table manners and a low tone of voice.

* **Art. 5**
* **EXIT**

At the end of lessons, the last period teacher accompanies the class in single file to the entrance.

As for the entrance, there shall be silence in the hallways and in the stairways.

School Personnel monitor all group movements, in order to allow students to exit the school with order.

The teacher delivers the children to their parents.

Should the students not find their parents waiting for them at pickup, they will wait inside the main hall or in the schoolyard under the teacher’s supervision.

No student may leave school before the end of the lessons, exception made for excused cases and with the presence of a parent or guardian recognized by Presidency who will give authorization.

* **Art. 6**
* **STUDENT ABSENCES**

The first period teacher takes daily attendance.

Prolonged absences of more than five days for “health reasons” must be excused with a doctor’s note, or for other reasons by the presence of the parents.

Should the parent need to pick up their child before the end of lessons for valid reasons, they shall obtain written consent by Presidency or by the Didactic Coordinator and exhibit it to the School Personnel who will then excuse the student from class.

* **Art. 7**
* **TARDINESS**

Once lessons have begun, late students will be admitted only through request form filled out by the parent. The teacher will mark the student as late in the class register.

Students who are habitually late will be signalled to the Presidency or Didactic Coordinator and appropriate measures will be taken. Such behavior will have an effect on the overall performance.

* **Art. 8**
* **PARENT-TEACHER RELATIONS**

Parents may confer with teachers during the periodic planned “Parent-Teacher” meetings, or by appointment whenever the need may arise.

Notifications or summons of the family are communicated in writing on the child’s agenda, which shall be signed by the parents and checked by the first period teacher.

Report cards are given to the parents at the end of the first quarter and at the end of the school year with all teachers present.

* **Art. 9**
* **OPTIONAL ACTIVITIES**

Upon enrollment, the parents are given a list of optional extra or sport activities which their children may join during the course of the year.

Once defined, the chosen activities are binding in frequency and will constitute the yearly amount of hours of the Personalized Study Plan of each student.

* **Art. 10**
* **INSURANCE – FIELD TRIPS**

At the beginning of the year, the parents will fill out a permission sheet for the field trips that may occur during the school day. Such authorization will further be used for other occasional activities occurring outside of the scheduled lessons.

Upon enrollment, the parents shall give authorization for photos safeguarding image rights, and commit to paying insurance which also covers the commute *to and from school*, and for any accident that may occur at school or during the didactic, formative or recreational activities which may be done also off school grounds.

