

# **STUDENT-PARENT HANDBOOK**

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# INTERNATIONAL SCHOOL OF TRIESTE

## CONTACT INFORMATION:

### International School of Trieste

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(+39) 040-213-122

### Email:

Questions and inquiries of a general nature may be directed to [info@istrieste.org](mailto:info@istrieste.org)  
The Administrative Staff can be reached through the website at ABOUT US – CONTACTS.

## VISION AND MISSION:

### Mission Statement

The International School of Trieste (IST) delivers an instructional program characterized by internationality, world-class education, didactic completeness and ethic integrity to students from different cultures with ambitious goals.

### Vision Statement

Our challenge is to develop an international culture, versatility of knowledge and the capacity for individual growth.

### Core Objectives

To achieve its mission the International School of Trieste is committed to:

#### - Developing High Educational Standards

We work toward the constant improvement of both instructional programs and teaching methodology, holding ourselves to the highest international benchmarks.

#### - Nurturing an International Spirit

We support integration, diversity, knowledge, plurality, coexistence and mutual respect.

#### - Fostering Character Development

We encourage personal growth, value each student's characteristics, self-esteem, imagination, and goals to contribute to the development of mature, committed and mindful people.

#### - Stimulating Academic Curiosity

We accept the challenge to become proactive people, who wish to create and are able to face needs and solve problems, open to the surrounding world with positive and critical thinking.

## **- Building Community Ideals**

We promote a tangible sense of civic responsibility and apply it to everyday behavior; we encourage a community spirit built on dialogue and acknowledgement, to highlight the values of identity, responsibility and citizenship.

## **ACCREDITATION:**

IST has been accredited by the *Middle States Association of Colleges and Schools* (MSA) since 1990. The latest accreditation visit occurred in the fall of 2011 when our progress on the following goals outlined during MSA visits in 2000 and 2006 was evaluated along with the standard guidelines for accreditation set out by the MSA:

1. Ensuring consistency and uniformity in the assessment and evaluation of students from Kindergarten to Grade 13 by the academic year 2010-2011.
2. Utilizing technology to improve communication within the school and with the outside community at large.
3. Implementing Curriculum Mapping as a strategy to ensure goal #1 while also permitting access by parents to the Curriculum Map to further enable goal #2.
4. Developing the High School into a full and enriching program for students.

IST has been judged to have met these goals, and therefore has been granted full accreditation.

Each of our degrees (Fifth, Eighth and Thirteenth Grades) is recognized by the Italian State (**Testo Unico D.L. 16 aprile 1994, n. 297, art. 393**). IST students may enter the public school system at any time without further examination. Moreover, our students completing a high school degree have the possibility to attend any Italian or foreign university where Italian diplomas are accepted as well as where our MSA accreditation is recognized.

## **SCHOOL GOVERNANCE**

The school is registered as a non-profit organization and is governed by a Board of Directors made up of maximum thirteen-members who serve on a voluntary basis.

For any further information please consult our website at ABOUT US – ORGANIZATION – BOARD.

## **SCHOOL CALENDAR:**

The school calendar is proposed by the Director and adopted by the Board. There is a minimum of 175 teaching days as required by the Italian law.

## **ADMISSIONS:**

### ***Placement of Students***

Placement of students in the school is made by the Director with the support and advisement of the Deputy Director/s and Faculty. Every effort is made to devise a program that meets the educational requirements of each student within the curriculum approved by the Board of Directors.

## ***Admission Policy***

The responsibility of administering the admissions is entrusted to the Director, who shall decide on all matters of admission in accordance to the rules and regulations approved by the Board of Directors. **The School reserves the right to accept or reject any applicant.**

IST is open to the enrolments of qualified students of all nationalities and cultures. It is important that parents or guardians know and support IST's bylaws, philosophy, objectives, goals, and procedures.

## ***Admission Procedure***

Parents wishing to enroll their children in the International School of Trieste can arrange an appointment through the school office (Monday to Friday from 8:30am to 3:30pm) for a first orientation contact. Parents will be welcomed by two Family Tutors, a teacher and a parent, who will show the school and will answer any question concerning didactics and school life. Students seeking admission to the Elementary, Middle School or High School sections will be required to take an admission test and/or an interview with the Director and the teachers in order to determine the scholastic level of the candidate and in which class he or she could eventually be enrolled. The candidate's knowledge of English will also be examined in order to determine whether E.S.L. (English as a Second Language) support will be necessary. Students entering in the Elementary, Middle School and High School sections must provide the school with all their past report cards. The final decision as to the grade in which the student should be to enrolled is made by the Director on recommendation by the faculty based on prior education, current ability and age.

Admission and enrolment forms will be given to the parents when visiting the school. They can also be downloaded from our website (ADMISSION – APPLICATION PROCESS – ADMISSION FORM) or be requested via email to [info@istrieste.org](mailto:info@istrieste.org). Completed forms can be handed into the School Office, either in person, via email or via fax (+39 040 213122).

## ***Rules for Admission***

IST has a limited enrolment policy. The maximum number of students per class is as follows, with the exception of points c) and e) hereafter:

<i>Kinder 2</i>	<i>20</i>
<i>Kinder 3</i>	<i>25</i>
<i>Kinder 4</i>	<i>25</i>
<i>Kinder 5</i>	<i>25</i>
<i>Elementary (Grade 1 – Grade 5)</i>	<i>25</i>
<i>Middle School (Grade 6 – Grade 8)</i>	<i>22</i>
<i>High School (Grade 9 – Grade 13)</i>	<i>20</i>

- 1) Interested families should submit an Application for Admission Form to the IST office. The application is not binding for either the school or the family;
- 2) IST will reply in writing either accepting or denying the application;
- 3) If IST accepts the application, the family has fifteen days from receiving the reply to submit the enrolment form. Enrolment will be complete only upon payment of the enrolment fee. If the fee is not paid, the space will no longer be guaranteed, and IST will be free to offer it to another student.

Applications for the admission of new students for any school year can be submitted at any time. Replies to applications will be sent by IST by January, 31<sup>st</sup> prior to the school year for which the application was made, since January 15<sup>th</sup> is the deadline for the re-enrolment of current students. Once the number of re-enrolled students is known, the administration will determine the number of spaces available to new students. Enrolment will be offered as follows:

- a) **by January 31<sup>st</sup> enrolment will be offered to fill all available spaces except for the spaces each class reserves to foreign students. By 15<sup>th</sup> January the Executive Committee will decide how many spaces need to be kept on hold in consideration of the trend of enrolment.** Available spaces are assigned according to the order in which applications were received at IST (prior to January 15<sup>th</sup>) according to the following priorities:
  - 1) siblings of IST students already enrolled at the time of application;
  - 2) children of employees, fellows and project workers currently working at IST during the school year in which admission is presented;
  - 3) foreign citizens;
  - 4) applications for multiple children belonging to the same family;
  - 5) all other applications.

Applications for admission that cannot be accepted for want of available space will be included on a waiting list. It will be compiled according to the date of receipt in case new places become available. Families will be informed in writing when a student's name is placed on the waiting list.

Please note that conditions 1) and 2) mentioned above are applied only to applications made by January 15<sup>th</sup>. Applications submitted after that date will be considered exclusively in the order they were presented with the exception of points b) and c) following:

- b) Any place reserved to foreign students in each class will not be assigned to Italian students **until May 31<sup>st</sup>**. If no foreign student arrives by May 31<sup>st</sup>, any available space will be offered in descending order from the waiting list.
- c) If a foreign student applies after May 31<sup>st</sup>, it is possible, with approval of the Director and the Board of Directors and the agreement of the classroom teacher, to increase by one the number of students in the class.
- d) Applications for admission handed in after January 15<sup>th</sup> for the current school year may only be considered if there is available space for that and the following school year.
- e) The maximum number of spaces for High School classes is set at 20 with the possible addition of one should a foreign student submit an application. Exceptions are made for students that are transitioning from the Middle School section to the High School section, as well as for students that come from the Udine International School.

In all cases, the school reserves the right to deny applications for admission if the Director considers the candidate unsuitable either because of the student's English level or the student's academic preparation. Again, families will be notified if this is the case.

### ***Late Admissions***

If a student is enrolled during the school year, efforts will be made to correlate the student's program to his previous program. Where such correlation is not possible, any change shall be made after consultation with all parts. Final decisions will be taken by the Director.

Students attending Italian schools or former IST students with the intent of applying to the High School after the beginning of scholastic year must present the application for admission before December 1st.

### ***Entrance Age***

Students are enrolled according to the date of birth, and must have their birthday before December 31<sup>st</sup> of the calendar year for which they apply (example: a student enrolling in Kinder 3 must be three years of age by December 31<sup>st</sup> and a student enrolling in Grade 1 must be six years of age by the 31<sup>st</sup> December, etc.).

### ***Withdrawals***

Once a student is formally enrolled or re-enrolled, withdrawal before the beginning of the school year must be communicated to the school in writing, and a penalty equal to two months' fees will be due.

In case family circumstances dictate the withdrawal of a student during the school year, the school must be informed in writing with three months' notice. Otherwise there will be a penalty equal to three months' fees. All fees must be paid and all school material returned prior to providing the student with the certification needed for the placement in a new school. Further documentation will be provided upon request of the new school.

If an Elementary School student leaves IST before the end of the school year, he/she will receive grades "in progress" or the report card for the last attended trimester. Exceptions to this policy shall be made at the discretion of the Director.

If a Middle or Upper School student leaves prior to the end of the school year, he/she shall receive a transcript and/or report card indicating both the grades in progress and which part of the course has not been completed. The word "withdrawn" will be written on the report card and no final mark will be given. Early semester and final exam grades will not be given for early withdrawals. Exceptions to this policy shall be made at the discretion of the Director.

### ***Re-enrolments***

*Students must be re-enrolled each year. The school has the right to accept or refuse any re-enrolment.* For the students who were already enrolled the year before, the re-enrolment application is considered accepted if the school doesn't communicate the refusal in writing (including via email) within 60 days from receiving the application.

In acceptance or refusal of an application for re-enrollment, the school places particular importance on the development and continuation of full and reciprocal trusts with the student as well as the family, based on the principles of loyalty, fairness and transparency of behavior as well as internal and external communication in the exchange of information.

In especially serious cases, also in relation to the previous paragraph, the School reserves the right to nullify the re-enrolment of a student that has already been admitted. Any decisions on that matter will be at the incontestable discretion of the Board, and a reasoned resolution will be provided.

# ACADEMIC PROGRAM

## **IST CURRICULA STANDARDS**

The IST adopts the following sets of standards:

Literacy: New York State

Mathematics: California State

Italian: Italian National Standards

Social Studies: AERO Standards

World Languages: Common European Framework

Fine Arts: British National Curriculum & California State

Physical Education: International Baccalaureate Program

Counseling Programs: American School Counseling Association National Standards

## **REPORT CARDS AND GRADING**

Every trimester the Faculty gives a report card with the student's grades.

Grading systems are determined by the Board of Directors with the advice of the Faculty, and the systems are uniformly administered. The parents of the Middle School and High School students will be constantly updated on their children's progress via access to a database placed at their disposal by the School. A password will be provided to both parents at the start of the academic year.

Commendations for outstanding achievements by a student are communicated to the student's parents any time during the school year.

Starting in Grade 6, students earn grades representing a portion of one-hundred percent. As a general rule, students completing all their work for a class during a grading period to a satisfactory level will earn 75%.

## **HOMEWORK POLICY**

Homework is considered important and contributes to the students' progress by reinforcing, maintaining, extending and enriching the classroom program. As a general guideline, Grade 1 students begin with about ten minutes of homework per day, with ten minutes added to each grade. Additionally, Elementary School teachers recommend parents to read with their children ten to twenty minutes per day.

## **PARENT CONFERENCES**

Parent conferences with teachers and staff are encouraged. At the beginning of the school year teachers' conference times are communicated to families. All conferences shall be held at school. Two evening conferences are held the week after the end of each trimester.

## **STUDENT RECOGNITION**

**MIDDLE SCHOOL:** The Student of the Month program will recognize two students each month with a certificate at an assembly for the section. Students are nominated by their teachers on the

basis of the 6 traits of the IST Character Education program, namely, reflective, independent, courageous, grateful, respectful, cooperative.

**HIGH SCHOOL:** Each trimester students will be awarded certificates based on exemplary academic achievement. Upper School students with grade averages of 85% or above will be listed on the Honor Roll. Students with no grade below 85% and an average of 90% or above will qualify for the Director's Honor Roll.

Students across the Upper School who have achieved these awards will have their achievements recognized on campus and in school publications. They will also earn points for their Houses in the year long competition.

## **STUDENT RECORDS**

The School considers the information contained in student files confidential. A student's file will not be shown to non-School personnel except as specifically noted below.

Upon request of the students, their parents or guardians, their academic records, including transcripts, a list of extra-curricular activities in which they have participated, teachers' evaluations and comments from the Administration, will be sent to colleges or universities. Disciplinary records are not reported to other schools or colleges unless a specific and motivated request is made. If a student is expelled, the action of expulsion will be listed on his academic record.

Students' records are kept for three years after their withdrawal. High School student records, containing transcripts, test results and honors are kept indefinitely.

## **PROMOTION AND RETENTION**

Promotion at IST has the objective of placing students in the environment where their maximum development will take place. In general, a student progresses one grade each year. In cases of exceptional achievement or ability, a student may be accelerated to a higher level. Such acceleration is never authorized without parental permission. The decision to retain a student in a given grade shall be made only after thorough review of all relevant material and circumstances by the student's teachers, the Director, Deputy Director and Counseling Programs Coordinator. The Director shall approve all promotions and retentions for students enrolled in the school.

## **RECOVERY EXAMS**

### ***Outline***

At the end of each school year, Middle School and High School students with a final class average less than 60% in a core subject will have failed that subject for the year following the criteria listed in the next paragraph. The student must, at the discretion of his/her teachers and the Director, complete a series of extra assignments over the summer and sit for a recovery exam before the following school year begins. If the work and/or exam results suggest the student is sufficiently prepared to advance, he will be promoted to the next grade.

## ***Procedure***

To be promoted from one grade to the next, a student must earn at least 60% in each of his core subject classes. If the student does not reach the required 60%, a committee made up of the Director and the relevant teaching staff will be convened. The Director will preside over deliberations. The committee will decide whether it will be possible for the student to recover. If the student has failed multiple classes by a sum total of percentage points greater than 15 (eg. 55 in Mathematics, 52 in English and 55 in Foreign Language:  $5+8+5=18$ ) the issue of retention is already decided, and the student must be retained. In all other cases, the committee will be responsible for the decision, and will decide with a simple majority vote. In the event of a tie, the Director will come to a decision.

## ***Exams***

The recovery process be consist of two parts: 1) written work that reflects course material from the entire school year and 2) an oral examination based on the program taught during the school year and concepts chosen by the teacher. If the student completes the additional work and passes the examination in a manner deemed sufficient by the teacher, the class will be considered recovered, and a grade of 60% will replace the previous grade earned.

## **ATTENDANCE**

IST offers a balanced educational program that supports students in their cognitive, social, emotional and physical development. Attendance is a key factor for the advancement in every didactical area. The school carefully supervises students' attendance.

The academic year is expected to last a minimum of 175 days.

Overall, in terms of Elementary school, absences accounting for more than 25 days throughout the academic year can compromise the program's completion.

In terms of Middle and High school, absences accounting for more than 20 days throughout the academic year, even in just one subject, can compromise the program's completion.

Either way, the decision linked to the implications of too many absences is taken is up to the Director. He makes a decision together with the Faculty, taking into account the reason for the absences and the student's advancement.

## **SCHOOL TIMETABLE**

### ***Early Childhood***

The school offers a free supervision service from 7.30 to 8.30 AM to anyone who requests it by filling in the form available in the Office. Between 8.30 and 9.00 AM, children can be walked straight to their classrooms. Activities start at 9.00 AM. All Early Childhood classes end at 3:00 PM. There is a supervision service available from 3:00 to 3:45 PM. Children are watched by two or three teachers depending on their number and, if the weather allows it, they can use the backyard.

## ***Elementary, Middle and High School***

Classes run from Monday to Friday from 8.40 AM to 3.45 PM.

Students can enter the classrooms at 8.30 AM. Elementary students can benefit from the early morning supervision (7:30 to 8:30 AM) upon written request.

### **Responsibility**

All students are under the school's responsibility from the admission to the end of the school day, that is 3:00 pm for Early Childhood (or 3:45 pm for those who request the supervision service) and 3:45 pm for Elementary, Middle and High School.

Students may use the playground after the end of the lessons until 5:30 pm, under parents' responsibility only.

## **LATENESS AND ABSENCES**

### **Daily attendance**

Students' attendance is noted down every morning in class (Elementary School) or in Advisory (Middle and High School) and then registered electronically. A student that comes in after the first class has started is to consider late and must stop by the Office before going to the classroom. In order to guarantee safety to all the students, when the absence is not notified in advance on the terms mentioned below, the Office will get in touch with the parents by 11:00 am to confirm the absence legitimacy and encourage parents to notify programmed absences in advance.

Both lateness and absences will be taken into consideration in the final evaluation and will reflect in the report.

### **Procedures in case of absence**

From Elementary to High School, the family (or students older than 18) must notify the absence and the reason to the Office via e-mail ([frontoffice@istrieste.org](mailto:frontoffice@istrieste.org)). The notice must be sent in advance and by 9:00 of that day.

In case of absence with no advance notice, the school will get in touch with the parents by 11:00 am for the necessary confirmation. For absences without advance notice and absences longer than 3 days, the student must bring a statement written by the family (or by the student if he/she is 18. In this case the school will notify the family anyway) on the first day back at school.

The school can always request a medical certificate, if it is relevant to the reason of absence.

The same rules apply to lateness or anticipated leave.

For emergencies or unexpected cases, the parent can request the anticipated leave by phoning the Office. The request must be confirmed statement sent to the Office, listing the reasons.

Students above 18 must put into advance contact the Office and the family, so that parents are informed about the anticipated leave and confirm the justification.

An absence, lateness or anticipated leave with no justification or with a justification considered unsuitable by the Direction, will be considered as unjustified absence and will affect the didactic and disciplinary evaluation.

In case of absence, lateness or anticipated leave, Middle and High School students are responsible of reaching out to their teachers to know what they did in class and homework. For what concerns Elementary students, it's the family's responsibility.

Concerning the duration of the absences, the student may be asked to have extra interviews about his/her progress. In order to promote recovery, the student may not participate in school trips. If the number of absences compromises the completion of the teaching program and promotion, the family will be get a written notification and an invitation to an interview.

### **Recovering missed classes, homework and exams.**

Students must make up for the missed time according when and how was agreed with the Faculty. Missed exams and school work must be made up for as soon as possible, within the limits of time set by the Faculty. At fault, it will affect the final evaluation in a negative way. In case of repeated absences, the student may lose the opportunity to make up for the missed exams and work.

### **Holidays during school time**

Parents should plan the holidays so that their children don't lose lessons. IST strongly advises against planning holidays during school. Family holidays with within this period will be regarded as the other absences .

## **ILLNESS**

If a student were to fall ill at school, the family will be promptly informed. Once the notice has been given, parents should collect their child within an hour. Moreover, families are requested to inform the school if their children have infectious diseases, to enable the school to pay close attention to possible symptoms of its spread. Parents are kindly requested to inform the teachers and the Office of any medical problems of the student (possibility of fainting, allergies, intolerances, diabetes etc.) or if the student is receiving medical care.

## **ACCIDENTS**

In case of accidents, IST personnel are able to provide first-aid. If there is any need for specific treatment, the parents will be promptly informed, and, if needed, medical authorities will be informed as well. All students are covered by accident insurance both on school premises and during off-site activities.

## **OPEN AIR ACTIVITY**

The IST is located inside the Villaggio del Fanciullo, a large green area. The school courtyard includes an area for older students with a soccer field, a basketball court, a volleyball court and also a playground area for younger children. In addition, Early Childhood students have a protected outdoor back garden with a cycle track, football pitch, and various playground equipment. The school promotes outdoor activities, that are suspended only in case of bad weather or severe cold spells.

## **PHYSICAL EDUCATION**

Kinder 3 to Grade 10 students are expected to participate in Physical Education classes regularly unless excused by a medical certificate. The physical education uniform is a white T-shirt and a navy blue track suit or shorts.

# **STUDENT RIGHTS AND RESPONSIBILITIES**

## ***General Criteria***

### **COMMUNITY RULES**

The conduct of IST students, on and off campus, must reflect the standards of good manners required by the community. The ultimate goal for each student is self-discipline and responsibility for his/her own actions. Each student shall respect constituted authority. This respect includes conforming to school rules and regulations, community standards, and those provisions of the Italian law which apply to the conduct of minors and adults. Each student must respect the rights and privileges of others and cooperate with members of the School community. All students are guaranteed fair treatment.

### **PARENTS' AND STUDENTS' RESPONSIBILITIES**

All students and their parents/guardians must comply with the rules written in the Student – Parent Handbook approved by the Board of Directors. Parents will be informed of any changes in the policies of IST regarding concerning duties and responsibilities. The updated Handbook is always available at the Front Office and on the school website.

### **CONCERNS, COMPLAINTS OR GRIEVANCES**

Students' or families' complaints or grievances may concern any aspect of the school life. Complaints or claims not addressed in the present Handbook must be brought to the attention of the closest school representative. The usual channels are: first, the appropriate teacher or Advisor, the Deputy Director/s, the Director, and finally the Board of Directors.

### **VERBAL ENQUIRIES AND CHECKS**

School officials are authorized to question any students about their behavior or actions. If any alleged action is serious enough to warrant disciplinary or legal action, parents will be notified, and a disciplinary procedure will start, as described in the following chapter. All personal possessions in school, including lockers or items brought to school by students or students' visitors, are subject to search by school officials at their discretion. Students are required to actively cooperate in such inspections, and the refusal to cooperate is considered a serious disciplinary offense.

### **DRESS CODE**

The personal appearance of an IST student must reflect respect for the School and the international community of which he or she is a part. Each student must dress in a sober, decent and tidy way on campus and at School-sponsored activities held off campus. If in the opinion of the Administration, a student is dressed in a way that may alter the learning atmosphere or gives

a negative image of the School community, the student will be required to dress in a more appropriate way.

## **LOCKERS**

At the beginning of the school year, students are assigned personal lockers and keys, and are responsible for keeping them in good conditions. Students' access to lockers is subject to restrictions. Middle and High School students are given one key to their lockers. The locker belongs to the school, which has a spare key, and the administration can check the contents of the locker anytime. If a student forgets to bring his/her key, they may ask the Front Office.

## **MEDICATION**

On the basis of existing legislation, medications can only be administered by parents/guardians or Nurses/Doctors. Therefore, the International School of Trieste **cannot, under any circumstances, administer any medication.**

# *Student Discipline Guideline*

## **PRINCIPLES AND AIMS**

The Discipline Guideline includes a description of actions considered to be inappropriate, establishes related sanctions, identifies the sanctioning body, and indicates the procedures to follow.

Since the mission of IST is to train and to educate, any disciplinary action will aim at reinforcing the student's sense of responsibility, and restore correct relationships within the school community.

Disciplinary responsibility belongs to the individual.

Disciplinary actions can be taken only after having verified the existence of serious and specific elements relating to the offence notified.

No disciplinary action can be taken if the student involved has not been asked to state his/her case.

No behavior related disciplinary offence can affect academic evaluation.

Disciplinary actions are proportioned to the offence, aim at avoiding reiteration of unacceptable actions, and have educational purposes.

When administering sanctions, the student's personal situation and his/her willingness to make up must be kept into consideration.

Bullying and cyberbullying are also regarded as improper behaviors that may lead to disciplinary procedures.

In this respect, the International School of Trieste recognizes that the social phenomena of bullying is complex and not limited by age or gender. The following clarifications are intended to promote mutual respect, to establish clear guidelines and effective strategies to prevent and deal

with cases of bullying in the school. This is closely linked with IST's commitment to Fostering Character Development and Building Community Ideals as described in the school's Vision.

Through the Character Education program, IST seeks to instill community values in students beginning in the Early Childhood, and from every entry point which follows.

Bullying may be defined as an imbalance of power (real or perceived) which typically includes one or more of the following elements:

- intention or planning;
- Influence of a peer over others;
- set roles of aggressor and victim;
- repetition of behavior;
- fear of victim or peers to speak to those who can help.

It is usually, but not necessarily, a repeated behavior.

It may take the following forms:

- physical
- verbal
- relational

It may be the actions of a group or individual and may and occur in person or online. Bullying results in pain or distress on the part of the victim.

Bullying may take place online or via social media. Italian law n. 71 of 29 May 2017 defines cyberbullying as the following: "any form of pressure, aggression, harassment, blackmail, insult, denigration, defamation, identity theft, alteration, illegal purchase, manipulation, illegal processing of personal data to the detriment of minors carried out electronically, as well as the dissemination of online content with one or more members of the child's family as subjects whose intentional and predominant purpose is to isolate a minor or a group of minors by presenting serious abuse, a malicious attack or ridicule."

Bullying is not an occasional disagreement among friends, joking or name calling. When occasional problems arise, these become part of students' normal development and are learning opportunities about how to deal with the breakdown of friendships or childish behavior on the parts of peers. Through these experiences, however unpleasant, children develop social skills needed to repair friendships.

## **CLASSIFICATION OF DISCIPLINARY OFFENCES**

Any conduct contrary to student duties is considered a disciplinary offence, and in particular:

1. Being constantly distracted and uninterested in the didactic activities;
2. Performing school commitments neglectfully;
3. Being disruptive;
4. Not abiding by the school timetable and leaving the classroom unexcused;

5. Being absent from school without proper and timely justification;
6. Falsifying or altering justifications or school documents;
7. Not following teaching and non-teaching staff's instructions;
8. Maintaining an attitude unsuitable to a school environment;
9. Smoking on school premises both indoor and outdoor, on buses used for school activities or during any activity promoted by IST
- 10a. Possession or use in any capacity, direct or indirect, of controlled substances;
- 10b. Possession or use in any capacity, direct or indirect, of alcohol;
11. Violating safety or health regulations;
12. Embezzling, even by subtraction, of the property of others;
13. Academic dishonesty such as cheating or being disrespectful during school activities or in interpersonal relationships;
14. Damaging or ruining school premises, furnishings, didactic equipment or anything else belonging to the School;
15. Using disrespectful, insulting and offensive language;
16. Harassing and not being caring and educational towards younger students;
17. Acting in an intimidating or aggressive way, even from a psychological standpoint, in such a way as to offend the dignity of other people;
18. Behaving in a potentially dangerous way with the other members of the School community;
19. Causing physical injury to other students or Faculty/Staff;
20. Refuse to cooperate in the case of locker inspections or searches of personal belongings (see chapter VERBAL ENQUIRIES AND CHECKS / INTERROGATIONS AND SEARCHES);
21. Lose or repeatedly forget the locker keys (see chapter LOCKERS);
22. Any act of bullying or cyberbullying which has negative consequences on the student's wellbeing at school or upon their academic progress or that impedes the normal development of class activities.
23. Any other action contrary to student duties;

## **TPOLOGY OF SANCTIONS**

1. Verbal reprimand privately or in the classroom;
2. Written admonition to be filed on the on-line Report Card system;
3. Suspension for no more than two days from didactic tours or field trips and other extra or co-curricular School-sponsored activities;
4. Suspension for more than two days from didactic tours or field trips and other extra or co-curricular School-sponsored activities;
5. Suspension up to a period of fifteen days;
6. Suspension up to a period of six months;

7. Restoration or replacement of damaged or destroyed properties.
8. Expulsion.

Anyway, save for exceptionally serious violations which involve expulsion, students are entitled to offer volunteer work for the IST, prior to having agreed the details with the Director.

If the student shows that he's willing to volunteer before he's sanctioned, the Disciplinary Council can suspend the disciplinary action. After having verified that the student's performance is correct and complete, the Disciplinary Council can decide to dismiss the case.

If the student volunteers after having been sanctioned, the Disciplinary Council can decide to reduce the disciplinary action after having verified the performance is correct and complete.

Expulsion is taken into consideration only in the case of particularly serious and exceptional violations that provoke a definitive breach in the trust between the student and the School.

The infractions stated in point 10a of the Classification of Discipline Behaviors are considered to be of exceptional seriousness and, reliant on the evaluation of the individual case, may result in expulsion.

## **COMPETENT AUTHORITIES TO INFLICT SANCTIONS**

The authority in charge of making provisions for sanctions is the Disciplinary Council, except for minor violations which are dealt with under the heading "DISCIPLINARY PROCEDURE".

The Disciplinary Council remains in office for two years.

The Disciplinary Council is made up of the School Director, a teacher and a Board member. The teacher (appointed by the Director) and the Board member (appointed by the Board) are nominated at the beginning of the school year.

## **DISCIPLINARY PROCEDURE**

Disciplinary action will follow only after the facts have been established and the student has been granted a fair treatment.

Minor offences involving the sanctions referred to in paragraphs 1, 2, and 3, are dealt with a simplified procedure, according to which notification to the student can be made straight away and orally. Disciplinary action will be enforced by the teacher or the Director and recorded on the on-line report card system, together with any justification given by the student.

With regards to more serious offences which imply the sanctions referred to in paragraphs 4, 5, 6, 7 and 8, the procedure will be as follows:

- a) Any teacher, staff member or any other interested party can bring a case they consider against the School Rules and Regulations to the attention of the Director ;
- b) If the Director does not consider it as a possible disciplinary breach he/she will bring it to the attention of the Disciplinary Council who can request the Director to proceed according to the provisions indicated in the following paragraph;
- c) If the Director does consider the case to represent a disciplinary breach, the student and parents will receive a proceedings start communication indicating the charge, the time limit of the proceedings, the right to be personally present on the day of the hearing, and to produce written or other evidence.

- d) The communication of the day of the hearing must also be sent to any other interested party;
- e) The student is invited to the meeting, together with his/her parents, and he/she is expressly advised on the possibility of putting his case and making comments.
- f) The Disciplinary Council acquires the statements of the student, the parents, witnesses and anyone person present or informed.
- g) The Disciplinary Council, headed by the School Director, will make decisions by majority vote.
- h) In the event of a tie, the President or the eldest member will have the casting vote.
- i) The minutes of the meeting include the resolution taken by the Council and a brief description of the discussion.
- j) The minutes remain in the availability of the Director to formalize the Disciplinary Resolution.
- k) The Disciplinary Resolution must include details of the decision, the typology of the sanction, a concise explanation of the motives of the aforementioned decision as well as the terms according to which appeals may be filed.
- l) The student and his or her parents are informed, privately and in writing, of the contents of the Disciplinary Resolution.

## **URGENT ACTION**

Particularly serious offences that might entail serious danger or are elements of a crime can determine the immediate implementation of a Disciplinary Action for safety reasons.

In this case the Director will take immediate action and inform the student along with his/her parents.

As soon as possible, the Director will call the Disciplinary Council to a meeting to abide with the official procedure.

In any case, the Disciplinary Council will keep into consideration the precautionary measure already implemented by the Director and will make its decision according to the outcome of the disciplinary procedure.

## **APPEALS**

The student or his/her family who disagree with the sanction inflicted by the Disciplinary Council may file for appeal.

The appeal must be filed no more than fifteen days after having received information of the Disciplinary Action.

Appeals are dealt with by the College of Appeals.

The College of Appeals is made up of two IST Board members appointed by the Board – one of whom must be a parent representative – and by a teacher nominated by the Director. The College of Appeals will elect its President, by majority, among the Board members.

The College of Appeals remains in office for two years. The members must be different from the members of the Disciplinary Council.

The Appeal must be addressed to the Director and filed in the IST Student Office.

Within 15 days from receiving the Appeal the Director will summon the College of Appeals.

After having acknowledged the proceedings the College of Appeals sets the date on which the contestor is invited to present his reasons and make remarks.

In any case the contestor has the right to present recollections and defenses in writing.

The College can acquire any information considered necessary, with no need for formality, and will inform the contestor of all the evidence acquired. The Director participates in the College meetings without the right to vote and can be involved in the discussion if the College President requests it.

Having heard both parties the College takes its decision with a majority vote and motivates its provision.

In the event of a tie, the President will have the casting vote.

The Disciplinary Council proceedings apply to resolutions and notifications.

# COUNSELING PROGRAMS

In keeping with the IST mission, the Counseling Programs Coordinator (CPC) shall provide the leadership for the Upper School Counseling Programs which shall focus on helping students develop their academic skills, personal and social development, community involvement, and post-secondary studies planning.

## IST HOUSE PROGRAM

All Upper School students are part of a mixed-grade Middle School or High School Advisory, and meet four times a week, from Monday to Thursday. A House will be comprised of two Advisory groups and the Houses compete for Academic, Citizenship, and Community points. We have four Houses, their names represent four continents and are based on Plato's virtues: moderation, wisdom, courage and justice. The IST House names are **Anyi** (Incan for balance), **Busara** (Swahili for insight), **Kleos** (Greek for honor) and **Shakti** (Hindi for strength).

Lower school students and all staff members will also be assigned to Houses as partners to instill a greater sense of community within the school.

Students may earn Community Points for their House by assisting in their Lower School partners' classroom or collaborating on special projects. Partnerships will rotate annually to give Lower School Students the opportunity to work with as many Upper School Students as possible.

## STUDENT COUNCIL

The Student Leadership Team represents the student body of IST in the school. Each fall, Upper School students and teachers elect Representatives for each Advisory to serve a one-year term. The Student Leadership Team endeavors to encourage meaningful activities and programs for IST students. The Student Leadership Team meets at regular intervals to promote business on behalf of the student body; it also act as one of the channels for student complaints and grievances.

## ADVISORY CURRICULUM

One of the main goals of the Advisory Program is to assist students in the assessment of their individual strengths, weaknesses, and differences. The Advisory curriculum addresses communication, organizational and time-management skills, self-esteem, decision-making and goal-setting, conflict resolution skills, and leadership training.

In addition, the Advisory Program provides the opportunity for students to consider and review educational and career options. The CPC establishes connections with college admission representatives and informs the students about opportunities and options in American and European institutions of higher education.

## STUDENT CONFERENCES

If students wish to meet the CPC, they need to fill out a Conference Request form and return it to the Student inbox outside of the Counseling office. The CPC will then make arrangements with the necessary teacher and coordinate a conference time.

# COMMUNITY

## VISITORS' CHECK-IN

For the protection of IST's employees and students, all persons visiting the school for any purpose are required to check in at the Office. Students from other schools who want to participate in class activities must be authorized by the Director. Such requests must be made in writing, at least 10 days in advance, to allow the teaching staff to be informed.

## MEALS

The IST fee includes lunch for all the students and snacks for the Early Childhood students. The meals for students and staff are cooked on a daily basis in a fully equipped kitchen run by a team of one cook and five assistants. The menu, drafted according to the recommendations of the Local Health Authority that is also in charge of periodic sanitary checks, is varied, nutrient, mainly prepared with organic ingredients. It can be consulted in the Office or by clicking on COMMUNITY – SCHOOL SERVICES – CATERING on the website. Parents are required to notify the Office any dietary needs - for health reasons and / or religious ones. In the case of food allergies the Office requires a medical certificate at the beginning of each year. The supervision of students during the lunch period is provided for by teachers.

## SCHOOL BUS

Each student that uses the IST bus is expected to comply with the rules and regulations approved by the School and written in the present Handbook. Failure to do so shall result in a disciplinary action by the Administration. No deduction will be made in bus fees for the period of time during which a student is banned from bus service due to disciplinary action.

## STUDENTS' ACTIVITIES

IST sponsors all student activities held on campus and any activity directly related to the School held off campus during regular school hours. Only IST students may attend School-sponsored activities, unless prior approval is given by the Director.

Apart from special occasions indicated by the Director, all School-sponsored activities end at 11:00 pm. School-sponsored activities are organized so as to allow all students to participate.

The management and responsibility of funds coming from student-organized activities will be up to the organizers and the school administration (i.e. End of Year Dance).

Some school-day activities charge fees for participation (i.e. After School Activities).

## STUDENT ORGANIZATIONS AND CLUBS

Educationally sound co-curricular organizations and clubs are encouraged at IST. Each organization has a Faculty sponsor and the approval of the Director. It will be the sponsor's duty to encourage all members of the organization or club to participate as fully as possible.

Recognition and approval of a club or organization may be requested by submitting typed copies of a constitution or bylaws, list of prospective members (minimum of 6) and a résumé of planned activities to the School Director.

## **STUDENT SOCIAL EVENTS**

Permission to hold any social event which is School-sponsored and held either during or after school hours, either on or off campus will be granted only by the Director.

A calendar of all student activities is organized by the School and advance notice of events shall be given to the School's community.

Only IST students may attend School-sponsored activities, unless prior approval is given by the Director after consultation with the activity sponsor.

Each student is expected to conform to School behavior regulations at all School-sponsored activities regardless of the location. Violations to School behavior codes will lead to a disciplinary action.

## **STUDENT PUBLICATIONS**

All prospective School publications must abide to the following criteria:

- Nothing can be written to damage the integrity and reputation of individuals or organizations nor to offend or humiliate.
- All sides will be heard on any controversial issue.
- The image of the IST, of its students and staff must be represented in a correct and constructive way.
- Good taste must be used in all articles, in language and in content.
- All facts used in a story must be carefully checked.
- Confidential or unannounced items must be checked for approval before the article is published.

It is the responsibility of the teacher in charge for seeing that the above criteria are met. Any doubt or problem should be taken to the Director for a final decision.

## **COMMUNITY SERVICE**

A number of opportunities will be presented each year for student and family service within the IST community. The school also encourages contributions in our local and larger communities; House points may be earned by Upper School Students who volunteer time and submit the necessary documentation.

## **PARENT-TEACHER ASSOCIATION**

The Parent-Teacher Association (PTA) supports the school with a number of initiatives and events. Teachers are encouraged to participate in all PTA activities. Staff participation gives parents and teachers the opportunity to become better acquainted and demonstrates mutual support for school goals. The PTA organizes activities such as the Welcome Back Staff Potluck, Family Day, the Lower School Carnival parties, and more.

PTA members are active and energetic and have raised funds for special school projects.

## **RELIGION**

IST welcomes students of all nationalities and religious beliefs.

Individual religious creeds are respected and protected but religious proselytism within the IST school community is absolutely forbidden.

The school premises cannot be used by school members or groups for religious events or celebrations.

Any reference to specific religions within the didactic program will be dealt with by teachers ensuring respect and full understanding of all religious creeds.

The IST follows the legally recognized national festivities of the Italian Republic, even if religious.

## **LOST AND FOUND**

Any found unclaimed property can be turned in to the white Lost & Found chest located in the main entrance lobby. Items left at the end of the school year will be donated to charity.