



## SCHOOL YEAR 2018-19 MIDDLE SCHOOL

### PREAMBLE

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

#### **Art. 1) ADMISSION AND WITHDRAWAL**

Andersen International School has the right to decide whether to confirm or not the enrolment to the next school year of a child, as stated by art. 8 of the school contract, **when the parents do not share the philosophy, the didactic and educational objectives, the way the school programs are carried out or when their behavior is against the image or the reputation of the school.**

#### **Art. 2) PARENTS**

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

#### **Art. 3) TIMETABLE**

##### *Arrival*

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

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

##### *Late arrival*

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

Late arrival is possible by 11.30 at the latest.

##### *Dismissal*

Dismissal is from 3.45 p.m. and no later than 4 p.m. from the front courtyard (in case of rain, from the ground floor Auditorium)

**Every Short Friday (as scheduled on the School calendar), children will go home at 14.15.**

##### *Early dismissal*

**Early dismissal is only allowed at 11.00, 12.45, 14.00 regardless of the reason it is requested.** Parents have to sign the Early Dismissal Register in front of the school office before collecting their child.

#### **Art. 4) STUDENTS' COLLECTION AUTHORIZATION**

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

The authorization must be sent to [secretary@andersenschool.it](mailto:secretary@andersenschool.it) or submitted in paper at the school office.

The school office must be informed by the day before or, in case of emergency, before 11.30 a.m. of the day



they refer to. Authorizations given during the past school years are no longer valid. If parents want to allow their children to exit school without being collected by an adult, they have to collect the relative authorization form from the school office, fill it in, and return it to the school office signed by both parents. If the exit is also anticipated, it is necessary to sign a specific exit form in advance indicating the dates in which it applies.

#### **Art. 5) BUS SERVICE**

Andersen International School does not manage any bus service for the students. The parents that are interested in this service need to contact the provider directly and inform the school in writing in case they have applied for it specifying the date starting from which the service will be active and any day of the week in which the bus will not be used.

For any changes to the above schedule, please refer to the *Bus Service Rules* which are an integral part of these School Regulations.

#### **Art. 6) ACCESS TO SCHOOL PREMISES**

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

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

**The School does not assume responsibility in case of accidents.**

#### **Art. 7) FACILITIES**

Middle School students have a locker for their books and personal belongings. They are responsible for it and they need to lock it. Electronic appliances and mobiles must be placed in the locker unless their use is expressly authorized by the teachers for didactic purposes.

#### **Art. 8) UNGUARDED OBJECTS**

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

#### **Art. 9) CLOTHING**

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

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

#### **Art. 10) LUNCH**

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

In case *Milano Ristorazione* does not provide the food due to strikes, students must bring a packed lunch from home.

In case of allergies or intolerances a specific request needs to be submitted by the parent according to the rules set out on *MilanoRistorazione's* website. Ordering "pasto in bianco" (plain food) is not allowed for more than 3 days in a month, unless a medical prescription is submitted by the family doctor, and always in the terms prescribed by *MilanoRistorazione*. Plain food must be requested in writing, either by filling in the school office form or by sending an email to [secretary@andersenschool.it](mailto:secretary@andersenschool.it) by 9 a.m. of the day it refers to, the name of the child and the class need to be specified, as well as the fact that the child has a special diet. Requests arriving at school after 9 am can't be processed.

#### **Art. 11) ACCIDENTS AND DISEASES**

**If a serious accident takes place**, that can't be treated straightforwardly by the school staff (disinfection, simple medication, etc), the family will be called, first aid will be requested and a detailed report will be

made. It is compulsory that parents or their delegates bring the child to the Hospital's Emergency Room, except in the case of danger for the safety of the pupil. In this case an ambulance will be requested and the parent or his delegate will meet the student directly at the hospital emergency department.

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

#### **Art. 12) DRUGS**

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

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

#### **Art. 13) SCHOOL EXCURSIONS, EVENTS AND DIDACTIC INITIATIVES**

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

#### **Art. 14) EXTRA CURRICULUM ACTIVITIES**

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

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

#### **Art. 15) PRIVATE LESSONS**

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

#### **Art. 16) DIDACTIC MATERIAL**

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

#### **Art. 17) COMMUNICATIONS**

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

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

#### **Art. 18) INDIVIDUAL PARENTS' MEETING**

The time when the teachers are available for individual parents' meetings each week is communicated at the beginning of the school year.

#### **Art. 19) SCHOOL OFFICE TIMETABLE**

The School Office is open every day, from Monday to Friday, from 8.30 am till 2.45 pm and from 3.45 pm till 5.00 pm. When lessons finish at 2.15 pm opening times are: 8.30 am till 1.15 pm and from 2.15 pm till 5.00 pm. The School Office is closed in August. In July the opening time is 9.00 am till 12.00 pm and from 12.30 pm till 4.00 pm.

#### **Art. 20) SCHOOL RULES VALIDITY**

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



Milan, updated on August 2018