



RISROME

INTERNATIONAL SCHOOL

Middle and High

PARENT/STUDENT HANDBOOK

2022-2023



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WELCOME

Rome International School (RIS) is an exciting and vibrant learning community, where we are privileged to lead a team of dedicated staff who are committed to all aspects of our students' education. We strive to provide a well-ordered, happy, teaching/learning environment, which will secure the highest possible standards of achievement for all. Welcome!

- *The Middle and High School Leadership Team*

1. THE SCHOOL

Rome International School was founded in 1988. The Middle School was opened in 2001 and the High School was inaugurated in 2007.

In May 2012 our Early Years and Elementary School received full International Baccalaureate (IB) Primary Years Programme (PYP) Authorisation from the IB governing body in The Hague, The Netherlands. RIS received many commendations from the IBO for our on-going commitment to the PYP programme including fostering a climate of trust that supports risk taking and critical thinking amongst our students. We are the only International School in Rome authorised to offer both the IB Primary Years Programme and the IB Diploma Programme, thereby ensuring the quality and consistency of an international education, resulting in a passport to the best universities in the world. If you'd like more information about the Authorisation process please visit: www.ibo.org/pyp/become.

A Proud of Member of Globeducate

Globeducate is a network of more than 55 premium K-12 international schools and online programmes educating over 31,000 students in ten different countries and on three continents. As a member of the Globeducate family, we believe that young people will only succeed in the world of tomorrow if they are prepared for the challenges they will face. The world is changing at an incredible pace, and education has to keep up with this constantly shifting environment. As educators we have the opportunity and responsibility to lay the foundations for a better future.

As well as **Educational Excellence**, core principles are **Global Preparation**, **Excellence in Co-Curricular** subjects which help to form well-rounded individuals, and **Education in Values** – developing positive, compassionate and motivated young people. Our shared mission is to prepare each student to become a global citizen who can shape the world.

RIS Rome and the ICS network

RIS is a proud member of Globeducate's International Community Schools (ICS) network of premium international schools in Europe. Globeducate ICS Schools lead the way in Europe for **innovative IB**

education and a vision to prepare students to shape tomorrow through developing a love of learning; intercultural understanding and engagement with the world around them.

Alongside flagship schools in London, Paris, Milan, Nice, Côte D'Azur, we offer Italian and internationally mobile families a wider choice of school locations throughout Italy and Europe.

Being a member of the Globeducate ICS group will allow for increased opportunities for school-wide collaboration and sharing of best-practices as well as continued involvement in inter-school events and exchange programmes.

2. MISSION STATEMENT

At Rome International School our mission is to provide a nurturing environment, in which children of all nationalities and faiths can explore and respect their own and each other's cultural and religious heritage. We aspire to equip our students with the skills needed to become life-long learners, so that every child is able to realise their unique gifts and talents and achieve their full potential. As educators, we aim to guide our children in the process of 'learning to learn', facilitating their development into inquisitive, active and open-minded students, capable of working independently and in a spirit of harmony and co-operation alongside others. We believe that such an education is needed to meet the challenges of the future and will produce individuals who are self-confident, resourceful and enterprising.

3. EDUCATIONAL PROJECT

RIS believes that the role of a school is to teach to think, and intends to prepare its students for entrance into the best universities in the world. The educational goal of RIS is inspired by the four pillars of education, which are the basis of the educational report for the 21st Century of Delors/UNESCO.

1. **Learning to know:** that is to master the necessary learning tools to understand.
2. **Learning to do:** that is to acquire the personal competences and initiative which will be necessary to create in one's particular environment.
3. **Learning to live together:** that is by understanding human diversity and being aware of the similarities and interdependence of all people so able to collaborate with others in common aims and projects.
4. **Learning to be:** in mind and body.

The close relationship between these principles and those set out by the IBO is evident.

In full accordance with the decision to become part of the family of IB World Schools, RIS aims towards an education committed to the formation of character; that of open-mindedness and curiosity alongside the encouragement of a spirit of enterprise and the adoption of a method of continual learning; ('learning to learn'). RIS also aspires to teach its students the concept of social responsibility

(as global citizens and also as the world's future workforce). These principles are fully aligned with those of Globeducate.

Seen from this perspective, the strategic objectives in the entire learning process, from the infant classes through to graduation, can be summarised in the following way:

- RIS encourages the acquisition of autonomous thinking skills, with an ability to organize and manage one's own personal competences using intuition, judgement and common sense in order to innovate and realise individual life projects.
- RIS promotes the spirit of co-operation (living and working with others).
- RIS promotes the spirit of emulation (merit and responsibility).
- RIS encourages identity and creativity.

4. SCHOOL LEADERSHIP TEAM 2022-23

| ROLE | NAME | RESPONSIBILITY |
|--|----------------------|---|
| Head of School | Scott Webber | Whole-school pedagogy General Years 1 to 6 |
| Head of Early Years | Maria Palma Dorianio | Curricular Nursery – Year 6 |
| IB PYP Coordinator | Maia Lawand | Kindergarten – Year 6 |
| Middle and High School Principal | William Johnson | General Years 7 to 13 |
| Middle and High School Deputy Principal & IB DP Coordinator | Laela El Sheikh | Years 10 to 13 |
| Middle School Coordinator | Stefano Baldoni | Years 7 to 9 |

Learning in the Middle and High School

The Middle School programme, which starts with Year 7 at Rome International School, is a stimulating and varied curriculum that seeks to develop and enrich the learning skills formed in the Primary Years Programme. It draws learning material from a wide range of global contexts and we use the excellent range of learning resources available for Cambridge Secondary Education. The Middle School programme culminates with Cambridge Checkpoint exams as preparation for the High School.

The High School programme, which starts with Year 10, may be divided into two sections. The first two years focus on the Cambridge IGCSE programme, designed to provide an international standard and qualification in a variety of subjects and excellent preparation for the final years of High School. Year 10 and 11 courses form a continuous two year programme of study and culminate in the IGCSE examinations.

The IB Diploma Programme, which starts in Year 12, forms the final two years of the High School journey. It is an academically challenging two-year curriculum, privileged as a means to university entrance worldwide. It encourages students to become internationally minded and reflective life-long learners who embody the attributes of the Learner Profile. IB DP courses form a continuous two year programme of study in years 12 and 13 and culminate with Diploma Programme examinations.

5. ASSESSMENT AND REPORTING

Assessment is an integral part of all teaching and learning. We aim to use assessment strategies to provide data on the learning process to enable all involved in the learning process (the teacher, the child and the parent) to reflect on and further progress.

Middle and High school students receive two grade reports and two full reports. Grade reports are issued in the first half-term of Term 1 and Term 2 whereas full reports for all classes are issued at the end of Term 1 and Term 3 with the exception of Year 11. Year 11 receive their full report in February shortly after the IGCSE mock examination. In Years 11 and 13 the IGCSE and IB examination certificates constitute the final reports.

Year 9 in Cambridge Checkpoint subjects and Italian Terza Media subjects, the grades in these exams constitute the final report. Students not taking these exams will receive grades based on classwork over the year.

6. HOMEWORK

Teachers base the amount of homework to be given on the school and subject homework policies. Homework will be collected and corrected/acknowledged, if not daily, then on a regular basis. Parents will be informed if homework is repeatedly not completed. Parents and students can find homework assigned through Google Classroom.

School diaries should be used to write down homework, so that parents and children understand clearly any set task. Years 7 to 9 will be supplied with personalised school diaries, and High School students should purchase their own diary for school use.

7. PARENT/TEACHER MEETINGS

Curriculum meetings will be held at the beginning of the year and during the year as necessary. The parent teacher conferences take place all-day on the first day of school after the Autumn and Spring half-term holidays and are an excellent opportunity for parents to connect with all of the student's teachers.

Individual subject teachers are available for meetings with parents if there are concerns and appointments can be made through the school office. Students will be briefed on how to make appointments prior to meetings.

8. COUNSELLORS

Our counsellors are able to meet students confidentially to discuss and counsel them about issues of concern. The counsellors also make diagnostic lesson observations and have often been able to identify dynamics and relationships that affect learning and advise teachers on how to resolve the problem. Students are briefed by the counsellors during assemblies. Middle and High students may self-refer. Confidentiality is guaranteed (except where a criminal offence may have taken place) and the counsellors can be contacted by writing to: counsellingromeinternational@officinepsicologiche.it.

Counselling is a person-centered approach to problem solving and resolution. The counsellors will always encourage the referral of medical or mental health issues to the appropriate person in school.

9. SPECIAL EDUCATIONAL NEEDS

RIS is a non-selective academic school. As a result we distinguish between General (GLD) and Specific Learning Difficulties (SLD). Special Learning Difficulties are those which, given sufficient support, do not prevent the student from accessing the curriculum.

These include dyslexia and associated learning difficulties. General Learning Difficulties prevent access to our curriculum, even with support. In the case of SLD, special consideration is provided for all Italian and international public examinations with the aims of equality of access and opportunity.

For Italian exams an educational psychologist's report is required from an ASL (local health authority) registered specialist. Bambini Gesù Hospital is our nearest provider. For international examinations, a certified English translation is required or a report from a private educational psychologist.

The school's Special Education Needs Coordinator, Ms Jenny Stein, is responsible for provision in this respect and is available for parental interviews and consultation.

10. LIBRARY

The Immanuel Kant Library is a Learning Resource Centre (LRC) that provides access to a wide and up-to-date range of resources that meet the needs of the Middle and High School pupils and staff alike regarding education, information and personal development. It is also meant as a place of enjoyment and support for schoolwork.

Its primary aims are to promote reading and independent learning as well as support the Middle School, the IGCSE and IB DP curriculums.

The library provides information and resources in different formats, such as print, digital, audio and visual, at various levels of ability ranges. These resources are organised in different sections within the library. It also offers study space and several computers with internet access.

The Immanuel Kant Library is regulated by a library policy.

Using the library

The library is open during all of the school day from 08.30 to 12.30 and from 13.00 to 16.30. It is aimed at both Middle and High school students as well as staff.

The librarian is usually on hand to assist students and staff. Within the library all users should:

1. Visit the library to read, to use resources, to study, do homework, use computers for study or research purposes, play chess, do project work, join the school magazine club or the book club.
2. The library is well stocked with materials on all Curriculum subjects, as well as fiction in English, Italian, French, Spanish and Chinese.
3. We also have a wide number of resources to improve your English language skills and grammar, if you have specific needs ask your teacher or the Librarian for English grammar and language revision sessions that you can carry out in the library.
4. Remember that the librarian is available to help you, answer questions or assist with information requests whenever needed.
5. Behave calmly and work quietly, not disturbing other users in their activities: the library is a silent study area, where students should work individually.
6. Switch off mobile phones and mp3 players.
7. Not bring or consume any food and/or drink.
8. Have all resources checked out by the librarian before taking them out of the library.
9. Leave study space neat and tidy before leaving.

10. Years 7 to 9 students can come independently to the library before school lessons at break time and at lunch time but not after school; Years 10 to 13 students during their free study periods.

Students can also be sent to the library by teachers as a whole class, individually or in small groups in order to select books, use reference material, consult resources, use the computers or do written work. They should only be sent to the library by prior arrangement with the librarian.

Loan service

All resources can be taken out on loan, except for general reference material (e.g. dictionaries, encyclopaedias, etc.) and periodicals.

- * Years 7 to 9: up to 3 items for 2 weeks (didactic material for 1 week)
- * IGCSE students: up to 5 items for 2 weeks (didactic material for 1 week)
- * IB DP students: up to 8 items for 2 weeks (didactic material for 1 week)
- * Teaching staff: up to 10 items for 8 weeks (including didactic material)

Exceptions regarding the number of items, the loan period and/or material type can be made if strongly motivated.

All users are expected to be responsible for all library items that are checked out to them and to return them in accordance with the due date. A reminder system is in place to help users to locate and return the library items.

Lost and damaged items

If users report a library resource lost, then they will be given until the end of the school term before the librarian will ask for a replacement copy. This will allow time in which the item might be found. If after the term the item has not been found, the user will be asked to provide a replacement copy.

If a resource has been reported or returned damaged beyond repair (e.g. if a book is written on, damaged by food or drink, has heavily torn pages or cover, has pages missing), the user will be asked to provide a replacement copy. General and unavoidable wear and tear are excluded.

11. ICT AMENITIES & EQUIPMENT

A range of technological tools and equipment ensure ample teaching support is available for all sections. WIFI is available throughout the school, electronic whiteboards and projectors are operative in all classrooms and teachers are trained to use them.

Information and Communication Technology (ICT) is embedded throughout the PYP programme. The Elementary School has more than seventy computers between individual year classrooms and banks of laptops for Lower and Upper Schools.

In terms of equipment, banks of iPads and laptops are also available for use by all Middle/High students.

Students from Years 7 – 9 learn ICT skills through the various subject areas. Pupils have access to the internet for educational purposes. There is a computer in every Middle/High School classroom and each wing in the secondary section has a recharge trolley for laptops and iPads. Three High School classrooms are also equipped with Samsung electronic boards, representing a significant investment in the future as well as the continued development of interactive multimedia classrooms.

All resources will be sanitised thoroughly after use.

High School students may register one personal device (or in exceptional circumstances two devices where there is a clear curriculum need) on the wireless network. Smartphones may not be registered.

All students will receive a school email address when they start school. This email address will give them access to the Google Suite for Education allowing them to access any assignments uploaded onto the Google Classroom by the relevant subject /class teacher.

12. INTERNET ACCESS

Each corridor in the secondary section has a recharge trolley for laptops and iPads available for student use. Laptops may be used during lessons at the teacher's discretion. Students may not remove a network cable from a school computer to attach to laptops. Electronic devices may be confiscated by a teacher if used inappropriately. All RIS students are issued with a User ID and Password, which they will keep throughout their time at the school, in order to access the RIS network. Students have a responsibility to keep this code secure and not to share it with anyone else, as they are responsible for all activities on the login. RIS also has a wireless network, available for students and staff, to access the internet and to support studies. Connections to the network are possible Monday to Friday from 08:30 to 17:15. Access to the network is by means of the same login and it is necessary to register device details with the ICT technician. The wireless network is subject to the same restrictions as the wired network, and it has the same security standards which are guaranteed by a firewall. Users are warned that for security reasons and monitoring, every access will be recorded with regard to date, time and web pages visited, and this data will be stored in the RIS database. Smart phones will not be registered on the WiFi network.

The IT facilities in school (computers, printers, wireless internet etc.) should only be used for activities relating to studies, not for recreation. The RIS regulations must be followed at all times, or access will be denied. Using IT inappropriately or to abuse others is a serious disciplinary offence and action will be taken in all cases.

The School Day

13. DAILY SCHEDULE

The daily schedule of classes for all students follow this timeline:

| | |
|----------------------|--|
| 07.45 - 08.25 | Additional Year 9 <i>Licenza Media</i> lessons as scheduled* |
| 08.25 - 08.30 | Registration |
| 08.30 - 09.30 | Period 1 |
| 09.30 - 10.30 | Period 2 |
| 10.30 - 10.50 | Break |
| 10.50 - 11.50 | Period 3 |
| 11.50 - 12.45 | Period 4 |
| 12.45 - 14.05 | Lunch |
| 14.05 - 15.00 | Period 5 |
| 15.00 - 16.00 | Period 6 |
| 16.00 | Lessons end |
| 16.00 - 17.00 | Additional Year 9 <i>Licenza Media</i> lessons as scheduled* |

The Middle and High School observes a staggered lunch, with different year groups eating at different times to allow for cleaning/disinfection and to maintain social distancing.

All sections of the school operate a fortnightly/two week rotating timetable of classes. This means that students will have their subject classes at different times and in a different order every day of the two week cycle. Students receive a personalised timetable of classes at the start of the school year.

Extracurricular activities may take place at lunch and after the end of the school day.

** Lessons in the Italian curriculum may begin at 07.45 in the morning or for one hour after-school from Mondays to Thursdays.*

14. ENTRY AND EXIT PROCEDURE

The school day for all students is the same. IB students are required to attend for the whole school day. Students in all year groups should report to their Form room for Registration at 08.25 every day. Students not attending Registration will be marked absent.

The school day ends for all students at 16.00. IB students are required to attend for the whole school day until 16.00 regardless of their individual course timetable.

15. BREAK TIMES

Year 7-11 students are supervised during break times. Whenever possible students will have breaks outside. We ask parents to provide suitable footwear, warm coats in the winter and sun protection in the summer. On very rainy days or very hot days, children will take their break in the classrooms. Students must spend break times, other than when in the canteen, in the designated areas. They are not allowed anywhere else on the campus.

Year 12 and 13 students may take breaks in their own common area. The common room should be kept tidy and well-maintained. Misuse of the space or any damage to the furniture will result in a withdrawal of the facilities, as well as a request for a refund for damages.

Students are not allowed to leave the campus between lessons or go to the car park or other external areas on the campus. No student is allowed in the fire exit areas unless given permission or direction to do so. Students are not allowed to use the lifts unless they have written permission from a member of staff.

16. LUNCHES

Students have their lunches provided by the school catering company. Students must have lunch in the canteen on Level 0. Students are not permitted to order food to be delivered to school from outside for break or lunch.

17. LOCKERS

All MHS students are assigned a locker to store their textbooks and personal items necessary for use at school. Lockers should not be used to store items which cause an interference with school purposes or that violate school rules. Students are to provide a key-operated padlock to secure their locker. Students' mobile phones must be turned off and locked in their allocated locker before roll call at 08:30 and are not to be retrieved until school ends at 16:00. In the case of urgent need then students should ask to make a call via the school office.

18. EMERGENCY EXIT

Prolonged ringing of the fire bell indicates an emergency exit. A recorded voice will also signal the emergency in Italian. Students should leave their work and line up at the door, to exit the building by the main staircase or the emergency staircase as advised by the teacher. Teachers will lead the students to a line up area in the designated zone and mark the register. The lift must not be used during an emergency exit. Students will be familiarised with different protocols for other emergencies e.g. earthquakes, at the start of each academic year.

19. MEDICAL ISSUES

If a student is feeling unwell they must inform a member of staff. They will then be sent/ taken to a separate area outside of the school building where they will wait to be picked up by their parents.

Minor accidents will be cared for by the school's First Aid Officer and parents will be notified by an accident form. In the case of serious accidents or illness parents will be informed immediately. Please keep your contact numbers updated.

Please note that the school's COVID regulations are aligned with national regulations and can be consulted on the school website: <https://www.romeinternationalschool.it/parent-information>.

20. ABSENCE

Parents should inform the school office before 08.15, by e-mail or telephone, if their child will be missing school. Please also make sure that if your child is late they sign in at the reception desk on Level 1. Otherwise you will receive an automatic email stating that your child is absent. This is essential for both the safety and well-being of your child as well as for organisational purposes.

Please note that the student must either be physically present at the point when the register is taken or sign in late. No other form of message from another parent or student is acceptable. The student is responsible for his/her attendance record. If children are at home due to illness for more than three days, a medical certificate should be provided.

Students who need to leave school early for any reason (medical appointment etc.) must have written authorisation from a parent. They will also require a signature on the appropriate form from a member of the Senior Management Team. Students must present all the required permission slips to the school office and to the security guards at the gate prior to exit.

Parents are reminded, if possible, to schedule medical appointments during non-school times.

When a student is absent for 20 days or more in the school year, the student may be asked to repeat the school year. Decisions on the Year enrollment status of students missing more than 20 total days will be taken by the Middle and High School Leadership Team.

21. SCHOOL UNIFORM AND DRESS CODE

All Middle School and High School students should come to school in the specified school uniform. It is compulsory that all students wear the RIS uniform without modification. Where students come to school not in proper uniform the parents may be called and asked to take the student home.

More information about the summer and winter uniforms is available at this link: <https://www.romeinternationalschool.it/parent-information>

School Life and Culture

22. STUDENT COUNCIL REPS

The Student Council as a forum for the voice of all learners. Each tutor group will elect 1 rep who will join with all other reps to meet regularly with senior staff to suggest initiatives and to raise concerns.

23. FORMS

Forms in the Middle and High School are a class grouping where students of the same Year are supported in their well-being and development by a Form tutor. Form lessons take place every morning briefly at Registration and for one class period per week, and focus on issues of personal, health, and social education.

In an International School it is usual to change and mix the year groups as students move through the Year levels. This is often good for both social and emotional development and learning. This remixing is based on pedagogically approved criteria i.e. equal balance of boys/girls, equal distribution of native/non-native speakers etc. The decisions about the placement of a student in a particular form group affect the interests of the Year collectively and for this reason can only be taken by the school itself.

24. AFTER SCHOOL ACTIVITIES

In line with the school's health and safety policy, the after-school activity programme has been reorganised to follow learning groups rather than age ranges.

After-school activities will begin from the third week of the new school year and enrolments will be annual rather than by the term. The programme of proposed activities is published before the start of the scholastic year and is communicated to parents via email.

25. RELIGION

RIS is a non-denominational school where different faiths are explored through the celebration of diverse cultures. The aim is to encourage students to always pursue knowledge, understanding and tolerance.

26. USE OF ENGLISH

The official language of Rome International School is English. The school also supports the IBO languages policy that includes both the development/maintenance of the mother tongue for all learners and the promotion of the language of the country. Students are expected and required to use English in all lessons other than languages. In addition, students are strongly encouraged to use English during breaks and between lessons as this is beneficial for the whole community.

27. VISITORS

To ensure the security of the school premises, access is restricted to two entry/exit points which are manned by full time security personnel. Visitors to RIS are therefore advised, wherever possible, to make a prior appointment with the school to facilitate their ease of entry. For those visitors who have not made a prior appointment, the guard will contact the school to notify the School Office of the visitor's presence and to seek authorisation for their entry.

All visitors will be issued with a 'Visitor's Pass' which should be visibly worn at all times during the visit to the school.

Students and/or parents should seek the prior permission of the Principal or Vice Principal if they wish to bring a visitor to the school.

28. CALENDAR EVENTS / DATES

A copy of the school calendar is available on the parent portal of the school website and in the diary provided by the school to Middle and High school students. Other events may be added to this calendar if they are felt to be of importance and relevance. Parents will be notified of these via the weekly school newsletter.

29. CONCERTS

There may be performances during the school year and these will be announced via the newsletter and organising members of staff.

30. SCHOOL TRIPS

Programmes of all day trips will be drawn up at the beginning of the year as far as possible. It may happen that an unexpected exhibition or cultural show visits Rome to which teachers will be able to include a visit, even if not programmed, if it is relevant to a topic being studied in class.

31. RESIDENTIAL TRIPS

Students in Years 7-12 are offered a residential trip at least once in the school year, pandemic restrictions permitting. These trips will be organised to ensure a focus on a learning outcome. In Middle School the residential trip will be based in Italy, for High School the trip may involve a destination in another country in Europe. The itinerary for all trips is carefully chosen to ensure an educational but enjoyable experience for the students.

32. PARENT/TEACHER ASSOCIATION/ PARENT REPRESENTATIVES

The PTA welcomes all parents and teachers to take part in their fundraising/social events. Meetings are held regularly and various committees agreed at the start of the year.

Parents are also encouraged to take part in the Parent Representatives Committee. Each year parents from each class are invited to participate in matters of interest. Parents who would like to be involved are invited to the PTA breakfast in September where information on the role of Parent Representatives will be explained. Parent representatives will be elected during class meetings in September and they will meet monthly with the relevant Principal.

School Rules

33. WHOLE SCHOOL RULES AND REGULATIONS

1. Students from Nursery to Year 13 should come to school dressed in full school uniform. Physical Education uniforms may be worn only on the days when students have Physical Education. Science uniform (Middle/High) with safety accessories (lab coat, glasses, mask, and gloves) is compulsory during nominated Science lessons in the laboratories. Parents of children who do not comply with these rules will be called to take their child home and their absence will be considered unauthorised (see paragraph "Absenteeism").
2. Behaviour that causes willful damage to the property of the school or to that of a fellow student will not be tolerated and disciplinary procedures will be carried out.
3. Students must not bring fireworks, knives, dangerous toys or imitation weapons to school. Such items will be confiscated and the student immediately suspended. This list is not exhaustive and the Principal's decision on what constitutes reasonable equipment to bring to school is final.
4. Electronic games must not be brought to school. Students are not allowed to use mobile phones during the school day. In the case of urgent need then students must ask to make a call via the school office. Following on from these guidelines and bearing in mind the presence of personal lockers for personal objects, RIS will not be held responsible for the loss or theft of any of the above items. RIS will also not be held responsible for the loss or theft of cash beyond which is necessary for within the school day.
5. Missing lessons without parental permission will be counted as truancy and may lead to suspension.
6. There are automatic sanctions for offences such as fighting, bullying, damage to property, theft, bad language and smoking. These sanctions are indicated in the behaviour policy and will be enforced in every case.
7. When a student is absent for 20 days or more in the school year, the student may be asked to repeat the school year. Decisions on the Year enrollment status of students missing more than 20 total days will be taken by the Middle and High School Leadership Team.
8. Students who are suspended from school on three separate occasions will be liable for

expulsion. This decision will be irrevocable.

9. Any student who brings illegal substances or pornographic material (in any media) to school or to any school event will be suspended, or even expelled, without recourse.
10. Students may be suspended or expelled for a single offence if they bring the school into disrepute by circulating in written, printed or electronic formats anything which could be damaging to RIS, its teachers or its students, or to anyone associated with the school community. Parents are required to note that also their behaviour, if potentially damaging to RIS, its teachers, its students or to anyone associated with the school community, could impede the continuation of the relationship with the school.
11. The School has a no-touch policy where students are not allowed to use their hands, feet and things to cause harm to others. This means that ambiguity about play-fighting can be avoided and excuses about the non malicious intent of actions will not be accepted.

34. DISCIPLINE OF STUDENTS

At RIS we enjoy a very positive learning atmosphere in which we actively encourage a culture that embodies the ethos of mutual respect. We expect students to show respect for staff, other students and the school premises, as well as importantly, for themselves. We believe in dialogue and support; however, the school will enforce disciplinary measures whenever this is felt necessary to maintain the ethos and environment of the school.

Minor behavioural infractions will be communicated to parents in the first instance. In the case of more significant or repeated issues or concerns parents will be invited to meet with the Form Tutor, Key Stage Leader, or Principal / Vice Principal. All behavioural incidents (unless minor) will be recorded on the school behaviour management system and will be stored for future reference. Detentions, placing students on report and the possibility of suspension or eventual expulsion are all potential steps within the procedural code. A full description of the disciplinary procedures can be found in the official RIS document 'What we offer' available on our website.

35. USE OF SCHOOL PROPERTY

Students are taught to respect School property. Parents will be responsible for costs of any deliberate damage to school property caused by their child and disciplinary procedures will be followed in all cases. The Auditorium and sports areas can only be accessed and used under staff supervision. The Auditorium is only available through prior agreement. Entry to the gym is permitted only through the access door in the changing rooms (not the main corridor) and only wearing the required and permitted sports shoes.

36. USE OF THE SCHOOL CAR PARK

As part of the school's health and safety policy, kindly note that vehicle access to the campus will

be allowed for drop-off / pick-up purposes or for appointments previously agreed with the administration, whether these meetings are with teachers or other members of staff. The school grounds must be safe for students, staff and visitors. The following procedures must be observed for all visitors:

- Vehicle/motorbike entry for visitors is not allowed after 09.30.
- Any cars still on-site between 09.30 and 14.00 are required to exit from the top gate on Via Guglielmo Pecori Giraldi. If you are in school during these hours, please ensure that you do not transit or park beyond the level 3 car park.
- The vehicle permits issued by the school are an important part of the school's safety and security policy and must be clearly displayed when transiting the school grounds.

Vehicle movements on the campus premises are limited to the school entry and exit times. During the school day (09.30 – 14.30) vehicles are not allowed entry with exceptions for the school bus, canteen provider and pre-scheduled deliveries.

There is a reserved parking area for staff members. Bicycles must also be parked in the designated areas.

Currently students in Years 12 – 13 are allowed to park in the school grounds with motorcycles or micro-cars, however this will be reviewed in the case of serious congestion and students must park in the designated area. There are 20 micro-car permits. These must be applied for in writing, to the Principal of Middle and High School. Once 20 passes have been issued, the students will be placed on a waiting list.

NB: Visitor and Parental access to the campus will be limited and will only be permitted to those who have an appointment to see a member of staff.

To enable a better level of safety and security for all, parents, guardians and babysitters are requested to limit their time on the school grounds to that necessary in collecting their charges. Children cannot be allowed to continue their playtime on the school grounds after school has finished. Parents with younger children waiting for Middle/High student exit are deemed wholly responsible for their children's behaviour whilst on school grounds. Our students' safety and security is of the utmost importance to us and the school will be constantly upgrading systems to ensure this. Therefore, we reserve the right to introduce new measures as we see necessary. This may include different exit procedures and limitation of general access to the immediate school building and its vicinity during the year. Please note that dogs are not allowed in the vicinity of the school buildings.

36. COMMUNICATIONS AND PRIVACY

The emailing system introduced is the official system of communication between School and families; please check your emails regularly and notify the office of any changes to your address.

Parents are informed about all relevant aspects of school life in the form of a weekly newsletter, which is sent home via email on Friday. This can also be found online. As well as communications about school events and important notices, we also publish the lunch menu for the following week. Please note that for reasons of privacy, only the first name of students are published in any internal and external communications (e.g newsletter and magazine articles).

Notices about school trips and major events (concerts, sporting events etc) are communicated to parents in separate letters sent home with students. Reminders will be given in the weekly newsletter. Please always check with your child if there are communications to receive. They will also be published on our website (see below).

The dates of all meetings and exams will be notified to the families of all students involved by means of specific, individual messages.

Personal Data Protection and Privacy

Personal Data and Privacy laws in Europe have changed to better regulate how companies and organisations protect EU citizens' rights.

RIS takes the protection of personal data and privacy rights of our community seriously. In compliance with the principles of the EU Regulation (2016/679) - GDPR – all parents upon enrolment are given a Data Privacy Notice that clearly explains how the school processes (collects, uses, stores) information, why (the purpose) and how long. The school requires signed parental consent (both parents for minors) agreeing to this Data Privacy Notice.

In addition, the school asks for parental consent for the use and publication of students' images for educational, communication and administrative purposes.

An image consent form is shared with parents upon enrolment, where consent can be indicated.

If parents decide to deny consent, this can have consequences for certain standard activities that take place during the school year such as publication of photos in the yearbook, the newsletter, performances.

In addition, even though the consent should have been given the school will not associate a photograph or video with the full name of the student. This exclusion is obviously extended to any personal email address, telephone or other contact and personal information. Following best practice, we will publish mainly contextualised group photos.

This consent can be revoked at any time by written notice to be sent by post or e-mail to: RIS S.r.l., Via Guglielmo Pecori Giraldi 137 - 00135 Roma, 06 844 82 650 privacy@romeinternationalschool.it

For any question about how personal and special categories of personal data are processed, please contact us at:

RIS S.r.l., Via Guglielmo Pecori Giraldi 137 - 00135 Roma privacy@romeinternationalschool.it
+39 06 844 82 650 /651

Our protection processes are validated by KELONY - Risk Rating Agency, as Independent Qualifier Body.

Updated January 2023