

# Student/Parent Handbook

## 2017-18

## **Contents**

<b>Contact Numbers</b>	<b>4</b>
<b>Staffing</b>	<b>4-5</b>
<b>IS Modena Core Values</b>	<b>6</b>
<b>IB Mission Statement</b>	<b>6</b>
<b>IB Learner Profile</b>	<b>7</b>
<b>IS Modena Rights and Responsibilities</b>	<b>8</b>
<b>Student Welfare</b>	<b>9</b>
Expectations for all Students	<b>9</b>
Arrival and Pick-Up	<b>9-10</b>
Personal Belongings in School	<b>10-11</b>
Guidelines for Visitors/Guests	<b>11</b>
<b>Attendance</b>	<b>11</b>
Absences/Tardies	<b>12</b>
Extended Absences	<b>12</b>
<b>Uniforms and Dress Code</b>	<b>13-14</b>
<b>Academic Matters</b>	<b>14</b>
Homework and Assignments	<b>14</b>
Reporting on Student Learning	<b>15</b>
ManageBac	<b>15</b>
Library	<b>16</b>
Materials/Stationery	<b>16</b>
References and Transfer certificates	<b>16</b>
Mother Tongue Program	<b>17</b>
School Trips/Visits	<b>17</b>
<b>Communication</b>	<b>17</b>
Change of Telephone Number/Address	<b>18</b>
Newsletters	<b>18</b>

Parent Teacher Conferences, 3 way Conferences	<b>18-19</b>
Student Led Conferences	<b>19</b>
Enrolment/Registration	<b>19</b>
<b>General and Miscellaneous Information</b>	<b>20</b>
Lunch/Breaks	<b>20</b>
Birthday celebrations	<b>21</b>
Telephone	<b>21</b>
Bus Service	<b>21-22</b>
<b>Health, Safety and Security</b>	<b>22</b>
Security	<b>22</b>
School Closure	<b>22</b>
Illness or Accident at School	<b>23</b>
Illness and Medication	<b>23</b>
Nut Free Policy – Nut Allergies	<b>23</b>
Sun Cream/Sunscreen	<b>23</b>
<b>Supplementary Programs, Activities and Special Events</b>	<b>24</b>
PTA	<b>24</b>
First Day of School – Welcome Coffee	<b>24</b>
Back to School Nights	<b>24</b>
Co-Curricular activities (Clubs)	<b>25</b>
Volunteers	<b>25</b>

### **Contact Information**

**School phone:** + 39 059 530649

**School Fax:** + 39 059 5339055

**School E-mail:** [info@internationalschoolofmodena.it](mailto:info@internationalschoolofmodena.it)

**Office E-Mail:** [office@internationalschoolofmodena.it](mailto:office@internationalschoolofmodena.it)

**School Address:** Piazza Montessori 1/A, Montale Rangone (MO) 41051, Italy

**Website:** [www.internationalschoolofmodena.it](http://www.internationalschoolofmodena.it)

**Bus Company:** AMNE – phone: 059 333526, fax 059 333670

## **Staffing 2017/18**

**Adam Brown** (Principal & Public Speaking Teacher)

**Marianne Valentine** (Early Years Coordinator)

**Jacky Payne** (PYP - Primary Years Programme Coordinator & EAL Teacher)

**Chiara Forti** (MYP - Middle Years Programme Coordinator, Italian Mother Tongue Grades 5-6 & Italian Language and Literature Grade 7)

**Caroline Searle** (DP - Diploma Programme Coordinator, DP History & University counselling, MYP Individuals & Societies History Grades 10-11)

**Elisa Zanfi** (School Office Coordinator/Administration)

**Silvia Neri** (School Office/Administration/Library)

**Pamela Menghini** (School Office)

**Luigi Cirrito** (Caretaker)

**Greta Giacomini** (Teaching Assistant)

**Cressida Makin** (Teaching Assistant)

**Veronica Saetti** (Teaching Assistant)

**Monia Paradisi** (Teaching Assistant)

**Jackie Mole** (Kindergarten Teacher)

**Michela Barba** (Transition Teacher)

**Emma McCabe** (Grade 1 Teacher)

**Nina Grandi** (Grade 2G Teacher)

**Nicola Bharucha** (Grade 2B Teacher)

**Alessandra Melia** (Grade 3 Teacher)

**Caoimhe Speakman** (Grade 4 Teacher)

**Debbie West** (Grade 5 Teacher)

**Karen Thomson** (Grade 6 Teacher)

**Emily Moore** (Maths/Support Teacher)

**Elisa Pedrazzi** (PYP Italian Additional Language - Grades 1-6 & Student Support/Inclusion Coordinator)

**Giulia Garagnani** (Italian Mother Tongue- Grades 3-4 & MYP Italian Language and Literature Grades 8-9)

**Valeria Ferrari** (MYP Italian Language Acquisition - IB Diploma Italian B and CAS Coordinator & MYP French Language Acquisition Grade 7 until December 2017)

**Elisa Zini** (IB Diploma Italian A & French B - MYP Italian Language and Literature Grades 10-11 & MYP French Language Acquisition Grades 8-9- 10-11)

**Tammy Travill** (MYP Individuals & Societies Grades 7-9, MYP Individuals & Societies Geography Grades 10-11)

**Chiara Girasoli** (MYP English Language and Literature & Drama Grades 7-9)

**Fiona Norman** (IB Diploma English & MYP English Language and Literature Grades 10-11)

**Angela Pane** (EAL- English Additional Language (maternity cover) and PYP Italian Mother Tongue Grades 1-2)

**Francesca Righi** (EAL- English Additional Language & MYP French Language Acquisition Grade 7 – returning in December 2017))

**Jonathon Berriman** (MYP Mathematics Grades 7-10, MYP Standard Mathematics Grade 11 & IB Diploma Mathematical Studies)

**Andy Stabellini** (IB Diploma Physics & ToK Coordinator; MYP Science Grades 7-8 & MYP Physics Grades 10-11)

**Miglana Shabanska** (IB Diploma Biology & MYP Sciences Grade 9 and MYP Biology & Chemistry Grades 10-11)

**Marco Montorsi** (IB Diploma Mathematics, University counselling (Italy), MYP Extended Mathematics Grade 11 - Terza Media Exam preparation - Technical Drawing & Italian Math)

**Pascal Groppi** (PYP & MYP Physical Education)

**Joanna Chesterman** (PYP & MYP Music, MYP Art Grades 7-9 & MYP Design Grades 7-9)

**Daniel Norman** (MYP Art Grades 9-10-11 & DP Visual Arts)

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### ***International Baccalaureate Mission Statement***

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment. These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

## IB LEARNER PROFILE

The IB Learner Profile is embraced throughout the whole school. We believe that all members of the school community are learners and thus, the Learner Profile applies to all of us – students, staff and parents. As an authorized IB PYP & MYP school and IB Diploma candidate school, we promote the lifelong process of educating the whole person. The Learner Profile is a key cross-program component in all IB schools and is central to what is meant to be internationally minded. The Profile is not intended to be a profile of a perfect student, rather, it can be considered as a map of a lifelong journey in the pursuit of international-mindedness.

IB learners strive to be:

**Inquirers** We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

**Knowledgeable** We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

**Thinkers** We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

**Communicators** We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

**Principled** We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

**Open-minded** We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

**Caring** We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

**Risk-takers** We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

**Balanced** We understand the importance of balancing different aspects of our lives - intellectual, physical, spiritual and emotional - to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

**Reflective** We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

## **IS Modena Rights and Responsibilities**

*(Developed by the Grade 3 & Grade 4 classes during the 2008-2009 school year)*

**We all have the right to be safe from harm at school**

**and**

**the responsibility to be kind and caring towards others.**

**We all have the right to share our ideas and opinions**

**and**

**the responsibility to think about what we say.**

**We have the right to be heard**

**but also**

**the responsibility to listen carefully.**

**We all have the right to believe what we want and to change our beliefs if we choose to**

**and**

**we have the responsibility to let others have their own beliefs.**

**We have the right to be treated fairly**

**and**

**the responsibility to be fair and honest with others.**

**We all have the right to have a rest from work if we need it**

**but**

**the responsibility to get our work done and take breaks at a sensible time.**

**We have the right to have school rules that protect us**

**and**

**the responsibility to follow the rules when we are at school.**

**We have the right to have access to food, water, the toilet and care when we are hurt or sick**

**but**

**the responsibility to take good care of ourselves.**

**We have the right to ask for help if we need it**

**and**

**the responsibility to help others.**

**We have the right to speak in our mother tongue at school**

**but**

**the responsibility to ensure that all members of our community are included and respected.**

**We have the right to learn**

**and**

**the responsibility to use our brains!**

## Student Welfare

### **Expectations for all Students**

The International School of Modena is a place of learning, and all students must be aware of the rights of others to study, work and learn. We expect students to take responsibility for and make good decisions about their learning, their relationships, their behaviour and their belongings. We believe that all students, teachers and parents work together to create and maintain a safe and supportive environment that promotes learning.

### **Arrival and Pick-up**

Students can arrive at school **from 8:15 onwards**. Buses arrive and use the parking space in front of the school from **8:10-8:30 every morning**.

Parents **must use** the public parking area outside the school gate. Please remember to lock your cars and do not leave any valuables inside. Internal parking area is reserved for staff only and bus service.

**\*\*\*The safety and well-being of our students is our first priority and our staff take their duty of care very seriously. One aspect of this is ensuring that students go home on the correct bus. When students take their regular bus as planned this goes smoothly. On those occasions when there are changes it can be problematic if staff are not fully certain of who is to go by bus, particularly when students who usually take the bus are being instead collected from school. To ensure there can be no uncertainty it is essential that if a parent wishes to make a change to the normal use of the bus service, the school office is informed before 2pm.**

9

**We cannot accept or allow any changes to the bus lists after 14:00.**

**The school office can be contacted by telephone, email or via a note in the student diary. If your child is in Grade 3 and above please remind them of their responsibility to ensure the note is passed to the class teacher or office.**

**We are confident that by adhering strictly to the 14.00 deadline for bus changes our students will benefit. Our staff will be more easily able to ensure they are on the correct bus on the correct days and also the buses will be able to leave more promptly and hence students will arrive home on time without any delays.**

**Check the calendar and check the weekly newsletter for early dismissal and other special days.**

**The school day finishes at 14:50 for Kindergarten and Transition classes, at 15:00 for all Primary Years and 15:10 for Middle & Diploma Years. Please arrive on time to pick up your children. If you know you will be late, call the school to inform us of your arrival time.**

Parents are welcome to come into the school entrance only when dropping off or picking up children. We ask you to follow these guidelines:

- Park in the **outer parking lot** and enter through the small gate, **closing it behind you**.
- **Kindergarten and Transition classes will be dismissed at 14:50** and pick-up will take place in the school entrance. Parents of students in Kindergarten and Transition wait in the school entrance for their children.
- **Grades 1 to 6 will be dismissed at 15:10**. Teachers up to Grade 4 will accompany their students to the Auditorium. Parents of students from Grade 1 up wait in the Auditorium or outside but **keep the entrance to the school clear** so that we can see who is entering and leaving the school.
- **Middle Years students will be dismissed at 15:10**.
- **Diploma students will be dismissed at 15:10**.
- **BUS STUDENTS** – will wait in their designated “bus”.

***Planning afternoons for 2017-2018  
(Early Dismissal for students at 13:00)***

6 October (Friday), 7 December (Thursday), 26 January (Friday), 9 March (Friday), 11 May (Friday)

**Ensure that you supervise your child(ren)**- Students **will not be allowed** to wander around the entrance way, or run around in front of the school or in the parking lot.

**Quite simply, if you are in the building, you need to be with your child(ren) ensuring that they are making good decisions about their behaviour.**

### ***Personal Belongings in School***

Students must be responsible for their belongings while at school. To help them with this, **please ensure that all sweatshirts/jumpers, coats, hats, scarves, PE clothes, back packs, etc, are labelled with the student's name.** Students are **discouraged** from bringing toys, handheld games, money and/or other valuables to school. However, students are **encouraged** to bring in items from home that connect to or support their learning.

**Primary Years** - Students in Grades 3 to 6 are required to bring in their own personal iPad every day. General iPad user agreements:

- ✓ iPads are not to be used during break times: they should be locked up in the classroom cabinets;
- ✓ iPads are to be used in school only for didactic purposes, students are NOT allowed to play non-educational games on them during school hours;
- ✓ students should not be surfing the net with iPads without teacher supervision and should not use the iPads without the teachers' permission;
- ✓ Students are responsible of coming to school with iPads fully charged.

**Middle Years – BYOD (Bring Your Own Device)** – please refer to the IS Modena BYOD policy user agreement.

### ***Guidelines for Visitors/Guests***

At times our students will have guests visiting that they would like to bring to school for a visit. As the school grows, we may not be able to accommodate all of these requests, especially in the larger classes. The following guidelines for guests must be adhered to:

- Parents must make a request to the School Manager in writing at least one week in advance of the visit. **If advance notice is not given we cannot accommodate students.**
- The School Manager will discuss the visit with the class teacher and an effort will be made to accommodate the visitor, providing it fits into the program and the plans of the teacher.
- If the teacher and School Manager decide that the visitor can be accommodated it will be for a maximum of one school day only. Shorter visits of 1-2 hours have less of an impact on learning and are strongly encouraged.

### ***Attendance***

Learning at the International School of Modena is very interactive, requiring the participation and interaction of the students with each other and with the teachers. This is adversely affected when a child is absent – not only for that child in particular but for the dynamics of the whole class.

Of course some absences, such as illness, are unavoidable, but others lie within the family's priorities. Please see *Extended Absences* below.

**The Absence forms, in the Home/School Diary, must be completed for a single day of absence or to cover a period of absence. The Absence forms must be filled out and one part returned to the Class teachers and/or Form Tutor taking attendance.**

## ***Absences/Tardies***

Punctuality is important both as a matter of courtesy and to prevent disruption of classes caused by the arrival of latecomers. If a student is late she/he misses the important beginning of the school day. **Chronic tardiness prohibits learning for all students.** Please show respect for your child's learning as well as the other students' and be on time.

**Please refer to the Whole-School Expectations of Student Behaviour Document.**

If a child is absent or will be late, parents are asked to telephone (or mail) the school before 8:30 and fill out the Late/Early dismissal Absence forms from the Home/School Diary. One part is to be returned to the office.

## ***Extended Absences***

If a student will be away from school for an extended period of time (3 days or more) the parent should notify the School Manager and School Office in writing, by using the Absence forms, stating the dates and reason for the absence.

**Please ensure that at least one week's notice is given before the extended absence takes place.**

Students will be responsible for completing the following during extended absences:

- PYP - A written daily journal/diary describing their experiences while out of school;
- PYP - Collecting brochures, maps, ticket stubs, etc. to share upon returning to school;
- Any work assigned by the teacher (not all teachers will assign work during absences);

Parents are asked to avoid scheduling family holidays during term time, as it is disruptive to the student's progress and to the rest of the class.

**Students who miss more than 20 days of school for reasons other than illness will be retained and will repeat their current grade in the 2018-2019 school year.**

**Students who miss more than 35 days of school for any reason, illness included, will be retained and will repeat their current grade in the 2018-2019 school year.**

## Uniforms and Dress Code

### Kindergarten to Grade 11

**Uniform:** Students are expected to wear the school uniform which consists of a blue polo shirt and a royal blue sweatshirt/hooded top (KDG to G9) and a white polo shirt and a dark blue sweatshirt/hooded top (G10-11). **Dark blue or black shorts, trousers or skirts** or tidy jeans (no holes or ripped jeans allowed) can be worn on the lower half. No hats or headscarves are to be worn inside the school, except for religious purposes. We encourage students to wear hats outside on hot, sunny days.

**Shorts and skirts should also be of an appropriate length, even with leggings underneath. Hot pants are not appropriate in the school setting.**

Uniforms can be ordered online from the supplier Tempo Imperfetto. Please ask the office for further details.

**Diploma students, Grades 12-13:** dress code is casual/smart - no uniform. T shirts are not acceptable, however polo type shirts with collar, shirts and blouses are. Tidy jeans acceptable. Shorts should be of an appropriate length (mid-thigh), even with leggings underneath. Tops and blouses should cover the midriff and should not have low necklines.

**Footwear:** Primary Years students must bring a change of shoes to be worn during inclement weather or when teachers require them to do so. Your child should have a soft pair of shoes or slippers which will be used exclusively for indoor use. Please ensure that the shoes you provide for your child are appropriate, safe and that the child can put them on and take them off by themselves.

**Younger students should not wear shoes with laces until they can tie the laces themselves.**

**Flip flops are not a safe form of footwear for moving around school for any of our students.**

**Physical Education Kit:** Students wear shorts/track suit bottoms, a white school T-shirt and gym shoes (both indoor/outdoor shoes are required) during PE lessons. Older students from Grade 5 should also bring a towel and toiletries for showering.

Kindergarten and Transition students are encouraged to wear their PE kit to school on the days they have PE lessons. **All earrings, including studs, must be removed for PE lessons.**

**Jewellery:** Students may wear sensible items of jewellery. These should not be expensive and students are responsible for them.

**All jewellery must be removed for PE** (including watches, earrings, rings, bracelets, necklaces, anklets).

**Art Smock/Old Shirt:** All students should bring an art smock/old shirt for use during the school day.

**PLEASE ENSURE ALL ITEMS ARE LABELLED WITH YOUR CHILD'S NAME**

**Except for the very young children, we expect the students to keep track of their own belongings. Please discuss this with them. If your child arrives home with clothing or something else that belongs to another student, please return it to school the next day.**

**A lost property (Lost & Found Box) is located in the corridor facing the office, feel free to check it for missing items and **please keep it tidy**. The Lost & Found Box will be emptied out regularly every couple of months.**

## ***Academic Matters***

### ***Homework and Assignments***

Reading and the sharing of books is a highly valued activity at **all** grade levels. In all grades the expectation is that students will read and/or be read to regularly at home, although this may not be explicitly stated on a daily basis. In addition to this, the teacher may require independent research, project work, writing, reflection, spelling practice, mathematics practice and so forth, depending on the needs of the student.

We strongly encourage all families to regularly discuss the learning from each day as part of the “homework.” We will be encouraging all students to be thinking about what they’re learning and not just completing tasks for the sake of “doing homework.”

The following are average times we would expect students to spend on homework. Please note that some homework is assigned on a daily basis, while some is assigned weekly. These are guidelines only and not hard and fast rules. However all students are expected to read on a daily basis.

**Early Years:** Sharing books with parents daily

**Grades 1-2:** Reading and 2 pieces of set homework per week

**Grades 3-4:** 30 minutes daily, including reading

**Grades 5-6:** 45 minutes daily, including reading

**Middle Years Grades 7-9:** About 60 minutes daily and reading. A homework timetable will be distributed at the beginning of the school year.

**Middle Years Grades 10-11:** About 90 minutes daily and reading. Approximately 1 ½ hour homework weekly per subject.

**Diploma Programme Assessments should be set in accordance with the DP calendar of deadlines. Assignments and homework tasks will be set regularly at the subject teacher’s discretion.**

We encourage parents of PYP and MYP to use the home/school diary to communicate daily notes and messages to the teacher. If your child, for any reason, has had a problem completing the homework, please jot this down so that the teacher knows that it has not simply been forgotten. If it has taken your child much longer than the expected amount of time to do the homework, or vice versa, then please let the teacher know. Finally, homework should be seen as another way of learning about what your child is doing in school. It should be a

positive experience for yourself and your child. If homework becomes a battle, please speak with your child's teacher.

## ***Reporting on Student Learning***

Thorough written digital reports will be released online to families twice each year for all students from Grade 1 through Grade 12 through ManageBac. You will receive the first report at the end of February and the second near the end of the school year. Kindergarten and Transition students will receive one written report at the end of the academic year. Teachers are available to speak with parents throughout the school year. Parent/Teacher and 3 way conferences are held in October/November and March/April/May each year and Student Led Conferences are held in May/June.

## ***ManageBac***

### **PYP**

ManageBac is used for planning by the teachers and for the twice yearly report cards. All new parents will be sent a welcome email inviting them to log into ManageBac and create their own password. It is essential that parents do this as it will be the only way to access their child's report cards.

### **MYP & DP**

Families new to the school will receive an email inviting you, as parents, to log onto ManageBac. We are very excited to be able to offer this excellent learning tool to our students. It is an online learning platform for IB world schools. ManageBac enables efficient curriculum planning, assessment and reporting and enhances teacher's communication with parents and students. For the students it is an extremely useful method for them to keep on top of their school work using the calendars, gives them the opportunity to check assignments online from wherever they are, and provides them with easy ways to check their progress and achievement.

These benefits are also available to parents through the parental log in, which will enable you to monitor your child's assignments and assessments and so help them to manage their work. You will be able to see the grades and/or comments received for assessments, thus enabling you to easily check if your child is on track and progressing well.

Once you have received the welcome email we suggest you click on the 'online help tutorial' on the right. Once on the 'online help tutorial' page select the 'parent' tab on the right, and then the programme your child is in on the left. A good starting point is to watch the demonstration video on the bottom left which will give you an overview of how the ManageBac platform works. You can then click on links to find out in more detail whatever aspects you wish to access. Also please do

ask your child. He or she will have been shown how to use ManageBac by either the class teacher or coordinator and the student's access is very similar to the parental access.

We are already discovering the many advantages of using ManageBac with the students. We are delighted with the possibilities this platform offers us as a school to strengthen our communication with you as parents and trust you will appreciate the many benefits of using ManageBac as a parent.

*\*Please note that when a student leaves the school report cards will be archived on ManageBac. Parents will no longer be able to access their child's report therefore please download and save them.*

## **Library**

The library is a central learning area for the whole school. The growing collection of resources supports the PYP, MYP & DP programmes and provides a means to carry out the inquiry process. The library should also help foster the love of reading for all members of the school community. All students will visit and use the library regularly to choose books, learn information literacy skills and to get the most out of the library resources.

## **Materials/Stationery**

PYP - All stationery items, including books, home-school diaries, notebooks and writing materials are provided by the school. There may be an occasional request for other specific items.

MYP - home-school diaries (one per student, per year) are provided by the school. Some textbooks are provided by the school while others, especially in G10 & 11 need to be ordered privately or through the school office. Specific requirements for stationery and/or calculators will be mailed by the school office.

DP - home-school diaries (one per student, per year) are provided by the school. All textbooks need to be ordered privately or through the school office. There may be an occasional request for other specific items as stationery and/or calculators.

**All students need to bring an art smock/old shirt for use during the Art lessons.**

## **References and Transfer Certificates**

When a student leaves IS Modena we supply parents with a transfer certificate for their new school. Further references may be written by the teacher or School Manager by request from parents or other schools.

If you require a transfer certificate and/or student reference, please give the school a minimum of two weeks' notice, although it may take longer during particularly busy periods such as the end of the academic year.

## ***Mother Tongue Program***

It is beneficial for students to maintain fluency and growth in their first language. We advise parents to continue to use the mother tongue with the child at home and to provide opportunities to experience its literature. Our in-school Mother Tongue Program will provide approximately 45 minutes per week of Mother Tongue exposure for some languages. The aim of the program is to make it easier for IS Modena students to return home after studying outside their home country by providing opportunities for these students to maintain their mother tongue.

**The Mother Tongue program will not keep children on par with their classmates in their home country, nor is it intended to do so.**

The sessions will provide a weekly opportunity for students to learn in their home language. The Mother Tongue sessions are not meant to be language lessons. In order to participate in the Mother Tongue sessions, the child must be fluent in that language. Mother Tongue sessions will be taught by trained teachers when it is possible. If a trained teacher is not available, a parent may teach the sessions. For the 2016-2017 school year we expect to offer the Mother Tongue Program in the following languages: Portuguese, Spanish, German. We will consider other languages if there are parents who wish to volunteer.

## ***School Trips/Visits***

Over the course of the year, we arrange trips to enhance the educational programs. Parents are asked to sign a Local Trip Permission Form at the beginning of the year for local walks that don't require transportation. Parents will always receive a written notice of planned outings for local trips which will include a permission slip to be returned.

17

## ***Communication***

We believe that close contact between home and school is essential. Many notes, newsletters, reports and other forms of correspondence will be sent home via mail regularly in an effort to keep families informed.

We want to be approachable on all matters and encourage parents to feel free to phone or write when the need arises. Teachers, although often not available during the school day, are more than willing to maintain open communication about their students. Please do not hesitate to contact us with any questions you may have. Communication can be via the home/school diary, email and/or telephone. It is possible to leave a message either on the machine or with the school office Monday to Friday between 8:00am - 11:45am or from 12:15pm - 18:00pm.

**Please make sure you are accessible during the school day.**

**Keep your telephones switched on so that we can contact you in the event of an emergency.**

## ***Change of Phone Number and/or Address***

Parents should notify the school in writing **immediately** if there is a change in address, telephone number or email address. We need this information in case we need to contact you while your child is at school.

## ***Newsletters***

Newsletters from the school and from individual Primary Years classes will be distributed regularly throughout the school year. Monday is the designated day for distribution of the whole school newsletter.

**We expect parents to read the school newsletter regularly.**  
**It is the primary means of communication about events happening throughout the school.**

All newsletters are also available on the school website. The weekly newsletter will be online on the school website and parents will receive an email as soon as it is available.

## ***Parent/Teacher Conferences, 3 way conferences (student-parent-teacher) and Student Led Conferences***

Twice each year the school schedules conferences to give parents, teachers and students an opportunity to discuss the growth and progress of each student.

Learning is a three-way partnership and to best reflect this some parents' evenings will include the student as well as the parents and teacher to enable a three-way conversation about the student's learning. This will ensure all parties share the same understanding of the student's achievement and of how the student can best progress further. **Three way conferences are based on time of year and age of the students. Please check below for which conferences are three-way and which are traditional 'parents only' conferences. All conferences are by appointment and parents will be notified of the times of their meetings in advance.**

For the 2017-2018 school year, Parent/Teacher conferences will be scheduled as follows:

**PYP (KDG to G6) from 15:30-19:30**

**November 9 2017 (Kindergarten, Transition and Grade 1 Parents only)**

**November 9 2017 (Grade 2 to 6, 3 way conferences)**

**April 12 2018 (Kindergarten-Transition- Grade 1 conference - parents only, PYP G2-6 three-way conference)**

**MYP & DP Grade 7, 10 & 12 from 15:30 to 19:00**

October 24 2017 (3 way conferences)

March 15 2018 (3 way conferences)

**MYP Grades 8 & 11 from 15:30 to 19:00**

November 16 2017 (3 way conferences)

March 27 2018 (3 way conferences)

**MYP Grades 9 from 15:30 to 19:00**

November 23 2017 (3 way conferences)

April 27 2018 (3 way conferences)

**Student Led Conferences MAY/JUNE 2018**

Student Led Conferences for students in Kindergarten to Grade 9 will be scheduled during the school year and parents will be informed in advance.

**All students will attend their conferences with their parents at a scheduled time. These conferences are for parents only.**

## ***Enrolment/Registration***

Each year towards the end of the first term the school sends information to all students eligible to return to IS Modena the following year explaining the enrolment procedures and outlining the fees.

**We ask you to meet the deadlines and not wait until the last minute to enrol your child and/or pay the fees bearing in mind the increasing number of students in our school. Doing so puts unnecessary pressure on the office. All parents are required to contact the office in advance to arrange an appointment.**

This will allow us to prepare the paperwork ahead of time and minimize your wait time.

**Should your child no longer attend IS Modena the following school year or leave during the term, please send an official email to the Principal and the School Office.**

## **General and Miscellaneous Information**

### **Lunch and Breaks**

All students eat lunch between 11:30 and 12:20. All students then have a break after lunch.

#### **Class schedule for lunch**

<b>KDG/TR/G1</b>	<b>11:30 (have lunch in the school auditorium)</b>
<b>G 2/3</b>	<b>11:35 (time of arrival in lunch room)</b>
<b>G 4</b>	<b>11:45 (time of arrival in lunch room)</b>
<b>G 5/6</b>	<b>11:45 (time of arrival in lunch room)</b>
<b>G 7-13</b>	<b>11:55 (time of arrival in lunch room)</b>

**School meal:** The school meal is available daily and is served in the Anna Frank School lunch room (from Grade 2 upwards) and in the school Auditorium for our Early Years (KDG/TR/G1). Arrangements for the school meal service must be made with our school office. Please contact the school office for the correct procedure on requesting special dietary arrangements.

**Breaks:** Breaks occur daily regardless of weather. All our students enjoy the outdoor breaks unless there is heavy rainfall in which case they will all have indoor break in the classrooms. Students are supervised by 6 adults during break times (3 in the Early Years playground and 3 in the larger playground and football pitch).

Morning 10:35-10:50 (all students)  
After lunch 12:15-12:40 (all students)  
Afternoon 13:40- 13:55 (only PYP students)

20

**Snacks/Drinks:** Please note that students may bring only healthy snacks or fruit to enjoy during their breaks.

**Sweets, crisps, chocolate bars and high sugar drinks (Coke, Sprite, Ice-Tea) are not allowed.**

No gum is permitted anywhere in the building or on the school grounds.  
Early Years students bring only fruit.

**ALL STUDENTS NEED TO COME TO SCHOOL WITH A PERSONAL AND LABELLED REFILLABLE PLASTIC WATER BOTTLE WHICH THEY WILL NEED TO TAKE HOME REGULARLY TO BE CLEANED**

**OUR SCHOOL IMPLEMENTS A STRICT NUT-FREE POLICY**

**No food containing any type of nuts or nut traces is allowed in the school building at any time.**

**Please note: Nutella does contain nuts.**

Thank you for your cooperation in keeping everyone in our school healthy and safe. For more information about anaphylaxis and nut allergies: [www.anaphylaxis.org](http://www.anaphylaxis.org)

## ***Celebrating student birthdays in school***

We welcome the celebration of birthdays in our school however, there are a few guidelines that need to be observed:

- a) We will admit into school grounds only “nut free” birthday cakes or pastries and they will have to be purchased goods and not homemade.
- b) You will have to inform the **school office at least 3 days prior to the date you wish to bring the cake to school.** Written communication via mail is preferable.
- c) To avoid disruption in class, students will be allowed to bring cakes and pastries onto school grounds ONLY on birthday occasions.

Please refrain from giving your child/children any cakes/tarts/pies and pastries to be shared with classmates.

**The well-being of our students is our utmost priority and due to the presence of various allergies in our community, students are not allowed to share food.**

## ***Telephone***

The office telephones are not available for students except in an emergency. **We ask that PYP & MYP students do not bring personal mobile phones to school.** Please talk with the Principal if, for safety before or after school, you feel your child needs a mobile phone. In line with our behaviour policy these will be kept in their bags or lockers.

## ***Bus Service***

Bus routes are determined by the bus company who try to provide the most efficient route possible. Please be aware that your child can be on the bus for up to 1 hour each trip.

As part of improving overall safety and efficiency a number of rules for the bus have been developed:

- Students should be ready for the bus a couple of minutes before their assigned pick-up time.
- Ensure shoes are clean.
- Parents are responsible for ensuring their child is on the bus in the morning.
- Parents must advise the bus company in the morning** if their child is not taking the bus.
- The school is responsible for ensuring students get on the bus at the end of the school day. Please note that buses may leave from school any time from 15:20 in the afternoon.
- The Office requires a note or email from parents before 14:00 if they are intending to collect their child from school and transport is not required. Without notification students will be put on the bus.**
- Students are not allowed to change bus routes for any reason.

- If there is an emergency, then the Principal should be contacted and alternative arrangements will be made.
- Changes in the bus schedules may take place to accommodate new students. We hope you appreciate the bus company try their best to keep these to a minimum.
- Students must remain seated with their seatbelts fastened at all times while on the bus. Respectful behaviour on the buses is expected from all students.
- The use of iPads is not allowed while on the bus.**
- Should a child repeatedly misbehave on the bus, then the bus company and the school might agree to have the bus service suspended for that child for a couple of days or more.

## Health, Safety and Security

### Security

The safety and security of your children is extremely important to us.

**All parents and visitors must sign in at the office when entering the school building and sign out when leaving.**

Please help us by immediately informing a member of staff if you see anybody without a visitors badge in the building.

We ask all parents to use the outer parking lot and enter through the small gate.

Please help us in ensuring that the small gate is closed at all times.

The school has an evacuation procedure which will be used in the case of either fire or other security alert. Regular fire and earthquake drills take place throughout the school year.

22

### School Closure

In the event of school closure for any reason, you will be contacted via SMS alert and/or e-mail alert. Please remember that it is essential that we have your updated contact information, so if your phone number changes, let us know immediately. If snow is predicted or is falling, please make sure your telephones are switched on and please check the school website and/or Facebook page for updates.

#### **Emergency contact procedure in place at IS Modena in case of heavy snow falls**

- 1. Always check our school website first, in case we need to close the school the homepage will host the information; our Facebook page and Facebook account will also host the same information however the website will be the first to be updated;**
- 2. Should the snowfall occur during the night, all our parents will receive an emergency communication via text/SMS on their mobile devices (cell phones). Please make sure the office has your **updated Italian contact number.****

## ***Illness or Accident at School***

Should a child become ill at school, the parents will be contacted. In cases of accident, we have first aid facilities and minor injuries will be handled by one of our designated, trained first aiders (Luigi Cirrito, Chiara Forti, Jackie Mole). In a more serious situation, parents will be called and given the opportunity to come and see the child for themselves. In an emergency situation, the child will be taken to the hospital and parents will be informed.

**It is mandatory that we have updated vaccination records (as per new law in place on compulsory vaccinations) and allergy lists for all students.**

## ***Illness and Medication***

**Students should not come to school if they are ill.**

Keeping a sick child at home is the best way to ensure a full and speedy recovery and will reduce the risk of others becoming infected.

**We are not able to administer any medication, prescription or non-prescription and students should not bring any medication in to school.**

Please inform your child's teacher if you are giving your child any medication. If your child needs to take medication you will need to inform the School Manager and School Office. Students will be supervised and have to administer medication themselves.

## ***Nut Free Policy – Nut Allergies***

***(this includes local and residential school trips)***

Please remember – our school is nut free. Thank you for your cooperation in keeping everyone in our school healthy and safe.

## ***Sun Cream/Sunscreen***

The school does not provide sun cream/sunscreen for students. Please send it in with your child if you want him/her to wear it during break times. Please ensure that he/she knows how to apply it and that he/she understands that it is not to be shared with other students.

## ***Supplementary Programs, Activities and Special Events***

### ***Parent Teacher Association (PTA)***

The Parent Teacher Association supports the work of the IS Modena community as a whole. There is a Chairperson, a Secretary and a Treasurer as well as representatives from each of the classes. The group organizes social and fundraising events and supports school initiatives.

The PTA is an important source of goodwill and support, and parents are encouraged to become involved with this group. Please refer to the PTA Bylaws available on the school website in the community section. If you wish to contact the PTA please mail [pta@internationalschoolofmodena.it](mailto:pta@internationalschoolofmodena.it).

### ***First day of school – Welcome Coffee***

On Monday 4<sup>th</sup> September from 8:30 to 10:30 am the school organizes a Welcome Coffee for new & returning parents in the Auditorium. The perfect occasion to meet the new IS Modena families.

### ***Back to School Nights***

These evenings are organized early in the school year to enable the teachers to share their plans for the year and for parents to visit the school, see classrooms and meet the teachers and other parents. All staff will be available but these evenings should not be used as an opportunity for conferences on individual students.

**PYP (Kindergarten to Grade 6)**

**12 SEPTEMBER 2017**

*no child care*

**MYP (Grades 10, 11 and 12)**

**12 SEPTEMBER 2017**

*no child care*

**MYP (Grades 7, 8 and 9)**

**14 SEPTEMBER 2017**

**PTA class representatives-will be elected at the end of the Back to School evenings in each Grade.**

## ***Co-curricular activities (clubs)***

A range of lunch and after school activities is offered each term, some of which fee-based. At the beginning of each term we will advertise the activities. We are prepared to consider organizing new activities, as long as they will be popular with students and families.

## ***Volunteers***

We encourage parents to volunteer throughout the school to assist with the education of our students. The role of a volunteer varies depending on teacher and student needs. Teachers make every effort to utilize the talent and knowledge of our entire learning community. Some possibilities for volunteers include: listening and reading to students, sharing relevant knowledge from a profession or hobby and assisting with special events in classrooms and school-wide. It is important that volunteers maintain confidentiality regarding students and staff. Any concerns should be discussed only with the teacher. While the job is a voluntary one, the commitment is professional. If you are interested in volunteering, contact your student's teacher and the Principal.