

Castelli International School

Student / Parent Handbook

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For further information please log onto our site at

www.castelli-international.it

Welcome to the Castelli International School

Description:

CIS is a private co-educational, non-denominational, international bi-lingual school. Its integrated and dynamic community bring together parents, alumni and pupils from different nationalities, cultural experiences and traditions. A warm family atmosphere, small classes and a beautiful countryside provide a challenging and stimulating environment for the inquisitive and creative minds.

Beyond the academic disciplines our students also take an active part in activities that make up the school environment. At vintage time they collect grapes and experience the traditional way of making wine. In November they pick olives and learn how extra virgin olive oil is made. Students work together on their garden plots to promote our 'Earth to Table' projects where "we eat what we grow". Children share their seasonal crops at 'Kids Point' during recess.

Mission Statement:

Our primary purpose is to develop the individual talents of our students through knowledge, skills and understanding while encouraging them to be inquisitive and resilient in dealing with change in order to confront the world of tomorrow with confidence and self-esteem. This is why we chose to join the International Primary and Middle school Curricula (IPC,IMYC).

Our students learn to relate the experience of the classroom to the realities of the world outside by focusing on a combination of academic, personal and international activities where they enjoy their learning, develop enquiring minds and work on the personal qualities that make them involved citizens of our world. By learning from different cultures they acquire a profound respect for the nationalities and cultures of others.

We believe in learning through structured purposeful inquiry. Our hands-on approach is clearly expressed in the Chinese proverb:

"When I hear, I forget. When I see, I remember. When I do, I understand."

Bilingual Programme:

It is our belief that in today's world students need to develop the ability to receive and transmit knowledge in more than one language. They thus acquire valuable cognitive skills and flexibility in reasoning.

The bilingual programme is a comprehensive and balanced curriculum in which our International curriculum is integrated with the Italian programme. Students opting for the bilingual programme take the English exams and the Italian State exams. Students not fluent in Italian take it as a foreign language (IFL) until they can be fully integrated into the bilingual programme. Students not intending to take the Italian State exams may audit Italian classes (unless prior agreement for exemption is made), participate in class discussions and do the Italian homework to the best of his/her abilities after completing English homework assignments.

All core subjects are taught in English except for Italian and French, Chinese and Spanish (the latter two offered as extra-curricular activity) are taught by mother tongue teachers.

French is compulsory from 5th through 8th grades. French nationals, however, can opt for the (CNED) at cost, to facilitate entry into French public schools.

CIS alumni have successfully entered international schools worldwide, as well as the Italian High Schools (Licei Classico, Scientifico, Linguistico, Artistico) and Professional Institutes.

Admissions, Enrolment and Placement Procedures:

Enrolment is on a rolling basis. The Admissions Committee decides whether the prospective student can benefit and profit from the curriculum offered at CIS. To apply the admission forms must be filled out including school transcripts and teacher's reference. Should a personal interview not be possible an interview form for parent and child will be sent via email.

Although there is some flexibility for individual needs and hence an overlap of ages may occur in any class, children shall have turned 6 years by the end of December of the year of entry. Registration for first grade begins in December as limited space is rapidly filled. Preferential enrolment is granted to current students until the end of February. **After February the place will be open to incoming students.** Your cooperation and understanding is appreciated as we must give fair consideration to children on the waiting list.

Withdrawal Policy:

Should it be necessary to take your child out before completing the school year, the withdrawal procedure is outlined in the information regarding **Fees**.

Daily Time Schedule:

School office hours: 8:30 – 16:30

To avoid keeping teachers from their class time, parents are kindly asked to make appointments through the school secretary.

8:30	Elementary students report to their class teachers. Middle school students report to their designated class coordinators.
8:45	Classes begin. Late students report to office to fill out late slip.
9:45 - 10:00	Middle school mid-morning break
10:25 - 10:35	Elementary school mid-morning break
12:00 - 13:00	Middle school lunch break
12:25 – 13:15	School lunch break
15:15	Elementary classes end
15:30	Middle school classes end
15:30 - 16:30	Homework hour and extra-curricular activities

Transportation Policy:

Parking Area:

To alleviate daily traffic jams, please use the **bypass** when exiting the car park. Should you need to stay on at school, please **DO NOT** block the entrance or the exit of the car park.

Do not exit the parking lot between 8:20 and 8:35 a.m.

Bus Service

Bus service to the Castelli Romani and South Rome area are outsourced. Please contact the office for further information.

Students must be ready **5 minutes** before scheduled pick-up time.

The driver cannot wait for late students. Please be punctual.

A parent or guardian must receive the child at home or at the designated drop-off point. If there is no one to pick up the child, the driver will return the child to school.

Extra supervision will be charged at cost.

Supervision:

Should a parent need to bring his/her child to school before 8:25 and cannot remain, the office must be informed beforehand in order to arrange for supervision.

Unless the child has extra-curricular activities, parents must supervise their children on school premises after 15:30. The school waives all responsibility. Children not collected will be taken to KP where they will be supervised at cost.

Extra-Curricular Activities:

Specialist lessons are held at cost from 15:30 to 16:30 beginning the first week in October. Parents are encouraged to sign up during coffee hour and **before** the last week of September.

The proposed activities will take place based on a minimum number of applicants.

- Arts & Crafts (for parents and children)
- Chess Club
- Chinese
- Spanish
- Chorus
- Computer
- Photography Club
- Soccer
- Tennis
- Scouts
- Specialist individual lessons (piano, flute, guitar, violin, percussion)

Liaison with Parents:

We welcome parents who wish to participate actively in our community. There are many occasions where parents contribute to our learning by sharing their knowledge. Parents with special skills willing to make a class presentation and/or wanting to help the school community are encouraged to contact the school Secretary.

Class representative:

Each class teacher appoints 2 parent representatives who meet with the Head at least twice a term to discuss any queries or ways to provide positive support for our school community.

Parent –Teacher:

Individual meetings with teachers can be scheduled by contacting the school Secretary.

Parent’s Meetings:

A Parent/Teachers Meeting is held in the Fall and Spring terms.

Reports:

A Progress Report is issued towards the end of the first term. Official Reports are issued twice a year in February and June. Should a student have persistent difficulties in any particular area, or should s/he make noteworthy progress, the parent will be notified by the teacher.

Diaries:

All students must acquire a school diary which is an important means of communication between parents and teachers regarding homework, absences and other concerns. Diaries **should not** be used by students to draw or scribble on. If the diary becomes a “scrap” book, it will be confiscated, returned to the parents and replaced by a new diary.

Early dismissal:

If a child is to be dismissed early, the parent or guardian must fill out the authorization form available at the office and leave it with the school Secretary.

Kid's Point (KP):

KP is a meeting point for students to get their healthy snacks at break time

KP will be open at 8:30 and morning breaks.

School Trips and Ski week:

School trips are organized either for academic or sporting reasons. Throughout the academic year trips are made locally to museums, expositions and cultural events.

In February the school is closed for ski week allowing children to go with their parents or to join the school ski week.

A trip week is usually organized towards the end of spring term. The 5th graders have an overnight trip whereas the middle school may have a longer trip abroad.

When a written notice of a planned trip is sent to parents, please make sure that you sign the permission slip and return it to the school Secretary. If permission slips are not returned the student will be assigned to a class/group not scheduled to go on the field trip.

Code of Conduct and School Rules:

Dress Code:

1. Students are to wear their school uniforms.
2. Fingernails should be kept clean and short. Nail varnish and make-up is not allowed. No earrings other than the small stud type, no dyed hair and minimum jewellery. .
3. Hair should be well-groomed and neatly tied if long.
4. No exposed midriffs.
5. Torn/cut off jeans are not allowed.
6. Caps or hats must not be worn in class.
7. All clothing, including jackets and overcoats should be clearly labeled with child's name.
8. Students who persistently do not abide by the dress-code rules will face consequences.

Cell Phones:

Students are to keep their cell phones **OFF** during school hours. All communication should be done through the office preferably during recess.

Aggression:

Aggression and bullying is taken very seriously. Students are helped to learn self-control. If they cannot resolve conflicts themselves, they are to stay calm and go to an adult for help. Principles of "conflict resolution" are taught. Mistakes are a normal part of growth. However, a student who retaliates physically or with verbal aggression will be disciplined.

Useful Information for parents on how to deal with bullying can be found at: www.Kidpower.org, "Stop Bullying at School".

Consequences:

- When appropriate, students are required to write a reflection sheet on incidents of unacceptable behaviour. Consequences start with verbal apologies and may also include:
- Written apologies, which may have to be viewed by the student's parent, signed and returned to school.

- “Silent Lunch” (at which time one thinks about the infraction).
- An assigned seat in class
- Work tasks to help others and provide “restitution”.
- Consequences in cases of aggression or extreme behaviour may result in: removal from the group or from school for part or all of the day; in-school or home suspension; expulsion.

Safety and courtesy rules:

- For safety children should avoid running on drive ways, in vineyards, around climbing frames and on walls.
- Speak softly, move considerately letting others work.
- If you need to interrupt when the teacher is speaking raise your hand.
- Be courteous, say “please”, “thank you”, “you’re welcome” “excuse me” when appropriate.
- Respect your own property, the property of others, and that which we share.
- Keep the school beautiful by picking up trash whether or not it is yours and remind others to do the same
- **Reduce, Reuse, Recycle and Recover** resources
- Before leaving class put everything neatly in its place.
- Make sure doors are closed in winter and lights are out at the end of the day.
- Water is scarce! Close the faucets after use. Don’t waste water and report to teacher if there is a leak or water drips uncontrollably.
- Do not drink water where the sign says **not potable**
- No gum.
- Vulgar and abusive language is strictly forbidden
- Any changes to your child’s usual routine (parties, stay overs, friends etc.) must be communicated in advance to the school secretary and bus driver.
- If **you are not inviting** the whole class, please make your invitations privately.

Health, Safety and Emergency Procedures:

- Lunches: A weekly lunch menu is exposed on the School Bulletin board outside the office. Should a Teacher notice that a child is not eating, the parent will be informed and the school will act according to the parents' wishes.
- At the beginning of the academic year all updated health forms and relevant immunization certificates must be brought to school.
- When a child appears to be ill, he/she will be taken to the office, where temperature readings and other observations will be recorded. A parent/guardian will be contacted and informed of the child's condition. If the school staff determines that the child is not well enough to remain in class, we require the parent/guardian to pick up the child as soon as possible.
- When a child leaves school due to illness and returns with symptoms of illness, a medical certificate is required stating that the child is no longer contagious. If a child is absent for more than 5 days a medical certificate is required in order to return to school.
- If a child has been prescribed medication to be administered at school, a parent must bring a medical permission slip from their doctor. All medications must be in their proper containers with clear instructions.
- Parents of students absent due to illness may call the office to obtain academic assignments.
- Emergency Contact Form: Parents are responsible for updating information on the Student Emergency Contact Form. Student Emergency Forms are on file in the office. The parent is responsible for keeping the office informed of any changes (address, telephone, allergies etc.) to be made on the form.

First Aid Policies:

Only water and/or ice packs and disinfectant are used for wound care of any kind. Doctors tell us **NOT** to administer any aspirin or food for solace to a child who is hurt as this could affect the medication which the doctor might later prescribe.

If a student has a fever or does not feel well, is hurt or has an accident the office will call the parent or emergency contact. The student will rest in an area where s/he can be observed until the parent/guardian arrives.

In case of a minor incident an accident report will be filed and the parent will be notified before the end of the day.

In case of an accident requiring medical attention, the school will call the parent or emergency contact for directions.

Pediculosis:

The school informs parents if lice are detected in class. We will request that the child return to school when the lice are gone. This is an unfortunate experience that occurs in the best of families. If it happens to your family, please let the school secretary know so that we can protect other students from being exposed. **PLEASE CHECK YOUR CHILD'S HAIR REGULARLY.**

Safety:

During the school day children are supervised by teachers on duty. The school accepts responsibility for their safety within the school precincts from **a quarter of an hour** before classes begin in the morning **until classes end at 15:30** when children are collected by parents and delivered to the buses. Children should not be allowed to run around the parking lot at the end of the school day and during organized school activities.

Fire, earthquake, evacuation, weather and site risk procedures:

Each classroom has an evacuation plan visibly exposed. Fire or earthquake drills are usually held unannounced once a term.

Strong winds:

All children will remain in class or, weather permitting, play on the tennis court or sports field. No child is allowed to walk under pine trees during strong winds or storms.

Heavy Rain and Lightning:

Children stay in class or under portico in elementary section. In heavy rain buses will be allowed to drive up to the primary area to pick the children up from the Italian classroom.

Earthquakes:

Teachers train children accordingly.

Extreme Weather conditions:

Should school need to be closed please refer to the school website for further information and homework assignments.

Castelli International School Parent's Association (CIPA)

CIPA is a parent run organization designed to enhance and support the well being of our children and families. All parents are automatically members of CIPA. The school welcomes and encourages parent involvement and support in CIPA sponsored events and activities.

CIPA's Mission:

- To serve as the official organization of parents who individually and cooperatively work with teachers and administrators to make a positive contribution towards the community spirit at CIS.
- To initiate and execute projects designed to increase parental interest and participation in community activities.
- To organize an annual Fund Raising event for charity and school needs.

General Information:

- CIPA is run by the CIPA coordinator (usually a parent assigned to this post), classroom parent representatives (elected at the beginning of the school year), and parent volunteers.
- Parents who wish to contribute new ideas for community activities or participate in already existing ones should contact the CIPA coordinator or classroom representative.
- Communications such as reminders, date changes and sign-up sheets for major events are made through the student's diaries. Upon reading the diary entry, parents will sign to acknowledge receiving the information.
- Any communications sent out by CIPA are automatically submitted to the Director for approval prior to distribution
- To facilitate the decision-making process CIPA meetings will be attended by the head, or deputy head as well as a teacher and class representatives.

Coffee Hour:

At the beginning of the school year parents have an opportunity to meet old friends and make new ones, socialise with teachers, administrators, CIPA and sign up for extracurricular activities.

Community Activities:

1. Coffee Morning – day before school begins - September
2. Elementary Open House – September
3. Middle School Theme week – October/November
4. Middle School Christmas Performance - December
5. Middle School Art Show – March
6. Elementary Science Fair – March/April
7. Trip week – April/May
8. Middle School Science Fair (June)
9. Fund-raising – throughout the year
10. Spring Fair/sports day– May
11. Night Under the and Dance – June
12. Graduation Ceremony – June