



# CHATTERBOX SCHOOL REGULATIONS

(Rev. 06/01.09.2020)

(D.P.R. 24.06.1998, n. 249)

## **Introduction,**

This rule book is aimed at regulating school life and ensuring its orderly and responsible development, according to the provisions of the educational project and the three-year plan of the educational offer, promoting collaboration and respect between all members of the school community.

It complies with the provisions of school regulations and specifically the regulation of the autonomy of educational institutions (D.P.R. n. 275/1999) and the law on school equality (L.62/2000).

The school proposes itself as a support to the educational responsibility of the parents as specified in the "educational co-responsibility pact" signed with the family at the time of the child's enrolment. The aims, methodology, organization and resources of the school are indicated in the P.T.O.F. which is referred to entirely here.

The school values the participation of all school components and ensures it through the regular functioning of the collegial bodies referred to in the relative regulation, as mentioned here and which is attached below. The OO.CC regulations, where the situation requires it and in compliance with the foreseen procedure, can be changed during the school year.

## **I. GENERAL PART**

### **Art. 1 Educational co-responsibility pact (The school promise)**

By signing the school enrolment request, the family signs the educational co-responsibility pact with the school and declares that they respect and share the educational and didactic project, the training offer plan and these school regulations.

### **Art. 2 Validity and modification**

The school regulations are prepared by the teaching core, examined by the school board and approved by the school directors and can be modified in accordance with the regulations of the OO.CC.

### **Art. 3 Respect for people and of the premises**

School staff, families and pupils participate in school life with a correct, collaborative and mutually respectful behaviour.

Everyone must observe with the utmost attention the organisational and safety provisions, the use of the premises, equipment and materials, sharing the common responsibility of keeping the environment welcoming and tidy and avoiding waste.

It is absolutely forbidden to obstruct escape routes and emergency exits with any material, even temporarily. At the end of the lessons the teachers make sure that the premises are left tidy, the windows are closed, the lights are off, the materials stored and the external doors closed.

When they are allowed access, parents must make sure - when entering and leaving school premises - to close the external doors in order to avoid the risk of undesirable people entering.



#### **Art. 4 Behaviour and discipline**

Disciplinary measures have an educational purpose and tend to strengthen responsibilities and a sense of belonging to the school community. As far as the relations and scholastic discipline of the Chatterbox English School are concerned, the school has adopted the "Primary Behaviour Policy" for primary school and the "Nursery Behaviour Policy" for nursery school. Both documents are to be used as complete reference to disciplinary measures.

#### **Art. 5 Pupil's entry and exit**

Parents accompany their children to school, ensuring that they are handed over to the staff on duty at the entrance. No parent can access the classrooms or other premises of the school without authorization or against management ruling.

At the end of school activities and especially after the return of children to their families, the school declines all responsibility for any injuries or damage to persons or property and any stay on the school premises is allowed under the strict supervision of parents and only in case of further activities in which they have been invited or authorized to participate.

In the event that the parents or those on their behalf cannot for any reason pick their child up from school, a timely communication via email is required by the end of the educational activities, to the school secretary at [secretary@chatterboxschools.co.uk](mailto:secretary@chatterboxschools.co.uk) together with the communication of the personal data of those who are authorized by the family to withdraw the child from school; otherwise the school reserves the right, for the protection of the child, not to hand them over to people not previously identified.

#### **Art. 6 Daily school-family communications**

At the time of entry and exit of the children - except for any restrictive measures arranged following particular needs - teachers are available for brief and urgent communications from families only if this does not affect the regular supervision of children and punctuality of didactic activities.

Parents are therefore invited to comply with the instructions of the management and to request an interview with the teachers or with the management through the secretary if they deem it appropriate.

The school favours collaboration between families and educational staff. The main means of ordinary communication is e-mail. Parents are therefore required to inform the administration in the event of changes in e-mail addresses compared to those registered in the application form, as well as regularly check the mail in order not to miss important communications.

#### **Art. 7 Punctuality**

The school, with the aim of promoting and encouraging respectful and responsible behaviour, has adopted a Lateness Policy that regulates the entry of children in play school and Primary and which is referred to here with any further provisions of the management that regulate particular entry and exit times.

#### **Art. 8 Games and personal objects**

The school encourages group play and socialization during breaks and snack time, the relationship between peers and between different age groups in compliance with the indications given by the staff responsible for their supervision and values cooperation and support. (In Primary school the figures of prefects and House Captains).

It is not permitted to bring money, precious objects or other objects to school that do not concern school activities and in any case, they are considered dangerous and inappropriate. With the exception of specific provisions for hygiene and health, it is permitted to bring games as long as they are not of value or potentially dangerous and in any case only after authorization of the teaching staff (e.g., Show & Tell activities provided in the playschool).



The school is not responsible in any case for loss, theft, breakage or damage caused by third parties. The school staff will be able - where they deem it appropriate - to keep the objects to return them directly to the family.

#### **Art. 9 Criteria for admission to the Chatterbox School**

At the moment of enrolment, vaccination certificates must be provided under the law of 31st July 2017 n119 and subsequent updates and rulings.

##### **Chatterbox Starters enrolment requests :**

Enrolment in the Starters Section is reserved for children over the age of 18 months. The settling in period of children in the nursery section is regulated by a calendar that takes into account the month of birth. Priority is given to siblings of children already included in the Chatterbox circuit.

##### **Chatterbox Playschool enrolment requests (Movers)**

**criteria for the acceptance of applications with the following order of priority:**

- Children born by 31 December of the year in which attendance begins;
- Children from the Starters Chatterbox Section ;
- Siblings of children already included in the Chatterbox circuit;
- Children of one or both parents who are native English speakers;
- Children from recognized International English schools.

##### **Chatterbox Primary School enrolment requests (Primary School)**

**criteria for the acceptance of applications with the following order of priority:**

- Children from the Chatterbox Reception Year;
- Children born by 31 December of the year in which attendance begins;
- Children with older siblings already included in the Chatterbox circuit;
- Children with the most years of attendance in the Chatterbox English School;
- Children of one or both parents who are native English speakers;
- Children from recognized international English language schools.

In any case, all admissions to primary school include the examination of the pupil's didactic file both from the didactic, disciplinary and linguistic point of view.

If the teachers, in relation to the child's previous school career, to his maturity and competence, deem it inadvisable to accept the enrolment applications, the management will give motivated communication to the parents requesting admission.

#### **Art. 10 Denial of admission:**

Without prejudice to the provisions of the law, the school may deny admission for the following reasons:

- Lack of places available in the class for which enrolment was requested;
- Lack or irregularity of the required authorisation to stay in Italy;
- Seriously negative evaluation in the admission tests relating to the verification of possession of the necessary skills for the attendance of the class concerned - sustained with Chatterbox representatives both during the previous school year and upon request



- presented as an external pupil. The admission tests concern the verification of the possession of the skills required by the national indications for the nursery and primary school curriculum issued by MIUR and those relating to the English language required by the Chatterbox curriculum.
- Inability for the school to meet the particular learning or behavioural needs of the pupil.
- Failure of the pupil's family to share the educational project, the PTOF or the co-responsibility pact.

### **Art. 11 Clothing**

For attendance in all school classes, the mandatory use of the Chatterbox uniform is required for the whole school year and according to the school's instructions, to be worn in relation to the weekly teaching schedule and the planned activities (eg: physical education, school trips or educational visits, etc.).

The uniform consists of:

Starters: Chatterbox Tracksuit (sweatshirt and navy-blue pants) and Chatterbox T-shirt (white polo/T-shirt).

Movers: Chatterbox uniform formal and/or PE (navy blue sweater, white polo shirt, royal blue trousers or skirt/sweatshirt, white polo shirt, sweatpants or skort).

#### Reception/Primary:

- Chatterbox Formal Uniform: white polo shirt (short or long sleeve), navy blue sweater, navy blue formal trousers/Bermuda shorts, navy blue skirt.
- Formal shoes: plain white or black or dark blue (such as ankle boots, lace-ups, ballet flats, moccasins, etc.)
- Chatterbox Sport Uniform: white polo shirt (short or long sleeve), royal blue sweatshirt, navy blue jogger or navy-blue shorts or navy blue skort (shorts skirt). Children can choose to wear the garment - among the alternative ones - with which they feel most comfortable and according to their preferences. Sports shoes: plain white or black or dark blue, as far as possible (sometimes it is difficult to find them completely mono-coloured, easier to find them with the white brand logo such as Nike or Adidas stripes).

#### Accessories:

Short white or dark socks or white or navy-blue tights. Shoes which are open toed, of different colours, or that light up, etc. are prohibited.

For safety reasons we ask that children do not wear jewellery, such as necklaces or bracelets or rings. Only stud earrings are accepted (no hoops or dangling earrings).

The family must put a name tag or other identification mark on the child's clothing. otherwise, the school declines all responsibility for any loss of clothing.

### **Art. 12 Respect of privacy**

Chatterbox declares that the personal data provided during school enrolment will be processed in the exclusive interest of the current activity and in compliance with the privacy protection legislation referred to in EU regulation 2016 679 and following modifications and additions.



### **Art. 13 Sicknesses and indispositions**

The school, while referring to the rules established by the competent authorities and the consequent progressive administrative streamlining, has adopted some rules that it considers essential to guarantee the well-being of all members of the school community.

To this end, it requires the unquestionable collaboration of families first of all in reporting the onset of infectious diseases in children or other members of the family living with them as quickly as possible and in respecting the following rules.

#### **A. Entrance and attendance in school**

In the presence of fever or other evident symptoms, the school will exercise the right not to accept the children upon entering the school.

School staff are obliged to promptly notify parents or those on their behalf when the following symptoms occur that do not allow the child to participate in school activities:

- Fever above 37° C\*
- Diarrhoea \*
- Vomiting \*
- Conjunctivitis \*
- Infection of the mouth and skin \*
- Other signs or symptoms of possible illnesses (e.g., the child appears strangely tired or has persistent crying or has a constant cough, unexplained irritability, or complains of persistent abdominal pain or has other unusual signs\*)

In such cases the child must be picked up from school by parents or other authorised adults in the shortest possible time.

(\*) For better protection of the children directly concerned and of the entire school community, the school requires the collaboration of families by suggesting that the child be kept under observation at home, providing:

- **In case of fever above 37°, diarrhoea or repeated vomiting**, his return to school no earlier than 48 hours after the symptoms have subsided.
- **In case of conjunctivitis or mouth infection or rashes**, his return only following a favorable opinion from the pediatrician of reference or another pediatrician of the public health facility.
- **In the event of continuous cough or other persistent symptoms of uneasiness**, his return to school at least 48 hours after the symptoms have subsided.

A child cannot be readmitted to school after a serious illness if the staff are required to provide treatment which will require them to neglect their principal duties.

#### **B. Provisions relating to particular contagious diseases of the child or other cohabitants.**

Referring to the provisions of the ministry of health, and in order to preserve the entire school community, the school recommends observing - under the guidance of the referring paediatrician or other paediatrician of the public health facility - a period of quarantine with suspension of attendance as follows:



- Measles: 5 days from the onset of the rash
- Chickenpox: 5 days from the appearance of the last blisters
- Whooping cough: 5 days from the start of antibiotic therapy
- Mumps: up to clinical recovery
- Rubella: until clinical recovery

#### Other infectious pathologies

In case of particular diseases such as: hepatitis, salmonella, ringworm, impetigo, pediculosis (the latter refers to the specific procedure established by the school), or other forms that require special checks and specific prophylaxis, the school demands the certificate of the paediatrician of reference or of a public health facility certifying the eligibility to return.

#### **Art. 14 Frequency interruption**

Regarding the reason that led to the interruption of attendance, the following provisions **apply to all school pupils, of any age:**

#### Absences for health reasons

For absences over 5 consecutive days (including holidays/weekends and days before holidays) the school requires the presentation of a medical certificate of readmission as a precaution.

*NB: the certificate, therefore, will be necessary starting from the 7th day from the beginning of the illness and not if the return occurs on the 6th day.*

In the persistence of the epidemiological emergency, in compliance with the provisions of Ministerial Decree 80/2020 the previous term is reduced. Therefore, for absences of more than 3 consecutive days (including holidays and days before holidays), a medical certificate of readmission must be presented.

*NB: the certificate, therefore, will be necessary starting from the 5th day from the beginning of the illness and not if the return occurs on the 4th day.*

#### Planned absences for family reasons

Absences foreseen for family reasons must be previously communicated in writing to the school secretary indicating the exact dates of absence and specifying in the communication that the absence is due to "family reasons". In response, the school will send a copy of the absence disclaimer to be signed in accordance with Presidential Decree 445/2000 by a parent or by whoever has authority. The family must send the photo of the document **by 8:00 on the day of return** to the school office **via Whatsapp** (Viale La Plaia mob. 3453878647 – Via Tempio +39 070 773 8269).

#### Unforeseen absences not due to illness:

The family is asked to notify the school on the first day of absence. The child will be readmitted to school upon presentation of the absence disclaimer. The family must send the photo of the document by 8:00 on the day of return to the school office via WhatsApp (Viale La Plaia mob. 3453878647 – Via Tempio +39 070 773 8269).



Upon receipt of the absence disclaimer or medical certificate, the secretary will notify the teacher who will welcome the child. The paper copy of the document in a sealed envelope must be inserted by the child's family in the appropriate box at the entrance to the school for its filing.

All absences of primary school and secondary project pupils must be justified - regardless of their motivation - also on the electronic register.

#### **Art. 15 Administration of drugs**

The teaching staff does not administer medication to children, except in cases of life-saving medication in the presence of certified health needs and in any case **only upon written request\* of the parent with an attached medical prescription indicating the dosage and according to the specifically established procedures. The documentation must be endorsed by the school management.**

\*For this purpose, the school has prepared a form that can be downloaded from the site.

#### **Art. 16 Food and school meals**

The menu administered by the school to the pupils is regulated by the guidelines prepared and approved by the ASL. Meal preparation is currently managed by the caterers CAMST and RI.COL.

##### **SNACK:**

In the Starters and Movers sections, the school provides fruit for the children for the morning and afternoon snack.

In the Reception and Primary classes, families provide a daily snack in compliance with some important restrictions to protect children from possible food intolerances or allergic reactions.

The school promotes - starting from the Reception year - attention to these indications also by assigning, to the child who respects them, reward points which are attributed to their house. In the school guidelines, the healthy snack mainly consists of fresh fruit, raw vegetables (e.g.: carrot sticks or cucumbers cut into sticks), yogurt or bread.

It is absolutely forbidden to bring into school:

- nuts of any kind, even if introduced as a condiment (walnuts, almonds and in particular peanuts);
- broad beans;
- spreadable creams or sauces (Nutella or similar, mayonnaise, etc.), which are sometimes used to fill sandwiches;
- chocolate and other types of snacks (chips, popcorn, pretzels, or Kinder eggs and bars);
- all foods that are not recommended for consumption in a school catering environment (e.g.: cherries, grapes, cherry tomatoes, etc.) unless they are stoneless and cut into small pieces);
- carbonated drinks

It is not permitted to bring sweets, candies or chewing gum to school. Children cannot bring in food to share with classmates.

On the occasion of birthdays, the school - for the sections of Starters Movers Reception - due to the various allergies now increasingly widespread, organizes every month the preparation, with the children of the class, a fruit mandala to celebrate the birthdays of that month.

The school, upon agreement with the management, can accept sweets offered by families for any festive occasions - Halloween and Carnival - in compliance with the delivery **methods indicated by the school.** The food must be strictly made from professionals and not homemade and accompanied by a receipt and a list of ingredients and allergens.



We also remind you that even on these special occasions the school must take into account food intolerances and the wishes/indications received from families regarding the nutrition of their children.

It is therefore recommended to check in advance with the teaching staff for any contraindications in this regard.

**Special diets:** The request for personalized diets must be delivered by the family to the school management accompanied by all the relative documentation (detailed medical certification accompanied by the modified dietary chart in relation to the child's needs, prepared and countersigned by the family nutritionist doctor) so that it can be presented to the local ASL for approval.

#### **Art. 17 General safety rules**

The school premises and the children enrolled in the school are covered by insurance.

The school complies with the safety and health in the workplace according to D.L.gs n. 81/2008 and D.L.gs 106/2009 and subsequent updates.

The staff is in possession of a first aid and fire prevention certificate and takes part in the first aid, fire prevention and safety at work refresher meetings as required by law.

Fire drills and full evacuation tests with staff and children are regularly performed during school hours.

## **II. PLAYSCHOOL REGULATION**

#### **Art. 18. School Calendar**

The lesson calendar is published every year on the school website in a downloadable format. Reception class follows the Primary school calendar.

#### **Art. 19. Attendance Hours**

Playschools are open Monday to Friday from 07:45, with an extension of the service until 17:00 from Monday to Thursday at the request of families and with different rates depending on the chosen time. The school recommends not interrupting the daily attendance of children before 15:00.

In certain moments of the year and on parents request the school can organize workshops and other child care options for out of school hours (late afternoon/Saturday mornings).

To enhance didactic and educational activities, children are required to be present at school by 09:30 for Starters and Movers and by 09:00 for Reception. Failure to comply with this rule disrupts the school's activities and makes it hard to safely manage children's entrance.

Children must be picked up within the time slots chosen by their parents at the time of enrolment (by 15:00, 16:15 or by the end of the attended afternoon extracurricular activities). Hours exceeding the agreed contract will be charged on the fee chart at the end of the month.

#### **Art. 20. Settling in**

In the case of new members in the "Starters" class, a settling in period is planned, overseen by specific provisions which are communicated to the families of the new members and which take into account the need to combine the well-being of the new members with that of the other children. Families are invited to respect the instruction received directly from the teacher or through the Secretary.



#### **Art. 21. Outdoor Activities**

The school encourages playful and educational outdoor activities throughout the year (including winter) with the sole exception of rainy days. Therefore, children must always be in a state of health such that going out into the garden will not cause them harm.

#### **Art. 22. Personal Autonomy**

For harmonious child development, the Management encourages them to abandon the use of nappies between the ages of 2 and 3. To this end, teaching activities include a "potty training" period which accustoms the children to using the potty or toilet. Access to "Movers" is consequently linked, more than to the age of the child, to their autonomy in this sense as well. Otherwise, concerning the need for this particular assistance, the rates applied will have to be the ones foreseen in the previous years.

#### **Art. 23. School Kit**

- Starters
  - A complete change of clothes
  - 5 Bibs and 1 Blanket
  - Sun Hat and Sun Cream (limited to the summer period)
  - A pack of nappies (to be replaced according to the teacher's instructions)
- Movers
  - A complete change of clothes
  - One small towel
  - Hat and Sun Cream (limited to the summer period)

#### **The daily use of the uniform is mandatory as indicated in the general part of these regulations**

#### **Art. 24. Snack**

To protect children's health, food that cannot be directly controlled or certified by the school is not allowed, including snack bars, crème cakes, pastries, etc., of domestic preparation. Thus, the school (Starters and Movers) provides everything necessary for children's snacks, included in the fee.

For further information, please refer to what is stated in art. 16 previously reported in this regulation.

#### **Art. 25. Absences**

Except for what is established in the prior art. 14, families are invited to inform the teachers, via email or by telephone to the Secretary of:

- The absence of the child and the date of their expected return, where possible.
- The need for an early exit.

### **III. PRIMARY SCHOOL REGULATION**

#### **Art. 26. School Calendar**

The school follows the Ministry of Education calendar every year with the sole exception of the Start and End date, which may vary according to internal school needs. The lesson calendar, approved by the Academic Board in the first meeting of the September month every year, is published on the school website in downloadable format.

#### **Art. 27. Attendance Hours**

To satisfy the family's needs, the school is open Monday to Friday from 07:45. Lessons will start at 08:25 and will end at 16:00 from Mondays to Thursdays and at 15:00 on Fridays. Children who do not use the after-



school club will have to be picked up at the end of classes. Hours exceeding the agreed contracts will be charged of the fee chart at the end of month.

#### **Art. 28. Punctuality and Late Arrivals**

The time of school entry and the start of school activities is usually regulated as follows:

- 08:00 – 08:25 welcome in the dedicated classrooms
- 08:25 lessons are conducted in the classrooms by the teachers
- 08:30 the entrance gates are shut, and the class teachers proceed with the attendance check
- 08:31-08:40 all arrivals are marked on the register as late arrivals
- 08:40 admission to the school is only allowed with the accompanying of the child by the Secretary and presenting the appropriate justification within the blue booklet signed in person by the parent.

In case of particular circumstances requiring different ways of entering and leaving the school to avoid possible gatherings, the Management establishes other times. It informs the families that they are required to follow the instructions received strictly.

#### **Art. 29. Absences**

Except for what is established in the prior art. 14, all absences must be justified in writing by the parent or guardian using the electronic register. Leaving early is not recommended; however, it must still be requested and communicated in writing in advance. The early exit must be signed on the class register by the parent or guardian.

#### **Art. 30. Physical Education**

P.E. classes are typically held outdoors throughout the year (including winter) with the sole exception of rainy days. Contradictions to this practice must be certified by the family pediatrician.

#### **Art. 31. School Kit**

- School materials (according to the list given out at the beginning of the year)
- Snack
- A bottle of water
- It is also mandatory, during the lesson period, to wear the uniform daily.



## CHATTERBOX SCHOOL REGULATION OF COLLEGIAL BOARDS

(rev. 7 01.09.2020)

### Art. 1. Constitution of the Collegial Boards

Chatterbox School, in order to make effective the collaboration of all the management components of the school and its educational activities, according to the spirit expressed in the Italian school legislation, established the following collegial boards:

1. School Board, unitary for Playschool (P.S.) and Primary School (Pr)
2. Unitary teaching board; Board of teachers for school order; (Academic Board)
3. Class, Interclass and Intersection Councils in a technical form (Teachers Council) and not technical (Class, Interclass, Intersection P.T.A. council)
4. Parents Committee
5. Assemblies

These regulations govern the activity of these bodies

### Art. 2. Institutional Purposes

The Chatterbox School intends to carry out a positive and dynamic sense in their school and educational activities. It aims to promote the person in his entirety, according to an educational method which has as its primary objective the formation of a free and responsible child, confident in his abilities and therefore happy and confident in facing the proposed path and acquiring all the necessary tools for a profitable school experience as well as for his educational and working future.

Following this, Chatterbox School favours the participation and collaboration of all school components, recognising each of them as the bearers of an essential contribution to achieving these objectives.

Therefore, every act, initiative or decision of any collegial body must be in harmony with the previously mentioned Institutional Purposes according to what is set out in the specific Three-Year plan of the Educational Offer (P.T.O.F.) which is used as the inspiring centre of all the schools' educational activities. Chatterbox srl, the school's managing body, is ultimately responsible for the judgment of any discrepancy of the collegial acts from the institutional purposes and the consequent application of measures.

## CHAPTER I: SCHOOL BOARD

### Art. 3. Composition

The school board is made up of duty members and elected members. Composition:

Duty Members:

- A representative of the Managing Body
- Communications Manager of the Managing Body
- School Director
- Coordinators of didactic educational activities and Head Teacher

Elected Members:

- 2 representatives elected from the teachers, the assistants of the Playschool and the educators of the Starters classes
- 2 representatives elected from the teachers and T.A. of the Primary School
- 3 representatives elected from the parents of the Playschool children in order to ensure the representation of at least one representative for the Starters-Movers classes and at least one for the Reception year.
- 2 representatives elected from the Primary School parents
- 1 representative elected from the non-teaching staff



Belonging to the respective sectors (P.S., Pr) of the teacher and parent representative is an essential condition for the election as a School Board member. In the event of a change to the sector, resignation or forfeiture of any member (termination of school services [teaching and non-teaching staff], or the pupil's attendance [parents]), the members will be integrated with representatives of the same category and sector which obtained the highest number of votes among the non-elected in the last vote, as requires by art. 6 paragraph 2.

If this results in not being possible, the required missing member position will be re-elected. At the time of appointment or during the mandate, those who work or hold a position in other competing educational institutions or are in a situation of conflict of interest with Chatterbox cannot hold the position of representative on the School Board. In such a case, the person concerned must immediately notify the President of the School Board, under penalty of forfeiture, and refrain from participating in meetings and discussions in which the conflict may occur. If the condition is not limited to a single session or a specific act or is permanent, the member must forfeit his/her position.

Specialists who work continuously in the school in a medical-psycho-pedagogical field or orientation task can be called to participate in the School Board meetings, in an advisory capacity, as well as other external experts, when decided by the President or at the request of at least a third of the board members.

#### **Art. 4. Attributions**

The School Board, except for the specific competences of the managing body, the school Director, the Teachers' board and the technical form Class-Interclass councils, has consultative power regarding the organization and planning of school life and activities, within the limits of the budget availability limits established by the managing body.

- a) **Elects** in the first session, among the parents' representatives, the vice-president, by the first votes absolute majority, by a relative majority in the second vote.
- b) **Proposes observations** on the Prospectus document prepared by the Teaching body and approved by the Managing body.
- c) **Expresses an opinion** on the internal school regulations drawn up by the School Director
- d) **Expresses an opinion** at the start of each school year on the criteria for the planning and implementing out of school, inter-school and extracurricular activities, guided tours and educational trips.
- e) **Expresses an opinion** on the adaptation of the school calendar in accordance with the autonomy regulation.
- f) **Promotes** contacts with other schools and institutions in order to organise information and experience exchanges and develop any collaboration initiatives.
- g) **Promotes** the participation of the schools in cultural, sporting and recreational activities of particular educational interest.
- h) **Expresses an opinion**, at the request of the teaching board, on the methods of communication between the school and families.
- i) **Supports or promotes** assistance/charitable initiatives.
- j) **Proposes** suggestions to the Administration for the purchase, renewal and conservation of technical-scientific equipment and teaching aids, including audio-visuals, multimedia products and book endowments.
- k) **According to environmental conditions, it offers suggestions** on general criteria relating to the formation of classes and the adaptation of timetables.
- l) **Collaborates** in the planning and implementation of initiatives to spread knowledge of the educational proposal of schools in the area.
- m) **Acts** as a connection and communication link towards the various school components, assisting the Management and the Administration in promoting a positive and collaborative climate.



#### **Art. 5. President Roles**

The school board is chaired by the School Director who appoints a secretary from among the members of the board, with the task of drawing up and reading the minutes of the meetings, assisting him in the preparation and conduct of the board meetings and to arrange for the publication and communication of the board decisions, as required by art. 7.

It is up to the President to call and chair school board meetings and establish the agenda according to the proposals received; represent the board at the managing body, the other collegial bodies, authorities, and third parties.

According to his commitments, the President can delegate these tasks, even partially to the Vice-President.

#### **Art. 6. School board Term of office**

The school board remains in office for three years and exercises its roles until the new board takes office.

In exceptional cases where access to the school site is limited and it is inappropriate to hold elections( eg health emergency), the school , having met with the School Board, can establish an extension to the office duration assuming the components agree to remain for the required time to cover the emergency and in any case no longer than 1 school year.

During the three years, the representatives who lose the requisites for which they were elected or find themselves in situations of forfeiture explained by the previous art. 3., or those who do not intervene, without justified reasons, at three consecutive sessions, will be replaced by the category and sector representatives who obtained the highest number of votes among the last votes non-elected. In case of exhaustion of the list supplementary elections will be held, possibly held together with the annual elections for the representatives of Class and Interclass councils.

#### **Art. 7. Summons, agendas, meetings, decisions**

The school board must meet at least twice during the school year, on the school premises and at times which do not coincide with the school timetable, unless explicitly approved by the board and the Manager.

In the first and second summons, the date and time of the meeting are discussed at the end of the last session; otherwise, the President will send a summons out to the representatives at least 5 days before the fixed date.

In case of emergency, the summons is made "ad horas" and by any means.

The President will send the complete agenda list to the representatives at least 5 days before the meeting. A copy of the summons and relative agenda must be posted within the same time frame in the appropriate school register. If the examination of any other document is included in the agenda, a copy of this must be sent to the representatives with the board call.

All documents relating to internal forms of the Administration and Financial statements are excluded from the transmission. However, they must be available, at the request of the representatives, at the school administration. To facilitate the work, content summary reports of the documents may be sent.

For board meetings to be valid, on the first summons, half plus one of the representatives and the same representation percentage of the category representative is required; in second summons the meeting is valid whatever the number of representatives and category representatives is present.

The school board decisions are published in the appropriate school register, communicated to the managing body, to the class representatives of pupils' parents and displayed in the teacher's room.

The decisions made by the school board are adopted by a majority of votes of the members present. In the event of a tie, the vote of the President prevails.

Voting is secret when the office of Vice-President is designated and whenever there is a vote on matters concerning a person. In any other case, voting is done by a show of hands, unless at least one-third of members present request a secret vote.



## **CHAPTER II: - TEACHERS COUNCIL CLASS-INTERCLASS-INTERSECTION PTA COUNCIL, PARENTS COMMITTEE**

### **Art. 8. Composition**

Class councils can meet in technical form, with only the teacher component (teaching council). In the non-technical form with the participation of all the elected member (P.T.A. council) is convened by the School Director as needed.

The non-technical form Playschool and Primary class councils are made up of the class teachers and 2 parent representatives elected in the class assembly at the start of the school year or in the electoral consultation convened by October.

The non-technical form Interclass councils in Primary are composed of the teachers of parallel classes or the same course and the two parent representatives of each class elected as above.

The non-technical form Section/Intersection councils in Playschool are composed of the different class teachers and the two parent representatives of each class elected as above.

The same bodies meet in the technical form (Teachers council), convened by the School Director or by the Didactic Coordinator without the parent representatives' participation.

The councils are chaired by the School Director or, upon his delegation, by the Deputy or the coordinator, or – in their absence – by a teacher who is a member of the Council himself designated by the School Director.

The School Director attributes the role of Board Secretary to one of the teachers who is a board member.

The parent representatives within the class councils constitute the Parents Committee, which collaborates with the Management and the board itself for the school's educational initiatives' best outcome by expressing opinions on matters falling within the board's competence.

The Parents' Committee is chaired by the School Board President – assisted by the Vice President – and convenes when deemed necessary or requested by a third of the members as explained in the school board art.7.

### **Art. 9. Abilities/competences**

The non-technical form class councils (P.T.A. council) meet at least twice a year outside of school timetable hours, with the task of formulation proposals to the class council and the Board of Teachers regarding educational and didactic actions, adoption of textbooks and trial initiatives, and facilitating and extending the mutual relationships between teachers, parents and pupils.

The Class/Interclass and Section/Intersection councils may also express opinions on classes' proper functioning (study programs, discipline, class performance) and propose possible solutions to the relative competent bodies.

The competencies related to the realisation of didactic coordination and interdisciplinary relationships and those associated with the periodic and final evaluations of students are dealt with by the councils with only teachers' direct participation at the Academic board.

## **CHAPTER III: ACADEMIC BOARD**

### **Art. 10. Composition and meetings**

The Academic Board comprises of all the teaching staff operating in the school's individual areas or levels. It is chaired by the School Director. A teacher designated by the School Director as the Secretary draws up the minutes of each meeting.



The academic board takes office at the beginning of each school year and meets when the School Director deems it necessary, or when at least a third of members request it, in any case at least in each half school year. The meetings take outside of school timetable hours.

The academic board can be divided into school orders according to the needs or personal abilities attributed to the school regulations.

### **Art. 11. Competencies/Abilities**

The Academic Board:

- a) Has decision making power on the educational functioning of the Institute. In particular, as a technical body, it draws up the School Prospectus based on general guidelines defined by the Managing Body of the School Board; it takes care of the planning of the educational activities, within the framework of the school regulations established by the State, in order to adapt the teaching programs to the specific environmental needs and to favour the interdisciplinary coordination. It exercises its power in compliance with the freedom of teaching guaranteed to each teacher within the framework of the fundamental guidelines indicated by the P.T.O.F. (Three-year Prospectus).
- b) Formulates proposals to the School Director for the formation and composition of classes, for the formulations of the class timetables and the performance of other school activities, taking into account the general criteria suggested by the School Board and adopted by the Managing body and current autonomy legislation.
- c) Periodically evaluates the overall didactic progress verifying its effectiveness concerning the orientations and the objectives planned, proposing when necessary appropriate school activity improvement measures.
- d) Arranges the adoption of textbooks, after having consulted the Class or Interclass councils (P.T.A. councils) concerned.
- e) Adopts and Promotes trial initiatives in compliance with the current regulations on school autonomy.
- f) Promotes refresher course initiatives for the School teachers in agreement with the Managing Body.
- g) Elects its representatives on the School Board, by secret vote.
- h) Examines in order to identify any possible recovery means, the cases of low profit or irregular behaviour of pupils, on the initiative of the class teachers and after consulting the specialists who work in the school with medical-psycho-pedagogical tasks and guidance.
- i) In adopting its own deliberations, the Academic Board has to take into account any possible proposals and opinion of the class, Interclass and Intersection councils.

## **CHAPTER IV: PARENTS ASSEMBLY**

### **Art. 12. Parents assembly**

Pupil parents have the right to meet in assembly on school premises in the manner explained in this chapter, unless this is not possible for objective logistical reasons communicated by the Managing Body. In this case, the assembly must be convened in another suitable location.

Parent assemblies can be of certain classes, school locations or general.

Assemblies are held outside of school timetable hours. Each assembly's date and time must be agreed at each previous meeting and with the School Director. The School Director **convenes the Class/Interclass and/or Section/Intersection assembly** at the start of the school year or at the parent class representative's request or 30% of the class parents.



The Institute Assembly is convened by the School Directors or the School Board initiative or at the Parents Committee's request or 20% of the concerned sector parents.

Having examined the requested and proposed agenda, the School Director informs the School Boards and proceeds with the summons.

The Class/Interclass/Intersection assembly is chaired by the parent elected as the Class/Interclass/Intersection representative.

The Institute assembly is chaired by the School board President, helped by the Vice-president and a Secretary, chosen from the Parents Committee.

Teachers from the class or Institute can participate in the Class and Institute Assembly.

### **Art. 13. Assembly conclusions**

A brief report must be drawn up by the Secretary for all the meetings, indicating the proposed agenda, the discussion followed, and the conclusions reached.

The report must be handed in to the School Secretary in the sector reserved for Collegial Bodies.

The conclusions made at the parent's assemblies must be communicated to the School Board and the Managing Body, for any decisions within its competence.

## **CHAPTER V: VOTING EXERCISE**

### **Art. 14. Electorate**

Except from what is expected in the following article for the parent component of the School Board, the active and passive electorate for the individual representations of the Collegial Bodies, expected in the current regulations, is exclusively up to the members of the respective categories participating in these bodies: teachers, non-teachers, parents.

Membership in different school sectors confers the right of active and passive voice within each school type. The voter who belongs to more than one category (parents, teachers and non-teachers) can exercise the right to vote for each category membership.

### **Art.15. Candidacy**

#### For the School Board

All those entitled to vote can present their candidacy and compete in the arranged candidate list within the category of membership.

#### For the election of the school board parent representatives

The electoral body comprises all the regularly enrolled pupil's parents, who are entitled to the active and passive electorate.

#### For the Class/Interclass/Intersection representatives

All parents are given active and passive voice within their respective classes. Parents exercise the right to vote for each class attended by their children.

### **Art.16. Conduct of Elections**

The School Director establishes the specific procedure and rules adapted in the candidacy presentation and the vote's exercise in enough time to prepare for the electoral operations.



## CHAPTER VI: FINAL REGULATIONS

### **Art.17. Interpretation, Integration and Changeability of the Regulations**

In case of interpretation doubts regarding any current regulation point or any lack of legislation, the competent body or the Managing body must request clarifications or additions after consulting the School Board.

The current regulations can be modified by the managing bodies initiative or when at least two-thirds of the parent, teacher and non-teacher representatives request it, or two-thirds of the school board members. The request must be submitted in writing to the Managing body representative with the indication of the rule to be modified or introduces and with the precise wording of the new one, accompanied by a brief reason of request.

The Managing Body representative will send a copy of the request to all the School Board members, that will express their opinion on the approval or rejection of the request at the subsequent meeting. The Managing Body must finally approve the changes.

### **Art.18. The validity of the current regulations**

The current regulations, approved by the Managing Body, revokes and replaces any previous regulations and is valid from school year 2020-21.