

SCHOOL REGULATIONS
SCHOOL YEAR 2023-24
Middle School

PREAMBLE

The school rules, addressed to the pupils that attend the school and to all those people that work in it, use it or have access to it due to a right, duty or legal interest, is aimed at allowing a well-ordered and normal school life.

Art. 1) PARENTS

Parents are the most important participants in the education and instruction of their children and therefore they have the duty to share with the school this important task, as outlined in the co-responsibility agreement.

Art. 2) TIMETABLE

Arrival

Entry is exclusively from 8.30 till 8.40. Parents and their delegates can't enter the building. Students must respect the entrance time to allow lessons to take place regularly.

The School does not assume responsibility for the students being alone in the school premises before the entry time.

Late arrival

Parents can verify the entry time by logging in to the electronic register.

Late arrival is possible by 12.00 at the latest.

Dismissal

Dismissal is from 3.50 p.m. and no later than 4 p.m.

Early dismissal

Early dismissal is only allowed at 11.30 and 14.30 regardless of the reason it is requested.

Parents have to sign the Early Dismissal Register in front of the school office before collecting their child.

Art. 3) STUDENTS' COLLECTION AUTHORIZATION

People other than the parents/caregivers may collect the children only if the school has the authorisation of the parent/caregiver in writing.

The authorization must be sent to secretary@andersenschool.it or submitted in paper at the school office. The school office must be informed by the day before or, in case of emergency, before 11.30 a.m. of the day they refer to. Authorizations given during the past school years are no longer valid. If parents want to allow their children to exit school without being collected by an adult, they have to collect the relative authorization form from the school office, fill it in, and return it to the school office signed by both parents. If the exit is also anticipated, it is necessary to sign a specific exit form in advance indicating the dates in which it applies.

Art. 4) BUS SERVICE

Andersen International School does not manage any bus service for the students. The parents that are interested in this service need to contact the provider directly and inform the school in writing in case they have applied for it specifying the date starting from which the service will be active and any day of the week in which the bus will not be used. For any changes to the above schedule, please refer to the *Bus Service Rules* which are an integral part of these School Regulations.

Art. 5) ACCESS TO SCHOOL PREMISES

It is prohibited to access the school courtyard with cars and motorcycles, unless authorised. Bicycles, skateboards, kick scooters, scooters (incl. electrical ones) and the like can only be allowed if they are pushed along not ridden and parked in the racks.

For security and hygiene reasons, animals can't be allowed on school premises.

The School does not assume responsibility in case of accidents.

Art. 6) DISCIPLINARY PROVISIONS.

Andersen International School reserves the right to expel from the school, even while the school year is in progress, a student whose behavior is not compatible with the purposes, educational lines, and regular operation of the school or who endangers his or her own/others' safety even in cases where the school regulations are not expressly violated. For such reasons, the school unilaterally reserves the right to expel the student at any time.

Art. 7) FACILITIES

Middle School students have a locker for their books and personal belongings. They are responsible for it and they need to lock it. Electronic appliances and mobiles must be delivered to the teacher of the first lesson. They will be returned at the end of the lessons, before dismissal.

Art. 8) UNGUARDED OBJECTS

The School does not assume any responsibility in case of loss, damage or theft.

Art. 9) CLOTHING

Andersen International School uniform is compulsory and is not included in the school fee.

The official provider is LM School Uniforms (www.school-uniforms.it). Uniform costs are not included in the school fees. For the uniform details, please refer to the *Uniform Rules* which are an integral part of these School Regulations.

Art. 10) LUNCH

Lunch is provided by the catering company (specialised in children's food) - *Milano Ristorazione S.p.A.*, menus are available on its website www.milanoristorazione.it.

In case *Milano Ristorazione* does not provide the food due to strikes, students must bring a packed lunch from home. In case of allergies or intolerances a specific request needs to be submitted by the parent according to the rules set out on *MilanoRistorazione's* website. Ordering "pasto in bianco" (plain food) is not allowed for more than 5 days in a month, unless a medical prescription is submitted by the family doctor, and always in the terms prescribed by *MilanoRistorazione*. Plain food must be requested in writing, either by filling in *Milano Ristorazione F2* form at the school office form or by sending it via email to secretary@andersenschool.it by 9 a.m. of the day it refers to. Requests arriving at school after 9 am can't be processed.

Art. 11) ACCIDENTS AND DISEASES

If a serious accident takes place, that can't be treated straightforwardly by the school staff (disinfection, simple medication, etc), the family will be called, first aid will be requested and a detailed report will be made. It is compulsory that parents or their delegates bring the child to the Hospital's Emergency Room, except in the case of danger for the safety of the pupil. In this case an ambulance will be requested and the parent or his delegate will meet the student directly at the hospital emergency department.

In case of diseases the parents will be informed via email so that they can decide whether or not to collect the student.

Art. 12) DRUGS

School staff (for ATS/ASL rules) are forbidden to administer medication of any description. Exceptions will only be made if the medication belongs to the category "life-saving" (farmaci salvavita). The parents need to submit a declaration in writing that medication administration will take place under the family's responsibility, in addition to a doctor's certificate specifying symptoms, name of the drug and dosage.

The family is also required to inform the school in writing about the pupil's health conditions and the medications he / she takes regularly. If the parents do not do so, they accept that the school won't be considered responsible for any issue arising from this.

Art. 13) SCHOOL EXCURSIONS, EVENTS AND DIDACTIC INITIATIVES

School outings (incl. the Christmas Show) have an additional cost. Since they are part of the school Curriculum they are compulsory.

Art. 14) EXTRA CURRICULUM ACTIVITIES

Andersen School can organize extra-curricular activities inside the school.

The relevant details will be available at the end of the previous school year for the next one in the *Pre & After – School Activities General Conditions* which are an integral part of these School Regulations.

Art. 15) PRIVATE LESSONS

Andersen International School teachers are not allowed to give private lessons to Andersen students at home. Only with the director's authorization and in specific cases in which Andersen teachers' lessons are necessary, these lessons can be done but always in the school premises.

Art. 16) DIDACTIC MATERIAL

The list of didactic material and books is communicated at the end of the previous school year.

Art. 17) COMMUNICATIONS

All the communications between parents and school take place through email and through the electronic register system and the booklet for the subjects of the Italian curriculum.

Teachers' emails are communicated at the beginning of the school year.

Problems concerning the student should be addressed in the first instance to the teacher and, if the answers are not satisfactory/exhaustive, to the coordinator. As a last resort, it is possible to address the Principal Team.

For special or private matters, an interview with the Director can be requested.

Art. 18) INDIVIDUAL PARENTS' MEETING

Appointments are organised during the school year in November, February, and June to meet the teachers.

Art. 19) SCHOOL OFFICE TIMETABLE

The School Office is open every day, from Monday to Friday, from 8.30 am till 12.00 pm and from 2.00 pm till 5.00 pm. The School Office is closed in August. In July the opening time is 9.00 am till 12.00 pm and from 2.00 pm till 4.00 pm.

Art. 20) SCHOOL RULES VALIDITY

The present school rules have effect and nullify any other existing rules and can be integrated during the school year to the discretion of the Director in case this becomes necessary for new needs.