



Smiling
International
School

**EARLY YEARS &
PRIMARY SCHOOL
REGULATIONS**

SMILING Early Years and Primary School Regulations

These Regulations, which are split into various articles, define the ideal balance between the rights and duties of everyone included in the school community. They govern all the activities of the Early Years and Primary School (the School).

The contents are summarised in the *Educational co-responsibility agreement* (drawn up in accordance with Presidential Decree 235/2007), stipulated between the School, the families and the students.

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TITLE I - GENERAL PRINCIPLES AND COMMON RULES OF SCHOOL LIFE

Art. 1. School community

1. The students, teachers, the Principal, administration, the technical personnel and anyone who, for various reasons, spend periods of time working, teaching, studying or doing work experience at Smiling International School are part of the School community.
2. The School community promotes solidarity among its members.

Art. 2. Aims of the Smiling International School

1. Smiling International School is a place for training and education. Every member of the school community operating there, with equal dignity and in different roles, acts to guarantee the formation of citizenship, the achievement of the right to study, the development of the potential of each person and the recovery of disadvantaged situations, in harmony with the principles approved by the Italian Constitution, the International Convention of the Rights of the Child and with the general principles of the Italian system.
2. The life of the School community is based on freedom of expression, thought, knowledge, religion and teaching as well as on mutual respect for every person comprising it and breaking down all ideological, social and cultural barriers.

Art. 3. Scholastic autonomy

1. Smiling International School is organised in compliance with the national curriculum. Activities are carried out in English and in Italian in a bilingual setting.
2. The scholastic autonomy of Smiling International School consists of the creation and implementation of educational training and teaching operations targeted at the growth and scholastic success of the students, adapted - as far as possible - to the specific characteristics of each of them and the families' requirements, according to the national standards of Presidential Decree no. 275 of 8 March 1999.
3. Smiling International School presents its aims in a three-year educational offer - P.TO.F. (Piano Triennale dell'Offerta Formativa). The PTOF is the fundamental document that constitutes the cultural and structural identity of the school, specifying its curricular, extracurricular, educational and organisational planning.

Art. 4. Commitment to the quality of the scholastic organisation and the achievement of scholastic success

1. Smiling International School is committed to maintain a high level of quality in the services offered, making everyone operating there aware of the importance of their work. For this reason, the School community is organised through the continuous adaptation of the skills and organisational flexibility of the facility.
2. Smiling International School promotes any initiatives which may increase the scholastic success rates which is considered a main objective.
3. From this perspective, every teacher is committed, individually and collectively, and in synergy with the entire school community, to adopting all the strategies necessary for beating the causes of failure and truancy, in particular implementing the planning of educational activities, personalised teaching, extra lessons within and outside school hours, supporting students with difficulties and enhancing strengths.

Art. 5. Participatory governance of the school

1. The participatory governance of the School is performed in full compliance with the respective skills and prerogatives by the collective and individual Bodies.
2. These Bodies are:
 - a) The School Principal
 - b) Consiglio di Istituto - The School Board
 - c) Collegio dei Docenti - The Teaching Body
 - d) Consiglio di Intersezione e Consiglio di Interclasse - The Intersection and Interclass Boards
 - e) Assemblea dei Genitori - Parents' Assembly
3. The establishment and running of the Bodies in question is guaranteed by the scholastic organisation according to the reference standards and the Regulations of the Collective Bodies approved by the Principal on 20/09/2016, Prot. No. 206/2016 on file.

Art. 6. Language

1. All members of the School community are obliged to use proper language without any vulgar terms, which must express the respect due to every person and to the educational

institution in all situations.

Art. 7. Clothing and hygiene

1. The clothing of every member of the community must be appropriate for the school environment.
2. It is compulsory for pupils attending Early Years (including the 'Sezione Primavera') and Primary School to wear school uniform.
3. Clothing that may conceal personal identity is not allowed.
3. Everyone is obliged to have scrupulous respect for personal hygiene.

Art. 8. Smoking ban

1. Smoking is not allowed anywhere in the school including the garden or the gym. This ban also applies to electronic cigarettes.
2. The Principal, all the teachers and all the personal are responsible for the enforcement of the smoking ban.
3. Failure to comply with the ban implies the application of the sanctions envisaged by Law 584/1975 as amended, increased according to the provisions of Law 311/2005. 5.
4. All those responsible for checking the application of the ban must immediately report any transgression.

Art. 9. Use of mobile phones, filming and audio and visual reproduction devices

1. It is absolutely forbidden for teachers and students to use mobile phones during educational and official activities. Failure to comply with this ban can lead to a formal written warning.

Art. 10. Use of the IT network

1. All the IT resources (HW and SW, intranet and internet) are available to the administration and teaching staff with specific purposes and aims for the various disciplines and inter-disciplinary areas. Computers are a usual work tool for teachers and a complimentary resource for students to use for educational purposes.
2. The use of the School's IT and electronic network and services is available to all members

of the school community, who must however guarantee the correct use thereof, exclusively for professional or study purposes.

3. Any use of the IT resources for personal purposes is forbidden and is prescutable.

4. The School is committed to promoting the conscious use of the internet and the knowledge of all the rights and duties connected with the use of information technologies, also through the implementation of specific projects in association with local authorities, territorial services, the police force and associations.

Art. 11. Use of the classrooms

1. The main use of the classrooms is for didactic and educational purposes. They may also be used for staff training activities or for third party activities, in accordance with specific regulations.

2. The classrooms are used by the classes according to the planned timetable. Any other use, not envisaged by the aforementioned timetable, must be authorised by the Pricipal.

3. Any abnormality or malfunctioning must be reported by any user to the office.

4. For safety reasons, parents may only stay on the premises with their child for a brief time at the end of the school day. In case of an accident the school is relieved of any responsibility.

Art. 12. Access of external parties to the school and identification of personnel

1. External parties may not access the school unless authorised. In this case, they must still register at the school office and present an identification card.

2. External parties are not allowed to access the classrooms, corridors or any other areas intended for educational activity, unless otherwise permitted by the Principal.

3. The School's rooms are not to be used for any activities other than the regular ones, unless authorised specifically by the Principal.

Art. 13. Safety

1. All the members of the School community are obliged to behave in a suitable way to prevent accidents and damage to people and items. Every individual is responsible for reporting any danger to the Principal.

2. The students and personnel must be aware of the procedures for evacuating the school

buildings. The School provides a safety plan and circulates it, organising the necessary training for the teaching and non-teaching staff, and providing suitable signs and notices for students.

3. For the purpose of the above, periodic evacuation drills are organised.

Art.14. Health provisions

1. The health provisions for schools are established by the Emilia Romagna Region and are displayed on the school's notice boards as well as on Smiling's website.

In particular, it is to be noted that:

a) The administration of medication is not permitted. If a student has any health issues that requires permanent or temporary attention or treatment to be performed during school time (e.g. chronic diseases, allergies, etc.), the parents must notify their paediatrician (P.L.S.- 'Pediatra di Liberta Scelta') for the drafting of a specific shared and formalised agreement ('Protocollo Provinciale') between the family, School and the paediatrician. If the child has as a general practitioner (M.G.G.- 'Medico di Medicina Generale') families must refer to a community paediatrician ('Pediatrà di Comunità'). The medicine described in the protocol must be brought to school in tact by the parents who remain responsible for their continuous supply and replacement in case of expiry. School will take responsibility for storing the medicine correctly, returning it to the parents if the child no longer requires it or if the parents specifically request it.

b) Special diets for allergies or intolerances must be prescribed by a doctor. Diets required by parents for cultural, ideological or religious reasons (e.g. vegetarian, vegan, Halal, Kosher etc.) are to be requested in writing to the school signed by both parents by the start of the school year. School provides an alternative menu which takes into these general requests. The diet chart is available to parents and is periodically updated;

c) For celebrating birthdays or other occasions, only cakes made by established bakeries which are accompanied by a list of the ingredients or cakes made by the school kitchen are allowed. Cakes must be suitable for the age of the children. Ice-

cream, ice-cream based cakes, custard or cream fillings (e.g. made with raw eggs, milk or cream) or cakes containing alcohol are not allowed.

d) In order to guarantee the maximum safety measures during activities, children who present limited movement (e.g. plaster casts, bandages, medication etc.) are only admitted to school if authorised by the School President.

e) Children who present signs of conjunctivitis are not admitted to school in order to avoid contact with the children present at school. They can return to school only after having taken local antibiotics for at least 24 hours.

f) In the case of a child who has a fever over 37.5°C, has two or more bouts of diarrhea and/or several episodes of vomiting in the same day or is generally feeling unwell, families will be informed immediately and be asked to take the child home where he/she must be kept in observation for at least 24 hours before returning to school.

g) Early Years children are not allowed to wear bracelets, necklaces, earrings and similar items as they can be dangerous during play both for himself/herself and for others. School will not be held responsible for these items if they go missing or get broken.

h) It is important and necessary to inform the School office of any infectious diseases or headlice in order to safeguard other children's health.

i) In case of an accident, the school personnel will intervene respecting the health regulations and taking above all the responsibility to call 118 and warn the family.

TITLE II - STUDENTS' RIGHTS AND DUTIES.

Art. 15. Rights

1. The students have the right to a qualified cultural education that also through orientation, respects and enhances the identity of each person and is open to multiple ideas. Smiling International School pursues learning continuity and enhances the personal inclinations of the students; the students can formulate requests, develop freely

chosen themes and take independent initiatives.

2. The School community protects students' rights to confidentiality.

3. The students have the right to be informed on the decisions and rules that govern the life of the school.

4. Every student has the right to take an active and responsible part in the life of the School. The Principal and the teachers instigate constructive dialogue on their choices relating to the planning and definition of educational objectives, the organisation of the School and the choice of books and educational material, involving the students.

5. The Primary School children have the right to transparent and prompt assessment, for the purpose of activating a self-assessment process that helps them to identify their strengths and weaknesses, improving their performance.

6. Primary School pupils have the right to freedom of learning and independently exercise the right to choose from the additional curricular activities and additional optional activities offered by the School. These are organised according to times and methods that consider the learning paces and daily requirements of the students.

7. Pupils from other countries have the right to respect for the cultural and religious life of the community to which they belong. The School promotes and favours initiatives that encourage the acceptance and protection of their language and culture and the implementation of inter-cultural activities, with full respect for the primary value of secularity, the supreme principle of the Italian Constitution.

Art. 16. Duties

1. The students are obliged to:

- a) Regularly attend School, respecting entrance and exit times and, for the Primary School children, to diligently perform their study commitments;
- b) Take part in School life with interest and involvement;
- c) Have respect, also in formal terms, for their classmates, personnel, teachers and the Principal;
- d) Comply with organisational and safety standards;
- e) Use all the school areas and equipment appropriately and respectfully, behaving

in such a way as not to cause any damage to School property;

- f) Share the responsibility of making the school area welcoming and to take care of it;
- g) Wear the school uniform.

Art. 17. Google Classroom and electronic register

1. Google Classroom and the electronic register are the main tools of communication between school, pupils and families. Parents and pupils are obliged to view the parts reserved for them on a regular basis.

Art. 18. School timetable

1. School is open from Monday to Friday at the following times:

‘Sezione Primavera’ Happy Hedgehogs (2 year olds)

Entrance: 8 a.m. - 9.30 a.m.

Exit time for part time: 12.45 p.m. after lunch

Home time for full time: 4.15 p.m.

Busy Bees and Honey Bees (3 year olds)

Entrance 8 a.m. - 9.30 a.m.

Exit time for part time: 12.45 p.m. after lunch

Home time for full time: 4.15 p.m.

Cool Caterpillars (4 year olds)

Entrance: 8 a.m. - 9.30 a.m.

Exit time for part time: 12.45 p.m. after lunch

Home time for full time: 4.20 p.m.

Bubbly Butterflies and Lively Butterflies (5 year olds)

Compulsory full-time

Entrance: 8 a.m. - 9.15 a.m.

Exit time (if justified): 12.25 p.m. before lunch or at 2.30 p.m. after lunch

Home time: 4.15 p.m.

Primary School

Entrance 8.20 a.m.

Exit time (if justified): 12.45 before lunch or at 2.30 p.m. after lunch.

Home time: 4.30 p.m.

2. To help families, School organises a free pre-school service in both sites at 7.45 s.m. There is also a fee paying after-school service at Porta Mare's campus until 5.30 p.m.

Art. 19. Late entry or early exits

1. Families who wish to use the pre-school and after-school services must let the School office know in writing and in advance. The child's attendance will be noted in a register.
2. Families are asked to go directly to the School office if they are late or need to collect their child early. One of the staff will proceed to inform the teacher or go to get the child from his/her classroom.
3. Particular cases are examined by the School Principal or Coordinators.

Art. 20. Authorisations

1. Children may only be collected by parents or trusted people who have been authorised by the parents in writing, which specifies the day or annual authorisation.
2. The delegated person must present a valid identification card the first time they collect the child from School.

Art. 21. Obligation of attendance and absences

1. In the event that a student is absent from lessons, the family is responsible for the absence of their child.
2. Every pupil must attend at least 75% (three quarters) of the annual number of hours of School (Presidential Decree 122/2009).
3. Failure to reach the minimum level of attendance implies exclusion from the final assessment and lack of eligibility for the subsequent class or for the final examination.
4. In exceptional cases, the school accepts derogation to the aforementioned limit, in the presence of motivated and extraordinary student requirements. This derogation only applies to documented and ongoing absences.
5. Even in the presence of derogation, the Class Board may decide that the absences jeopardise the possibility for the affected pupils to take the relevant assessment.
6. The Coordinator and the Class Board must promptly inform the Principal and, subsequently, the family, of all situations relating to delays, absences and early exits, which could have a negative effect on the mark for students' behaviour and their progress.

Art. 22. Exemption from Physical Education lessons

1. It is compulsory for students to attend Physical Education lessons, even those who are exempt from practical sports activities must stay with the rest of their class.
2. Students who, for health reasons, cannot take part in the practical lessons for a period of over one month, even if this is only limited to some activities, must request exemption. The application, accompanied by a doctor's certificate, must be signed by a parent and delivered to the office.

Art. 23. Liability for damages

1. The School, its facilities and equipment as a whole are the assets of everyone and everyone is obliged to respect them and keep them tidy and efficient.
2. In the event of reports of damage caused by students, the following rules apply:
 - a) Accidental damage caused during normal educational activities or during laboratory activities is not compensated until reaching the annual amount of € 30.00; for damage over said value, compensation is always due;
 - b) Voluntary damage must always be compensated by whoever is considered directly liable; in the event that the person responsible cannot be identified, the liability lies with the group of students or class present at the time the damage occurred;
 - c) If the damage affects communal areas (corridors, toilets, laboratories, library, etc.) and it is not certain who is responsible, all the classes that together use or have used those areas will be liable for compensation;
 - d) The Principal is responsible for adopting the appropriate and necessary initiatives for estimating damage caused with intent, and for writing to the students and their parents to request compensation for their share;
 - e) Sums deriving from compensation shall be entered on the school budget and used for the necessary repairs;
3. The School is not, in any case, liable for money or personal items brought into the school building.

III - TEACHERS

Art. 24. Specific function

1. The rights and duties of the teaching staff are governed by the legislation in force in Italy, and for the working relationship at the Smiling International School, by the ANINSEI National Collective Contract and by these Regulations.

Art. 25. Supervision

1. In their supervisory role, teachers are obliged:

- a) To ensure their punctual presence in the classroom, moving quickly from one room to another;
- b) To guarantee supervision of the students throughout their time at school;
- c) To intervene whenever necessary in relation to any student of the school, even from classes that they do not teach, to remind them of their duties;
- d) To inform the Principal of any problematic situations;
- e) Not to leave the class without first guaranteeing its supervision;
- f) Diligently filling in the electronic register and the paper register.

2. The teaching staff's obligation to supervise the students throughout their working day is of primary importance with respect to their other obligations since it is part of their general duty to supervise minors. Therefore, in the event of concurring obligations deriving from the teacher's duty of care, and any incompatible situations meaning that it is objectively not possible to fulfil such obligations simultaneously in terms of time and place, the teacher's choice must always be to fulfil the supervisory obligation. Teachers are not justified in appointing a non-teaching member of staff to replace them in this role, since this is clearly not an appropriate solution.

Art. 26. Teaching

1. In performing their teaching role, teachers must ensure that:

- a) Their commitment complies with the specific philosophy and objectives of the Smiling International School;
- b) They gauge the starting conditions of the class;
- c) They inform the class on the objectives to be reached, the assessment methods

- and the assessment criteria;
- d) They choose potentially significant contents and offer interesting and engaging lessons;
 - e) They provide a transparent and prompt assessment (immediate for oral tests, within a week for written tests), so as to allow students to initiate a self-assessment process;
 - f) They respect pupils' right to confidentiality;
 - g) They avoid mechanical learning;
 - h) They accurately monitor the learning method of each student, both in terms of the cognitive and emotional aspects;
 - i) They identify and respect the cognitive style of each student, simultaneously promoting the development of a complementary style;
 - j) They frequently assess the students (through written and oral tests), using this as a learning tool; specifically, it is good practice to guarantee three assessments in every four-month term per student in the subjects with no more than one hour per week, and at least five for the other subjects.
 - k) They use oral tests as the main assessment tool; written tests must be limited;
 - l) They stimulate metacognitive reflection, making the students aware of the mental operations performed, the knowledge and skills used in performing a task, and getting them used to reflecting on their work;
 - m) They identify strategies and moments for revision, so that students are able to improve their performance; these moments must be explained clearly in terms of contents, methods and the objectives pursued;
 - n) They enforce respect for the behavioural rules and these Regulations.

2. Teachers are also obliged to:

- a) Regularly consult the file of appointments with parents, punctually attending the meetings;
- b) Inform the coordinator and the Principal of the need to contact a family, without taking direct initiatives.
- c) Report any unplanned absences, due to illness or other emergency, to the

Coordinator and the Office with as much notice as possible;

- d) Look after the rooms and technological equipment, always remembering to turn off the PCs, lights and any other electrical equipment.

Art. 27. Assessments and homework

1. Written and oral tests can also be given without any prior notice. Each four-month term two written tests and three oral ones are usually held. For disciplines with a total of one hour per week, only one oral and one written test is required.
2. The teachers of each class must agree on the scheduling of tests so that there is never more than one written one per day.
3. There may be a maximum of three written tests in one week.
4. Students must not have to take more than one written and one oral test per day.
5. Teachers must not give homework for the following day after a test.
6. In general, homework must always be assigned with consideration for the commitments of the class as a whole (extra-curricular activities, school trips, planned written tests) and all the teachers must confer closely.
7. If a student fails to hand in their work twice in a row, they will be given a minus in that subject.
8. The results obtained by students who do optional extra work can contribute positively towards the end-of-year mark for the subject.
9. Copying and in general, any form of incorrect behaviour in homework and assessments can lead to a negative mark given by the teacher.
10. For students who have particular learning difficulties, catch-up programs can be drawn up, discussed with the relevant Class Board and notified to the families. These programs must involve tests to assess the results reached.
11. The assessments are established according to the indications of the three-year educational offer (PTOF).

TITLE IV - NON-TEACHING PERSONNEL

Art. 28. School personnel

1. The rights, duties, responsibilities and disciplinary regulations relating to non-teaching personnel are governed by the Laws and the ANINSEI national collective contract. These regulations refer to the main internal behavioural rules.

2. All personnel:

- a) Must guarantee a suitable service for user requirements;
- b) Must behave according to what their role encompasses, without taking the prerogatives of other roles;
- c) Must respect the working timetable and promptly report any delays or absences;
- d) Must adopt appropriate behaviour for the school environment, must perform their duties with conviction, punctuality and with respect for the commitments made;
- e) Must be aware of, respect and apply the standards and commitments made by the Educational institution through these Regulations, the three-year educational offer (PTOF), the Co-responsibility Agreement, the personal data security planning document and the safety in the workplace document.

3. Personnel must conform their conduct to the duty to behave with commitment and responsibility for the proper running of the School, placing respect for the law and the interests of the school before their private interests.

4. In this context, considering the need to guarantee the best quality of service, every employee must in particular:

- a) Perform their duties with diligence, balance and a professional attitude;
- b) Cooperate for the proper running of the school;
- c) Provide all information of which they are aware to the students and their families, with respect for the provisions on transparency and access to administrative activities;
- d) Promote all forms of cooperation with the families and the students;
- e) During working hours, always maintain conduct in compliance not only with the general principles of uprightness but, also, coherent with the specific educational aims of the entire school community, abstaining from behaviour that could harm the dignity of other employees, users or students;
- f) Guarantee the integrity of the students according to the attributions of each professional profile; look after the rooms, furniture, items, machinery, equipment,

tools and vehicles entrusted to them.

5. The personnel must behave so as to guarantee relationships of proper and effective cooperation between the School and the Public Administration Department with which it has to interact.

TITLE V - PARENTS

Art. 29. Duties

1. Parents are primarily responsible for the upbringing and education of their children. They have the right/duty to share this important task with the school.

In particular parents are responsible for:

- a) Transmitting to their children the conviction that school is of fundamental importance for human and cultural education and for building their future;
- b) Cooperating actively with the school through the tools provided by the educational institution; keeping up to date on their children's educational program;
- c) Respecting and ensuring that their children respect the educational institution, promoting their child's regular attendance and preventing absences, late entry and early exits except for serious and justified reasons;
- d) Scrupulously complying with the methods for justifying absences, late entry and early exit;
- e) Reading all notices sent by the School and discussing any decisions and disciplinary measures with their child, stimulating reflection on any episodes of conflict and critical issues;
- f) Using the electronic register and Smiling account according to the school's instructions, remembering that the access credentials given to them are personal;
- g) Taking part regularly in the meetings of the collective bodies and the Parent-Teacher meetings arranged;
- h) Establishing relationships with the teachers based on trust and effective cooperation and instilling trust and respect for teachers in their children;

- i) Reading the contents of the Educational Offer and complying with the contents of these Regulations and the Co-responsibility Agreement, discussing it with their children and taking responsibility for what has been agreed.

Art. 30. School - family meetings

1. The Principal draws up the annual plan of meetings with families, indicating the related methods and consequent time commitments of the teachers. The schedule of School-family meetings is subject to the calendar of educational activities and is explained in specific notifications.
2. Parent-teacher meetings are held twice during the school year, once per term. These meetings are normally held in the afternoon and the dates and times are notified to families and students with sufficient notice.
3. Every teacher sets aside one hour per week for individual meetings with parents, which must be booked through the School office.

Art. 31. Communications to families

1. The main method of communication between School and families is by email. General notices of interest and not urgent interest are published on the School website, in Google Classroom and on the school notice boards. Parents are invited to consult the School's website on a regular basis.
2. Families are informed as to educational and disciplinary progress through:
 - a) Individual parents' meetings with the teachers during the school year:
 - b) On the electronic register
 - c) Through the school reports (for Primary) i.e. four-monthly assessment sheets, in February and at the end of the school year, expressed in different levels of learning;
 - d) With a communication, if necessary, informing them of the need to perform catch-up or reinforcement activities.
3. In specific cases, which require prompt intervention from the family, the Principal or the Coordinator, also following a report from a teacher, may call them through the school

office.

Art. 32. Access of Parents to the School premises

1. To protect the safety of the School environment, parents and other relatives of students are not permitted to access the classrooms, corridors, laboratories or any other area intended for educational activities, without authorisation.
2. Parents are only allowed to access the offices and the room intended for meetings with teachers.
3. During collective meetings, parents can access the rooms intended for that purpose.

TITLE VI - FINAL RULES

Art. 33. Approval and publication

1. These regulations come into force as of the school year 2022/2023. They will be subject to an annual review. If necessary, they may be amended, during the year, if decided by the Principal.
2. This document and the Educational Offer, in its full version, are published on the School's website.
3. This document and a shorter version of the Educational Offer (PTOF) are given to parents upon enrolment, along with the Educational Co-responsibility Agreement.