



## **INSTITUTE REGULATIONS**

### **Nursery-Year 6**

#### **PREAMBLE**

The Institute regulations, aimed at the students who attend it, as well as all those who act as school operators, users or external subjects having the right, duty or legitimate interest to access it, aim to allow an orderly and organic progression of school life.

#### **Art. 1 – PRINCIPLES AND MISSION**

1.1 This Regulation adopted in line with the provisions contained in the Presidential Decree of 24 June 1998, n. 249, containing «the Statute of Students», in the Presidential Decree of 8 March 1999, n. 275, containing the «rules regarding the autonomy of educational institutions» and in the Presidential Decree of 10 October 1996, n. 567, containing «the regulation of complementary initiatives and integrative activities in educational institutions», draws primary inspiration from the founding principles and values of our institute which will be recalled below.

1.2 Our institute is a place of training and education through study, the acquisition of knowledge and the development of critical consciousness and also wants to be a community of dialogue, research, social experience, informed by democratic values and aimed at personal growth in all its dimensions. The relationships within the institute are based on respect for freedom of thought, expression and religion, on respect for the person, also enhancing the principles of non-discrimination and solidarity through the teaching of mutual respect and repudiating any ideological, social or cultural barrier. The school community, interacting with the wider civil and social community of which it is part, bases its project and its educational action on the quality of teacher-student relationships, contributes to the development of the personality of young people, also through awareness education and the valorization of gender identity, their sense of responsibility and their individual autonomy and pursues the achievement of cultural and professional objectives suited to the evolution of knowledge and inclusion in active life.

1.3 The Institute's primary mission is to promote and encourage training aimed primarily at personal growth through the most careful realization of the constitutionally guaranteed right to study. For this purpose, the training plan offered is designed to ensure the needs of the students in order to allow the development of the individual potential of each of them, simultaneously encouraging the strengthening of the sense of responsibility, of individual autonomy and the internalization of the principles referred to the previous point.

1.4 Specific attention is also paid to the implementation of the principles and values referred to here also in the student's daily life and therefore also in his interpersonal relationships outside the school walls which individuals will have to implement, also as a concretization of the values imparted by the school.

## Art. 2 – RIGHTS AND DUTIES OF STUDENTS

2.1 The Institute guarantees students freedom of learning through the provision of a highly professional teaching staff which, while respecting freedom of teaching, ensures the students' right to receive qualified training, based on an approach open to the plurality of ideas and, consequently, suitable for the valorization of personal inclinations.

2.2 Students have the right to receive transparent and timely evaluations in order to encourage the activation of a critical self-evaluation process from which emerges the identification of their own strengths and weaknesses on which to work more to improve performance.

2.3 Students have the right to be promptly informed in relation to the rules and decisions that regulate the organization of the Institute, in order to ensure their active participation in school life.

2.4 Students have the right to respect for their person in its entirety, in strict adherence to the principles of solidarity and equality (broadly understood as the prohibition of discrimination of any kind: cultural, social, economic, sexual, religious, etc.). Furthermore, according to these value and ethical guidelines, the right of students to live in an educational environment suitable for personal growth and the recovery of situations of disadvantage or delay is also guaranteed through the provision of support services capable of promoting health and psychological well-being.

2.5 Students have the right to carry out educational activities in safe and healthy environments.

2.6 Students have the duty to respect the ethical, moral and value principles of the Institute referred to in the previous art. 1, maintaining interpersonal relationships with all those involved in the school environment (peers, teachers, managers, school staff) based on mutual respect.

2.7 Students have the duty to attend lessons regularly and carry out their study duties promptly.

2.8 Students have the duty to carefully respect the organizational and safety regulations established by the Institute.

2.9 Students must correctly and carefully use all the machinery and technical/electronic tools provided by the Institute and must not damage in any way the structures (together with their components) in which school life takes place.

### Art. 3 – ORGANIZATIONAL RULES

Without being mandatory, but with merely illustrative value, our institute adopts the following main general organizational rules.

#### 3.1 Entrance, exits and attendace

– Entry to the school is permitted from 8.30 am. Access to the school premises is NOT permitted before this time. Parents or their delegates are likewise not allowed to enter classrooms or other areas of the Institute.

– Entry is permitted only:

- from 8.30 to 9.10 for Nursery, Kindergarten, Reception
- from 8.30 to 8.45 from Year 1 to Year 6

– For students who arrive earlier it is possible to wait with their parents or carers in the courtyard starting from 8.20. The taking charge and therefore the supervision of the students takes place from the moment they enter the school premises, in any case excluding any obligation and related responsibility on the part of the school towards the minors which remains with the guardians until they enter the building. In any case, it is not permitted to use the school's games and equipment while waiting. **The Management assumes no responsibility for children/students left alone before entry time.**

- Late arrival: In case of arrival after the indicated time, the parent will have to sign the appropriate register in the Secretariat. Lateness will be recorded by the teacher in the electronic register. Late entry is only permitted until 12.00.
- Students are required to regularly attend lessons and all additional educational activities (internships, conferences, meetings, workshops, etc.) approved by the Interclass Council, specifying that payment for the same will be incurred regardless of the student's participation.
- Again with reference to frequency, it should be remembered that, pursuant to art. 14 Presidential Decree 122/2009, «to proceed with the final evaluation of each student, attendance of at least three quarters of the personalized annual timetable is required. Educational institutions may establish, in exceptional cases, motivated and extraordinary exceptions to the aforementioned limit". Exceptions can be made only in the presence of documented serious reasons which, however, at the same time, in the opinion of the Interclass Council, do not jeopardize the possibility of proceeding with the final evaluation of the student's academic performance.
- With the exception of the exceptional cases referred to in the previous point, failure to reach the minimum attendance limit will make it impossible to be admitted to the final exam and to the next class.
- It will be the responsibility of the class coordinator teacher to inform the family by telephone should any anomalies in attendance or an excessive number of absences be found. In any case, families are recommended and requested to check, by accessing the electronic register, the attendance levels of their children, whose absence is recorded daily in said register.
- Students are asked to leave the classrooms immediately at the end of the last hour of lessons, taking with them all the personal effects and school materials they need.
- At the end of lessons and in any case outside of school hours, students are allowed to use spaces in the school specifically designated as study rooms to carry out teaching activities supervised or in groups with other students.

- All early departures must be communicated by the student's parent by 10:00 am on the same day to the School Office of our institution. Please remember that all early exits are recorded in the electronic register and must be considered hourly, i.e. calculated lesson by lesson.
- The exit time is from 3.45pm to 4.00pm (and no later). For safety reasons, students, parents and their delegates are invited not to stay in the school spaces (including the garden and courtyard) after 4.00 pm unless it is necessary, for the time strictly necessary, to collect students attending lessons after school. **During this period the Management assumes no responsibility for the students after they have been handed over to their parents or their delegates.**
- Early exit is only permitted at 11.30am and 2.30pm, regardless of the reason for which it is requested. Any other time is excluded, with the exception of medical reasons (for example for therapies and specialist medical appointments). The request must be submitted to the secretariat/sent via email to [secretary@andersenschool.it](mailto:secretary@andersenschool.it) by the day preceding the one to which it refers or, in exceptional cases, the same day provided that it is by 11.00 am.
- In case of early exit it is necessary to sign in the appropriate register available in the secretariat.

### 3.2 Authorizations

- The parent or person exercising parental responsibility can authorize another person to collect their child. To do so it is necessary to deliver to the school office or send via email to [secretary@andersenschool.it](mailto:secretary@andersenschool.it) together with a copy of the delegate's identity document. This communication must be made within the day preceding the one to which the delegation refers or, in exceptional cases, on the same day as long as by 11.30 am.
- Permanent authorizations are valid only for the current school year and must be renewed at the beginning of each new school year.

### 3.3 Bus service

The School uses external companies for the school transport service that are not dependent on Andersen International School.

The parent interested in this service must follow the following procedure:

- 1- The family must forward the request to the transport company;
- 2- The transport company will verify the feasibility of the service, taking into consideration the number of requests received, the size of the vehicle and the road conditions of the area concerned.
- 3- Afterwards, once all requests have been received and the appropriate checks have been carried out, the transport company will communicate times and stops to the families, in case of confirmation of the service.
- 4- In case of confirmation of the bus service, the family must notify the school by sending the completed Bus Authorization form, available on our website in the section **Forms**.

For the correct and safe carrying out of the transport service, parents must comply with the following provisions:

- 1 – it is mandatory to send the Bus Authorization form to the school office within 5 days before the start of the service.
- 2 – In the event of a change in the collection of your child, you must notify both the driver of the vehicle and the secretary by sending the Bus Service Change form, available on our website in the section **Forms**, by 11.30am on the reference day a [secretary@andersenschool.it](mailto:secretary@andersenschool.it).

Families are kindly requested to follow the above procedure in order to allow the school to ensure the implementation of the instructions received.

**3 – It is not allowed:**

- **It is not allowed** to use another bus other than the one with which the transport contract was stipulated.
- **It is not allowed** the use of buses to those who have not signed any contract with the company.
- **It is not allowed** for children registered for the service can exchange buses.

The transport companies have total responsibility for the service they provide and for any accident that occurs during the outward and return journey.

### 3.4 Access to the courtyard and school - Prohibitions

- Cars and motorbikes are not permitted to enter the courtyard, with the exception of authorized vehicles. Bicycles, scooters, skates, unicycles (including electric ones) and similar can only be accessed if carried by hand and parked in the appropriate racks (the parking lot is unattended).
- For safety and hygiene reasons, animals are not allowed to enter the school premises. Parents, guardians or their representatives are not permitted to enter the school building during lessons. In the case of a pre-arranged appointment, it is necessary to report to the school office, which will inform the teacher of the parent's arrival for the meeting.
- Students, parents, guardians or their representatives are not allowed to take photos and/or films inside the school complex.
- Students, parents, guardians or their representatives are also not permitted to publish and/or disseminate photos or videos of students via the internet or by any other means. In any case, the Management is not responsible for the publication and/or dissemination of the aforementioned images via social networks and/or any other IT or non-IT means.
- Teachers cannot distribute students' birthday invitations.
- It is also forbidden, for safety reasons, to bring sweets, lollipops, chewing gum and games to school which may constitute a danger, especially for the little ones.
- Ban on the use of mobile phones: The School reiterates the ban on the use of mobile phones already applied for years, anticipating what is set out in the new circular of the Minister of Education Valditara, n. 5274 of 11/7/24, concerning the provisions regarding the use of smartphones (prohibited).

### 3.5 School-family communications



- E-mail and the electronic register are used for communications between school and parents. Communications can take place in English, Italian or both languages. The teachers' email addresses are communicated at the beginning of the year.
- Teachers have 48 hours to respond to emails received and are not required to respond outside of working hours, on weekends and during holidays.
- For problems concerning the student it is necessary to contact the teacher in the first instance and, if necessary whose answers are not satisfactory/exhaustive, to the coordinator. As a last resort, you can contact the Team Principal.
- For particular or private matters, it is possible to request a meeting with the Management.
- In their timetable, teachers will have modules dedicated to receiving parents, who will be able to book an appointment via the electronic register.
- The school office is open to the public every day, from Monday to Friday, from 8.30 to 12.00 and from 14.00 to 17.00. In the summer months the secretariat is open from 9.00 to 12.00 and from 14.00 to 16.00. It is foreseen to a closing period in August.

### 3.6 School uniform

- For children in the Nursery, the uniform is not mandatory, comfortable clothing suitable for the educational activities and outdoor games is required. We recommend blue tracksuit and white t-shirt.
- For all other students, the use of the official and logoed school uniform is mandatory. The student's family will be notified by the secretariat if the student does not have one. The school uniform must be purchased from the official LM School Uniforms supplier (<https://new.school-uniforms.it/>).
- It will be the responsibility of the teachers to check daily whether students are wearing the uniform items as required by the Regulation; if any are missing, they should report the absence to the School Office.
- It is not permitted to change clothing while at school. The only items allowed both when entering and leaving the Institute are those of the official uniform.



– It is specified that, in addition to any clothing that is not branded or does not comply with the Institute's colors, the following are considered prohibited:

- Combat boots
- Wedge shoes, high heels, slippers, flip-flops
- Scarves
- Hats
- Ponchos
- Flashy jewelry, large necklaces, piercings, rings, and similar items
- Sunglasses
- Jackets in the classroom (unless part of the official uniform)
- Scarves (unless part of the official uniform)
- Miniskirts
- Shorts or leggings (unless part of the official uniform)

The Institute declines all responsibility for the loss of personal items (bracelets, rings, umbrellas, etc.).

– All items (including ties and scarves, shoes, backpacks and blankets) must be marked with the student's name and surname to easily identify their belonging. The Management is not responsible for lost or damaged items.

– Each child from Nursery to Year 2 must be provided with a complete change of clothing and underwear and Nursery children must have an adequate supply of nappies. Used clothing must be taken home and replaced with clean clothing.

– Failure to comply with the dress code is subject to an evaluation of overall behavior. If the child forgets something at school, he can retrieve it the next day, so that he learns to be responsible for his things.

– At the end of the school year, parents will collect their children's clothing and school materials that remain at school. Those remaining at school after June 30th will be disposed of to allow for the annual extraordinary cleaning activities.

### 3.7 Policy on canteen and meals

- Students are not allowed to bring cakes and drinks to school for birthdays. Birthdays will only be celebrated during the Assembly.
- Meals are provided by Dimensione Cucina S.r.l. Any substitutions for allergies and intolerances are allowed only upon presentation of a medical certificate, as per the instructions provided by the school office.

The light meal can be provided according to the procedures established by Dimensione Cucina and must be requested in writing by filling out the appropriate Form C at the school office or by sending an email to [secretary@andersenschool.it](mailto:secretary@andersenschool.it) with Form C attached.

Requests received after 9:00 AM on the same day cannot be guaranteed to be fulfilled by Dimensione Cucina.

### 3.8 Accidents – indispositions – medications

- In the event of an accident that cannot be resolved with simple interventions by school staff, the family will be contacted by telephone, emergency room intervention will be requested and a detailed report of the incident will be drawn up. It is mandatory for a family member or his/her delegate to accompany the student to the hospital emergency room except in cases of danger to the student's safety. In this case, the intervention of the ambulance will be requested and the parent or his delegate will reach the student directly at the hospital emergency room.
- For any insurance refunds, it is necessary to present a Hospital Emergency Room certificate; without which a request cannot be submitted.
- In the event of a minor injury, family members will be informed and simple treatment will be carried out.
- In case of indisposition, the family members will be informed so that they can come and collect the child as soon as possible. The same applies in case of infectious diseases.

– Under no circumstances may the school administer drugs to students except in the case of life-saving drugs for the administration of which the family must present suitable valid medical certification issued by a public structure together with a declaration from the attending physician indicating symptoms, name of drug and method of administration. The family is also required to communicate to the school in writing information relating to the student's health conditions and the medications he takes regularly. This happens every year at the time of registration by completing the relevant contract form. In the event that health conditions change during the year or new information emerges regarding them, the family is still required to promptly communicate this in writing to [secretary@andersenschool.it](mailto:secretary@andersenschool.it).

If it becomes necessary to administer medication for short periods (e.g., antibiotics, eye drops, etc.), the "Request for Authorization to Administer Medication" form, available at the school office or [on the school website](#), must be completed. A statement from the attending physician, indicating symptoms, the name of the medication, and the method of administration, must always be attached.

### 3.9 Events and educational initiatives

- Outings, initiatives and educational workshops (theatre, museum, environmental trips, Christmas shows, conferences, etc.) constitute an integral part of the curriculum and are experiences of learning and personal growth.
- No trip can be carried out unless the participation of almost all the students making up the individual classes involved is not ensured, therefore in the event of failure to participate it is necessary to promptly inform the school within a week of receiving the communication.
- The conditions established by the agency that organizes the excursion or by the school or entity where the excursion takes place apply to the entire organization.

### 3.10 Extracurricular Activities

- The school reserves the right to organize extracurricular clubs that will take place within the school premises after the end of the school day, in accordance with the procedures and purposes outlined in the specific regulations, which parents must review at the time of enrollment in each activity and which are hereby fully referenced. Specific information regarding age groups, types of activities,

costs, and start dates will be available at the end of the previous school year for enrollment in the following year.

### 3.11 Private lessons

– Based on Legislative Decree 297/94, Article 508 (paragraph 5), teaching staff are prohibited from giving private lessons to students of their own school. Exceptions may be made only for specific cases discussed with the school administration.

### 3.12 Electronic devices and email

– The school makes IT devices such as PCs available to students, the use of which must always be inspired by the principles of diligence and correctness. These devices are the exclusive property of the school and are intended exclusively for internal use and educational purposes.

– Students are allowed to use the Institute's Wi-Fi network exclusively for educational purposes and access can only take place through the use of electronic devices made available by the school.

– Students are provided with an email account and access to the Google suite for educational use only.

### 3.13 Conduct, decorum and delivery of school supplies

– Students consider themselves completely responsible for the school material, meaning that their parents are expressly prohibited from bringing to school material forgotten by the students at home or elsewhere. The school office is not authorized to collect such personal items, students are not allowed to leave the school premises to receive them from their parents, and parents are not permitted to go up to the floor where the student's classroom is located to deliver them.

– Students consider themselves entirely responsible for personal effects brought to the Institute. No objects must be left in classrooms and/or school premises at the end of lessons: the school declines any responsibility for didactic materials, goods (watch, earrings, umbrellas, etc.) or clothing left in the school premises by students.

- Students are required to bring to school all the teaching materials requested by the teachers for the correct carrying out of the lessons.
- In the event of the student's absence on the day of delivery of school material by the teachers (such as, for example, worksheets), the same can be acquired by the student directly in class on the day of return.
- During language hours, students are expected to speak only in the language taught.
- Students are allowed to go to the bathroom at the change of class time, at break and during the lunch break. Only in case of emergencies and mandatory needs can the teacher allow the student to be absent to go to the bathroom during the lesson.

### 3.14 Electronic register

- Absences/presences, early exits, assignments assigned by teachers, grades of written and oral tests, any disciplinary measures (for primary school students) and any communication that is deemed to be addressed to the student's parents is noted in the electronic register, to which the parents can freely access using a username and password provided by the Institute.
- The grades displayed in the register refer to the official tests, excluding all the grades of the works considered by the teacher of mere in-depth study (the homework and exercises carried out both at home and in class).
- Each grade present in the register contributes to forming the final average relating to the subject considered. The grades on the report card do not represent a mere arithmetic average of the written and oral tests but are also determined on the basis of commitment, participation, attention in class and punctuality in submitting homework.
- The specific recovery of certain negative grades can be exceptionally foreseen by the teacher in agreement with the Team Principal.
- If families encounter problems accessing or using the electronic register, they are asked to contact the School Office directly (via the email address: [office@andersenschool.it](mailto:office@andersenschool.it)).

### 3.15 Written tests, oral tests and tasks assigned by the teachers (for primary school students)

- When assigning, teachers specify the deadlines for submitting homework. In case of impossibility to complete the homework by the assigned date, the family is required to inform the teacher via email.
- All work carried out by the student, whether it is carried out at home or in class, is considered correctly carried out from a formal point of view when it contains name, surname, class, date of completion which must not be torn, cut, crumpled or ruined in any way. If it is handwritten, it is necessary to use handwriting that is easily readable by the teacher. Failure to comply with these provisions makes it legitimate for the teacher to refuse to accept and carry out an evaluation on the work carried out by the student.
- Absence does not justify failure to carry out assigned homework and/or study.
- The written tests are scheduled by the teacher with an advance considered appropriate and suitable for the correct preparation of the students.
- As already foreseen for carrying out the tasks assigned in class, written tests must also contain name, surname, class, date and subject, as well as being written in easily legible handwriting.
- The evaluation carried out by the teacher is descriptive and is accompanied by a written opinion if the teacher deems it necessary.
- In the event that the student is absent during a written test, he/she will make it up on the first day of lessons available in the time of the subject in question (or at the time deemed most appropriate by the teacher), in agreement with the teacher himself .
- There is the possibility that scheduled oral tests will be carried out. The student who is absent on the day he should have carried out the scheduled examination will be able to make up the exam on the day of his return in agreement with the teacher.

### 3.16 Break time

- Students spend mid-morning and post-lunch breaks in their assigned area of the garden. All classes are always supervised by teachers. The use of balls is allowed only on the football field: in

the garden, balls may be used only for games involving the hands, not the feet. Bringing balls from home is not permitted.

#### Art. 4 – DISCIPLINARY MEASURES (Y2-Y6)

4.1 Failure to comply with this Regulation or some of its principles entails the application of one or more disciplinary sanctions depending on the severity of the violation. This sanction is discussed and decided by the Interclass Council (Y2-Y6) in the presence of the school management.

4.2 The disciplinary measures that can be applied include:

- Verbal warning from the teacher
- Note on the electronic register
- Formal warning in the presence of parents and management

4.3 Any disciplinary measures may negatively impact the conduct rating.

4.4 It is specified that all disciplinary measures have as their primary aim the education of the student in a sense of responsibility, which can also be pursued through the student's carrying out activities in favor of the school community.

#### Art. 5 – VALIDITY OF THE REGULATION

This regulation comes into force and effectively cancels any other existing regulation and is subject to additions during the year, at the discretion of the Management, if it becomes necessary for emerging and/or organizational needs.

Milan, updated July 2025