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# Parent and Student Handbook

October 2024

# Parent and Student Handbook

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# INTERNATIONAL SCHOOL OF TRIESTE

## CONTACT INFORMATION

### **International School of Trieste**

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Email: Questions and inquiries of a general nature may be directed to [info@istrieste.org](mailto:info@istrieste.org)

The Administrative Staff can be reached through the contact page on the school [website](#).

## VISION AND MISSION

### ***Mission Statement***

The International School of Trieste (IST) delivers an instructional program characterized by internationality, world-class education, didactic completeness and ethical integrity to students from different cultures with ambitious goals.

### ***Vision Statement***

Our challenge is to develop an international culture, versatility of knowledge and the capacity for individual growth.

### ***Core Objectives***

To achieve its mission, the International School of Trieste is committed to:

- **Developing High Educational Standards**

We work toward the constant improvement of both instructional programs and teaching methodology, holding ourselves to the highest international benchmarks.

- **Nurturing an International Spirit**

We support integration, diversity, knowledge, plurality, coexistence and mutual respect.

- **Fostering Character Development**

We encourage personal growth, value each student's characteristics, self-esteem, imagination, and goals to contribute to the development of mature, committed and mindful people.

- **Stimulating Academic Curiosity**

We accept the challenge to become proactive people, who wish to create and are able to face needs and solve problems, open to the surrounding world with positive and critical thinking.

#### - **Building Community Ideals**

We promote a tangible sense of civic responsibility and apply it to everyday behavior; we encourage a community spirit built on dialogue and acknowledgement, to highlight the values of identity, responsibility and citizenship.

### ***IST's Definition of a Global Citizen***

We believe that students should be provided with the skills that would make them successful in a globalised world, considering this a key reason that parents send their children to an international school. However, considering new understandings of our interconnectedness with those around the world and the still deep-seated social injustices that exist, it is important that IST's work truly aims to be a vehicle for change in our community.

To support this, the following definition was created with the input of staff and students:

#### A Global Citizen

- is Critical: They are open-minded and question the world around them.
- is Curious: They seek to explore and understand the basis for their own perspectives and values as well as those of others. They take advantage of opportunities to learn about different cultures. They are aware of the wider world, global issues, and events and seek to understand their place within it as well as the connections between the rest of the world.
- is Respectful: They are empathetic and value other people's viewpoints, always respecting diversity. They respect and value the environment for human needs as well as in its own right.
- is Responsible: They know that justice and dignity for all is a human right and that they, as an individual, have responsibility towards others by being accountable for their actions. They aim to reduce their environmental impact and recognise how local actions can have a global effect.
- takes action: They have the courage to do what is right, act with kindness and work to make the world a more sustainable and equitable place through their own actions. They work with communities at the local and global level on issues.

## **ACCREDITATION**

IST has been accredited by the Middle States Association of Colleges and Schools (MSA) since 1990. In October 2018 the scheduled MSA Team Visit culminated in IST's recommendation for re-accreditation for the period 2019-2026. This considerable achievement carries with it a series of self-selected IST Board-approved strategic objectives:

- By 2026, all students at the International School of Trieste will have made improvements in their Mathematical Skills.
- By 2026, IST students will show an understanding of the concept of Global Citizenship as defined by IST and demonstrate key characteristics of a Global Citizen.
- By 2026, our school will have a more efficient and effective communication system with all stakeholders.

Each of our degrees (fifth, eighth and High School) is recognized by the Italian State (Testo Unico D.L. 16 aprile 1994, n. 297, art. 393). IST students may enter the public school system at any time without further examination. Moreover, the students who obtain the high school diploma awarded by IST have the possibility to attend any Italian or foreign university where Italian diplomas are accepted as well as where our MSA accreditation is recognized.

## SCHOOL GOVERNANCE

The school is registered as a non-profit organization and is governed by a Board of Directors made up of a maximum of thirteen members who serve on a voluntary basis. For any further information, please consult the [Board of Directors page](#) on our website.

## SCHOOL CALENDAR

The school calendar is proposed by the Director and adopted by the Board. There is a minimum of 175 teaching days as required by Italian law.

## ADMISSIONS

### *Placement of Students*

The decision to offer a student a place in the school is made by the Director with the support and advice of the Didactic Administration and Faculty. Every effort is made to devise a program that meets the educational requirements of each student within the curriculum approved by the Board of Directors.

### *Admission Policy*

The responsibility of the admissions process is entrusted to the Director, who shall decide on all matters of admission in accordance with the rules and regulations approved by the Board of Directors. **The School reserves the right to accept or reject any applicant.**

IST is open to the enrollment of qualified students of all nationalities and cultures. It is important that parents or guardians know and support IST's bylaws, philosophy, objectives, goals, and procedures.

### *Admission Procedure*

Parents wishing to enroll their children in the International School of Trieste can arrange an appointment through the school office for a first orientation. Parents will be welcomed

by a member of the Admission Team, who will show the visiting family the school and will answer questions concerning academics and school life.

Students seeking admission to the Elementary, Middle School or High School sections will be required to take an admission test and/or complete an interview with the Director or Section Head and, if relevant, a Faculty member, in order to determine the scholastic level of the candidate and in which class they could eventually be enrolled. The candidate's knowledge of English will also be examined in order to determine whether the level of English is sufficient for the level applied for and/or whether E.A.L. (English as an Additional Language) support will be necessary. Students entering in the Elementary, Middle School and High School sections must provide the school with all their past report cards. The final decision as to the grade in which the student may be enrolled is made by the Director on recommendation by the faculty based on prior education, current ability and age.

Admission and enrollment forms must be filed online using the [link](#) available on the school website.

### ***Rules for Admission***

IST has a limited enrollment policy. The maximum number of students per class is as follows, with the exception of points c) and e) hereafter:

<i>Kinder</i>	<i>variable according to the grade; up to 25 students maximum</i>
<i>Elementary</i>	<i>25 students</i>
<i>Middle School</i>	<i>22 students</i>
<i>High School</i>	<i>20 students</i>

In all classes of all grades, students born between 1 January and 31 December of the appropriate year can be enrolled.

The Admission Procedure is as follows:

- 1) Interested families should submit an Application for Admission Form to the IST Front Office. The application is not binding for the school nor for the family;
- 2) IST will reply in writing either accepting or denying the application;
- 3) If IST accepts the application, the family has seven days from receiving the reply to submit the enrollment form. Enrollment will be complete only upon payment of the enrollment fee. If the fee is not paid within the time indicated on the acceptance notification, the space will no longer be guaranteed, and IST will be free to offer it to another student.

Applications for the admission of new students for any school year can be submitted at any time. Replies to applications will be sent by IST by January 31<sup>st</sup> prior to the school year for which the application was made, since January 15<sup>th</sup> is the deadline for the re-enrollment of current students. Once the number of re-enrolled students is known, the administration will determine the number of spaces available to new students. Enrollment will be offered as follows:

- a) **By January 31<sup>st</sup> enrollment will be offered to fill all available spaces except for the spaces each class reserves for foreign students. By 15 January, the Executive**

**Committee will decide how many spaces need to be kept on hold in consideration of the trend of enrollment.** Available spaces are assigned according to the order in which applications were received at IST (prior to January 15<sup>th</sup>) according to the following priorities:

- i) siblings of IST students already enrolled at the time of application;
- ii) children of employees, fellows and project workers currently working at IST during the school year in which admission is presented;
- iii) foreign citizens;
- iv) applications for multiple children belonging to the same family;
- v) all other applications.

Applications for admission that cannot be accepted for lack of available space will be included on a waiting list. It will be compiled according to the date of receipt in case new places become available. Families will be informed in writing when a student's name is placed on the waiting list.

Please note that conditions i) and ii) mentioned above are applied only to applications made by January 15<sup>th</sup>. Applications submitted after that date will be considered exclusively in the order they were presented with the exception of points b) and c) following:

- b) Any place reserved for foreign students in each class will not be assigned to Italian students **until May 31<sup>st</sup>**. If no foreign student arrives by May 31<sup>st</sup>, any available space will be offered in descending order from the waiting list.
- c) If a foreign student applies after May 31<sup>st</sup>, it is possible, with approval of the Director and the Board of Directors and the agreement of the classroom teacher, to increase the number of students in the class.
- d) Applications for admission submitted after January 15<sup>th</sup> for the current school year may only be considered if there is available space for that year and the following school year.
- e) The maximum number of spaces for High School classes is set at 20 with the possible addition of one should a foreign student submit an application. Exceptions are made for students that are transitioning from the Middle School section to the High School section;

In all cases, the school reserves the right to deny applications for admission if the Director considers the candidate unsuitable either because of the student's English level or the student's academic preparation. Families will be notified if this is the case.

### ***Late Admissions***

If a student is enrolled during the school year, efforts will be made to correlate the student's program to his previous program. Where such correlation is not possible, any change shall be made after consultation with all parts. Final decisions will be made by the Director.



Students attending Italian schools or former IST students who intend to apply to the High School after the beginning of scholastic year must present the application for admission before December 1<sup>st</sup>.

### ***Entrance Age***

Students are enrolled according to the date of birth, and must have their birthday before December 31<sup>st</sup> of the calendar year for which they apply (example: a student enrolling in Kinder 3 must be three years of age by December 31<sup>st</sup> and a student enrolling in Grade 1 must be six years of age by the 31<sup>st</sup> December, etc.).

### ***Withdrawals***

Upon submission of the annual enrolment form, the annual fees noted above are entirely owed by the family. However, should a family, with valid and motivated reasons communicated in writing to the School and approved by the School's Administration, withdraw their children before the end of the school year for which they have submitted enrolment, the School may provide them with a reduction on the annual fee as follows:

- A discount of nine instalments of the annual fee if the withdrawal takes place prior to 30 April preceding the start of the school year regulated by these Terms & Conditions, as the School must make the proper plans for the class.
- Then, of eight instalments of the annual fee if the withdrawal takes place before 30 June.
- Of seven instalments of the annual fee if the withdrawal takes place between the subsequent 1 July and 31 August.
- Finally, a discount of six instalments of the annual fee if the withdrawal happens between the subsequent 1 September and 31 December.

Under evidenced and exceptionally severe circumstances, the Board of Directors can resolve to modify the Terms and Conditions of the above-stated clause.

IST will provide, upon request of the family, the documentation needed for the placement in a new school (Nulla Osta). All fees must be paid and all school material returned on receipt of the Nulla Osta. Further documentation will be provided upon request of the new school.

If an Elementary School student leaves IST before the end of the school year, they will receive grades "in progress" or the report card for the last attended trimester. Exceptions to this policy shall be made at the discretion of the Director.

If a Middle or High School student leaves prior to the end of the school year, they shall receive a transcript and/or report card indicating both the grades in progress and which part of the course has not been completed. The word "withdrawn" will be written on the report card and no final mark will be given. Early semester and final exam grades will not be given for early withdrawals. Exceptions to this policy shall be made at the discretion of the Director.

### ***Re-enrollments***

*Students must be re-enrolled each year. The school has the right to accept or refuse any re-enrollment.* For the students who were already enrolled the year before, the

re-enrollment application is considered accepted if the school doesn't communicate the refusal in writing (including via email) within 60 days from receiving the application.

In an occasion in which an application for re-enrollment is accepted or refused, the school places particular importance on the development and continuation of full and reciprocal trust with the student as well as the family, based on the principles of loyalty, fairness and transparency of behavior as well as internal and external communication in the exchange of information.

In especially serious cases, also in relation to the previous paragraph, the School reserves the right to nullify the re-enrollment of a student that has already been admitted. Any decisions on that matter will be at the incontestable discretion of the Board, and a reasoned resolution will be provided.

# ACADEMIC PROGRAM

## IST CURRICULA STANDARDS

IST presents a range of academic subjects for 2 to 19 year-olds, enabling students to develop a broad spectrum of skills and understandings within a bilingual teaching environment. The curriculum followed in each section is informed by US and UK national standards/Common Core. Beginning in 2008-2009, IST aligned the Italian curriculum to the ministerial one applied in public school. Content and skills for each level and subject are reviewed on a rotation.

The IST Early Childhood classes (Kinder 2-5) have a longstanding reputation for excellence. Students receive stimulating and well-structured activities which encourage developmental growth and social skills within a full-immersion English language setting.

In the Elementary, Literacy and Mathematics are the fundamentals of a rigorous learning program. In 2014-2015, IST adopted the Singapore Math model.

The IST Upper School has seen major changes in the recent past. Since 2008-2009, it has developed an extensive program of High School elective classes, offering courses in Art, Humanities and Science. To complement this, in 2009-2010 a two-track English-Latin elective program was launched throughout the Upper School, enabling students to pursue either a more classical education, or extend their fluency and writing skills in English.

## REPORT CARDS AND GRADING

Report cards are provided as follows:

- Kinder 2: A final report card with skills and comments is provided at the end of the school year.
- Kinder 3 and Kinder 4: A preliminary report card with skills and comments is provided at the midyear point. A final report card is provided at the end of the year.
- Kinder 5 to Grade 5: A preliminary report card with skills and comments is provided at the end of each Trimester with a final report card at the end of the year.
- Grades 6-13: A preliminary report card with a percentage grade and a comment is provided at the end of each Trimester with a final report card at the end of the year.

Unofficial final report cards are promptly emailed to parents at the email(s) provided. Final report cards are signed and available for collection from the Front Office after the end of the school year.

Grading systems are determined by the Board of Directors with the advice of the Faculty, and the systems are uniformly administered. The parents of the Middle School and High School students will be updated on their children's progress throughout the year via access to a database placed at their disposal by the School. A password will be provided to both parents at the start of the academic year.

Commendations for outstanding achievements by a student are communicated to the student's parents any time during the school year.

Starting in Grade 6, students earn grades representing a portion of one-hundred percent. As a general rule, students completing all their work for a class during a grading period to a satisfactory level will earn 75%.

## **HOMEWORK POLICY**

Homework is considered important and contributes to the students' progress by reinforcing, maintaining, extending and enriching the classroom program. As a general guideline, Grade 1 students begin with about ten minutes of homework per day, with ten minutes added to each grade. In addition, Elementary School teachers recommend that parents read with their children ten to twenty minutes per day to support the development of their English language skills.

## **PARENT CONFERENCES**

Parent conferences with teachers and staff are encouraged. At the beginning of the school year, teachers' conference times are communicated to families. Meetings are possible either online or in person. Evening conferences are held following the end of Trimester 1 and 2 for Elementary and Upper School parents. Evening conferences are held only online.

## **STUDENT RECOGNITION**

**MIDDLE SCHOOL:** Student achievement in the Middle School is noted especially in the areas of character and values. Students are recognized by their teachers on the basis of the 6 traits of the IST Character Education program: reflective, independent, courageous, grateful, respectful, cooperative.

Furthermore, we are committing to emphasize the following ideals:

- to put community first;
- to work with integrity;
- to seek precision;
- to listen with empathy;
- to pursue innovation.

**HIGH SCHOOL:** Each trimester students will be awarded certificates based on exemplary academic achievement.

Upper School students with grade averages of 85%-89% with no subject grade below 80% will be listed on the Honor Roll. Students with no subject grade below 85% and an average of 90% or above will qualify for the Director's Honor Roll.

Students across the Upper School who have achieved these awards will have their achievements recognized on campus and in school publications. They will also earn points for their Houses in the year long competition (see pag. 25).

## **STUDENT RECORDS**

IST considers the information contained in student files to be confidential. A student's file will not be shown to non-School personnel except as specifically noted below.

Upon request of students aged over 18, their parents or guardians, their academic records and a list of extra-curricular activities in which they have participated, will be sent to colleges or universities by the Didactic Administration. Disciplinary records are not reported to other schools or colleges unless a specific and motivated request is made. If a student is expelled, the action of expulsion will be listed on their academic record.

Students' records are kept for three years after their withdrawal. Report cards, transcripts and diplomas are kept indefinitely.

## **PROMOTION AND RETENTION**

Promotion at IST has the objective of placing students in the environment where their maximum development will take place. In general, a student progresses one grade each year. In cases of exceptional achievement or ability, a student may be accelerated to a higher level. Such acceleration is never authorized without parental permission. The decision to retain a student in a given grade shall be made only after thorough review of all relevant material and circumstances by the student's teachers, the Director, Deputy Director and Counseling Programs Coordinator. The Director shall approve all promotions and retentions for students enrolled in the school.

## **RECOVERY EXAMS**

### ***General Indications***

At the end of each school year in Middle School and High School, with the exception of the last year of High School, a student with an average of less than 60 percent in one or more core subjects (*materie fondamentali*) shall repeat the year in that or those subjects, provided that the deficiency in the student's performance falls within the parameters set forth in the following paragraphs. The student must complete a set of additional assignments and complete a recovery exam to make up the content missed in that subject before the start of the next school year. If the completion of the assigned homework and/or the exam indicate that the student is sufficiently prepared to continue his or her studies, he or she will be promoted to the next grade. This method also applies to the transition from Middle School to High School, regardless of whether or not the student remains at IST.

### ***Procedure***

In order to be promoted to the next grade level, a student must achieve a final score of 60% or higher in all subjects designated as core subjects by resolution of the Board upon the Director's proposal at the beginning of the school year. In case of insufficiencies in these subjects, the Class Committee - formed by the Director, the Head of Section (Middle or High School, respectively), and the teachers of the core subjects identified by the Board in the manner described above - shall evaluate the student's possibility to recover the missing content:

(a) If the student is insufficient in more than one core subject by a total sum of percentage points greater than 20 (e.g. 55 in mathematics, 48 in English and 55 in foreign language:  $5+12+5=22$ ), he or she is considered to have failed and will be retained. If the student is insufficient in only one subject, he or she will still enter the process of recovery work and exams.

b) In all other cases, the decision is referred to the Class Committee, which decides by a simple majority vote. In case of a tie, the decision shall rest with the Director. If the decision is that the student must repeat the year, meeting minutes must contain the reasoned judgment of each teacher, from which the assessment of the impossibility (or possibility, for judgments against the student repeating the year) of recovery in the given time shall be shown. Such meeting minutes are not necessary in cases under [a], since they are not susceptible to discretionary evaluation.

### ***Final Year of High School***

Deferment/recovery of failing scores is not provided for students in the last year of high school (Grade 13 or Grade 12, depending on the path chosen by the student), at which time the judgment is promotion or retention:

(c) If, at the end of the school year, the student is insufficient by a total sum of percentage points greater than 20 (see example [a] above) in the core subjects, even if the insufficiency exists in only one subject, he or she must repeat the year.

(d) If the student does not submit the thesis by the designated deadline, the requirements for graduation will not be met and the student will be considered to have failed. In exceptional cases, the Class Committee may consider exceptions to this deadline.

(e) If the overall insufficiency is 20 points or less, the decision between promotion and retention shall be referred to the Class Committee, with the manner of voting among the components referred to in [b] above. The Committee shall decide having considered the student's overall level of maturity and school history. Both in the case of promotion with failing scores and in the case of retention, the decision must be accompanied by meeting minutes prepared with the criteria set forth in [b] above. Minutes are not necessary in cases under [c], as they are not susceptible to discretionary evaluation.

## **ATTENDANCE**

IST offers a balanced educational program that supports students in their cognitive, social, emotional and physical development. Attendance is a key factor for the advancement in every didactical area. The school carefully supervises students' attendance.

The academic year is expected to last a minimum of 175 days.

Overall, in terms of Elementary school, absences accounting for more than 25 days throughout the academic year can compromise the program's completion.

In terms of Middle and High school, absences accounting for more than 20 days throughout the academic year, even in just one subject, can compromise the program's completion. Students' absences related to the attendance to external exams (such as language certifications or university interviews) are considered *justified* and will not be counted

towards their total absences. Students must provide adequate documentation about their attendance to external exams.

Any decision linked to the implications of excessive absences is under the remit of the Director. They will make a decision together with the Faculty, taking into account the reason for the absences and the student's academic progress.

## **SCHOOL TIMETABLE**

### ***Early Childhood***

The school offers a supervision service from 7:30 to 8:30am to anyone who requests it by filling in the applicable online form. Between 8:30 and 9:00am, children can be walked straight to their classrooms. Activities start at 9:00am. All Early Childhood classes end at 3:00pm.

There is a supervision service available from 3:00 to 3:45pm. Children are watched by two or three teachers depending on their number and, if the weather allows, they use the back garden.

### ***Elementary, Middle and High School***

School activities run from Monday to Friday from 8:30am to 3:45pm. Students can enter their homeroom classrooms at 8:25am and 5 minutes delay is tolerated (up to 8:35am). Elementary students can also join the early morning supervision (7:30 to 8:30am) requesting the service through the applicable online form. Lessons begin at 8:35am.

### ***Responsibility***

All students are under the school's responsibility from the admission to the end of the school day: 3:00pm for Early Childhood (or 3:45pm for those who request the supervision service) and 3:45pm for Elementary, Middle and High School.

## **LATENESS AND ABSENCES**

### ***Daily attendance***

Students' attendance is taken every morning in class and simultaneously registered electronically. Students who arrive after the beginning of lessons will be marked as *tardy* and must go to the Front Office for the check in. Upper School students who arrive late can enter only at the beginning of the next class in order to avoid disruptions.

Families must notify the school in advance of planned absences. Both lateness and absences will be taken into consideration in the final evaluation and will be reflected on the report cards.

Students whose athletic commitments are routinely scheduled during school hours will sign, along with their parents, the Student-Athlete agreement at the start of each school year.

## ***Procedures in case of absence***

The family (or students older than 18) must notify any absence, late entrance or early dismissal and the applicable reasons using the specific online form made available by the school. The notice must be sent in advance and no later than 9:00am of that day.

For emergencies or unexpected cases, the parent can request an early departure by phoning the Front Office. The request and relevant reasons must be confirmed (even at a later stage) by submitted the applicable online form.

An absence, lateness or early departure with no justification or with a justification considered unsuitable by the Direction, will be considered as unjustified absence and will affect the didactic and disciplinary evaluation. As an indication, unjustified absences include but are not limited to the following: family vacations, repeated unexplained absences or tardies.

In case of absence, lateness or early departure, Middle and High School students are responsible for contacting their teachers for the work they missed. For Elementary students, it is the family's responsibility to contact the teacher to confirm what work was missed.

Concerning the duration of the absences, the student may be asked to show evidence of continued progress. In order to promote recovery, in some cases, the student may not participate in school trips. If the number of absences compromises the completion of the teaching program and promotion, the family will receive a written notification and an invitation to an interview.

## ***Recovering missed classes, homework and exams***

Students must make up for the missed time according to when and how it was agreed with the Faculty. Missed exams and school work must be made up for as soon as possible, within the limits of time set by the Faculty. Unexcused absences negatively impact assignment scores. In case of repeated absences, the student may lose the opportunity to make up for the missed exams and work.

## ***Holidays during school time***

Parents should plan the holidays so that their children do not miss lessons. IST strongly advises against planning holidays that coincide with school days. Family holidays that result in a student's absence from school will be regarded as absences and reflected on report cards.

## **ILLNESS**

If a student falls ill at school, the family will be informed promptly. Once the notice has been given, parents should collect their child within an hour. Moreover, families are requested to inform the school if their children have infectious diseases so that the school may pay close attention to possible symptoms of its spread. Parents are kindly requested to inform the teachers and the Front Office of any medical problems of the student (possibility of fainting, allergies, intolerances, diabetes etc.) or if the student is receiving medical care.



## **ACCIDENTS**

In the case of an accident, IST personnel are able to provide first-aid. If there is any need for specific treatment, the parents will be informed promptly, and, if needed, medical authorities will be informed.

All students are covered by accident insurance both on school premises and during off-site activities.

## **OUTDOOR ACTIVITY**

IST is located within the Villaggio del Fanciullo, a larger campus. The school grounds include an area for Elementary and Upper School students with a soccer field, a basketball court, a volleyball court and a gymnasium. For Early Childhood, there is access to a smaller playground area and a protected outdoor back garden with a cycle track, football pitch, and various playground equipment. The school promotes outdoor activities, which are suspended only in case of bad weather or severe cold spells.

## **PHYSICAL EDUCATION**

Students from Kinder 3 to Grade 10 are expected to participate in Physical Education classes regularly unless excused by a medical certificate. The physical education uniform is a grey T-shirt and a navy blue track suit or shorts.

# STUDENT RIGHTS AND RESPONSIBILITIES

## *General Criteria*

### ***Community Rules***

The conduct of IST students, on and off campus, must reflect the standards of good manners required by the community. The ultimate goal for each student is self-discipline and responsibility for their own actions. Each student shall respect the appropriate authority figures. This respect includes conforming to school rules and regulations, community standards, and those provisions of the Italian law which apply to the conduct of minors and adults. Each student must respect the rights and privileges of others and cooperate with members of the School community.

All students are guaranteed fair treatment.

### ***Parents' and Students' Responsibilities***

All students and their parents/guardians must comply with the rules written in this Student-Parent Handbook, which has been approved by the Board of Directors. Parents will be informed of any changes in the policies of IST regarding duties and responsibilities. The updated Handbook is always available at the Front Office and on the school website.

### ***Concerns, Complaints or Grievances***

Students' or families' complaints or grievances concerning any aspect of school life that are not outlined in the Parent-Student Handbook must be brought to the attention of the closest school representative.

A complaint should be addressed to the first level authority before it is advanced to a higher level of authority. The levels are as follows:

1. the appropriate teacher or Advisor
2. Section Coordinator
3. the Deputy Director/s
4. the Director
5. the Board of Directors.

### ***Verbal Enquiries and Checks***

School officials are authorized to question any students about their behavior or actions. If any alleged action is serious enough to warrant disciplinary or legal action, parents will be notified, and a disciplinary procedure will start, as described in the following chapter.

All personal possessions in school, including lockers or items brought to school by students or students' visitors, are subject to search by school officials at their discretion. Students are required to actively cooperate in such inspections, and the refusal to cooperate is considered a serious disciplinary offense.

## ***Dress Code***

The personal appearance of an IST student must reflect respect for the School and the international community of which they are a part. Each student must dress in a sober, decent and tidy way on campus and at School-sponsored activities held off campus. If in the opinion of the Administration, a student is dressed in a way that may alter the learning atmosphere or gives a negative image of the School community, the student will be required to dress in a more appropriate way.

## ***Lockers***

At the beginning of the school year, students are assigned personal lockers and keys, and are responsible for keeping them in good condition. Students' access to lockers is subject to restrictions. Middle and High School students pay a deposit and are given one key for their lockers. The locker belongs to the school, which has a spare key. If a student forgets their key, they may ask the Front Office. The administration can check the contents of a locker at any time.

## ***Medication***

On the basis of existing legislation, medications can only be administered by parents/guardians or Nurses/Doctors. **The school personnel cannot administer any medication.**

Exception to this general rule may be made only for life-saving medicine, provided that the following conditions are satisfied:

- the family has made an official request to have the medication administered at school and have filed adequate medical documentation about the prescription to administer such medication;
- the medication can be safely stored at school;
- school personnel is available and properly trained to administer the medication.

## ***Student discipline guideline***

### ***Principles and Aims***

The Discipline Guideline includes a description of actions considered to be inappropriate, establishes related sanctions, identifies the sanctioning body, and indicates the procedures to follow. Since the mission of IST is to train and to educate, any disciplinary action will aim at reinforcing the student's sense of responsibility, and restore correct relationships within the school community.

Disciplinary responsibility belongs to the individual. Disciplinary actions can be taken only after having verified the existence of serious and specific elements relating to the offense. No disciplinary action can be taken if the student involved has not been asked to state their case. No behavior related disciplinary offense can affect academic evaluation.

Disciplinary actions are proportional to the offense. They aim to prevent the repetition of unacceptable actions, and have educational purposes. When administering sanctions, the

student's personal situation and their willingness to accept responsibility and make reparations up must be taken into consideration.

Bullying and cyberbullying are also regarded as improper behaviors that may lead to disciplinary procedures. In this respect, the International School of Trieste recognizes that the social phenomena of bullying is complex and not limited by age or gender. The following clarifications are intended to promote mutual respect, to establish clear guidelines and effective strategies to prevent and deal with cases of bullying in the school. This is closely linked with IST's commitment to Fostering Character Development and Building Community Ideals as described in the school's Vision.

Through the Character Education program, IST seeks to instill community values in students beginning in Early Childhood, and from every entry point which follows.

Bullying may be defined as an imbalance of power (real or perceived) which typically includes one or more of the following elements:

- intention or planning;
- influence of a peer over others;
- set roles of aggressor and victim;
- repetition of behavior;
- fear of victim or peers to speak to those who can help.

It is usually, but not necessarily, a repeated behavior.

It may take the following forms:

- physical
- verbal
- relational

It may be the actions of a group or individual and may occur in person or online. Bullying results in pain or distress on the part of the victim.

Bullying may take place online or via social media. Italian law n. 71 of 29 May 2017 defines cyberbullying as the following: "any form of pressure, aggression, harassment, blackmail, insult, denigration, defamation, identity theft, alteration, illegal purchase, manipulation, illegal processing of personal data to the detriment of minors carried out electronically, as well as the dissemination of online content with one or more members of the child's family as subjects whose intentional and predominant purpose is to isolate a minor or a group of minors by presenting serious abuse, a malicious attack or ridicule."

Bullying is not an occasional disagreement among friends, joking or name calling. When occasional problems arise, these become part of students' normal development and are learning opportunities about how to deal with the breakdown of friendships or childish behavior on the part of peers. Through these experiences, however unpleasant, children develop social skills needed to repair friendships.

## ***Classification of Disciplinary Offenses***

Any conduct contrary to student duties is considered a disciplinary offense, and in particular:

1. Being constantly distracted and uninterested in the didactic activities;
2. Performing school commitments neglectfully;
3. Being disruptive;
4. Not abiding by the school timetable and leaving the classroom unexcused;
5. Being absent from school without proper and timely justification;
6. Falsifying or altering written communication or school documents;
7. Refusing to follow the instructions of teaching and non-teaching staff;
8. Maintaining an attitude unsuitable to a school environment;
9. Smoking on school premises either indoors or outside, on busses used for school activities or during any activity promoted by IST;
10. a. Possession or use in any capacity, direct or indirect, of controlled substances;  
b. Possession or use in any capacity, direct or indirect, of alcohol;
11. Violating safety or health regulations;
12. Embezzling/Taking possession/Seizing, even by subtraction, of other students' properties;
13. Academic dishonesty such as cheating or being disrespectful during school activities or in interpersonal relationships;
14. Damaging or ruining school premises, furnishings, didactic equipment or anything else belonging to the School;
15. Using disrespectful, insulting and offensive language;
16. Harassing or ignoring the responsibility of care and education towards younger students;
17. Acting in an intimidating or aggressive way, including from a psychological standpoint, in such a way that offend the dignity of others;
18. Behaving in a potentially dangerous way with the other members of the School community;
19. Causing physical injury to other students or Faculty/Staff;
20. Refusal to cooperate in the case of locker inspections or searches of personal belongings (see section VERBAL ENQUIRIES AND CHECKS);
21. Losing or repeatedly forgetting the locker keys (see section on LOCKERS);

22. Any act of bullying or cyberbullying which has negative consequences on the student's wellbeing at school or upon their academic progress or that impedes the normal development of class activities.

23. Any other action contrary to student duties;

### ***Types of Sanctions***

1. Verbal reprimand privately or in the classroom;
2. Detention and/or written communication sent to parents;
3. Suspension for no more than two days from didactic tours or field trips and other extra or co-curricular School-sponsored activities;
4. Suspension for more than two days from didactic tours or field trips and other extra or co-curricular School-sponsored activities;
5. Suspension up to a period of fifteen days;
6. Suspension up to a period of six months;
7. Restoration or replacement of damaged or destroyed properties.
8. Expulsion.

In any case, save for serious violations which involve expulsion, students may be entitled to undertake volunteer work for IST with the prior approval of the Director.

If the student shows that they are willing to volunteer prior to sanctions being implemented, the Disciplinary Council can suspend the disciplinary action. After having verified that the student's volunteer performance is adequate and complete, the Disciplinary Council can take the decision to dismiss the case.

If the student volunteers after having been sanctioned, the Disciplinary Council can decide to reduce the disciplinary action after having verified the performance is adequate and complete.

Expulsion is taken into consideration only in the case of particularly serious and exceptional violations that provoke a definitive breach in the trust between the student and IST.

The infractions stated in point 10a of the Classification of Discipline Behaviors are considered to be of exceptional seriousness and, reliant on the evaluation of the individual case, may result in expulsion.

### ***Competent authorities to enforce sanctions***

The authority in charge of making provisions for sanctions is the Disciplinary Council, except for minor violations which are dealt with under the heading "***Disciplinary Procedure.***"

The Disciplinary Council remains in office for two years and is made up of the School Director, a teacher and a Board member. The teacher is appointed by the Director and the Board member is nominated by the Board.

## ***Disciplinary Procedure***

Disciplinary action will follow only after the facts have been established and the student has been granted an opportunity to speak for themselves.

Minor offenses involving the sanctions referred to in paragraphs 1, 2, and 3, are dealt with through a simplified procedure, according to which notification to the student can be made verbally at the time of the offense. Disciplinary action will be enforced by the teacher or the Director and recorded together with any justification given by the student.

With regards to more serious offenses which imply the sanctions referred to in paragraphs 4, 5, 6, 7 and 8 above, the procedure will be as follows:

- a) Any teacher, staff member or any other interested party can bring to the attention of the Director a case they consider against the School Rules and Regulations to the attention of the Director ;
- b) If the Director does not consider the action to be a potential breach of conduct, the Director must still bring it to the attention of the Disciplinary Council who can request the Director to proceed according to the provisions indicated in the following paragraph;
- c) If the Director does consider the student's action to be a potential breach of conduct, the student and parents will receive a communication from IST outlining the start of disciplinary action being taken indicating the charge, the time limit of the proceedings, the right to be personally present on the day of the hearing, and the opportunity to produce written or other evidence.
- d) A communication regarding the day of the hearing must also be sent to any other interested party;
- e) The student is invited to attend the meeting, together with their parents. In addition, they are expressly advised on the possibility of presenting their case and providing comments.
- f) The Disciplinary Council is required to gather statements from the student, the parents, witnesses and any person present or with information regarding the incident.
- g) The Disciplinary Council, headed by the School Director, will make a decision based on a majority vote.
- h) In the event of a tie, the Director or the eldest member of the Disciplinary Council will have the casting vote.
- i) Minutes of the meeting must be taken and must include the resolution taken by the Council as well as a brief description of the discussion.
- j) The minutes remain in the possession of the Director in order to formalize the Disciplinary Resolution.

- k) The Disciplinary Resolution must include details of the decision, the type of the sanction, a concise explanation of the motives of the aforementioned decision as well as the terms according to which appeals may be filed.
- l) The student and their parents/guardians are informed, privately and in writing, of the contents of the Disciplinary Resolution.

### ***Urgent Action***

Particularly serious offenses that are potentially dangerous to any students or community members or may be elements of a criminal in nature can lead to the immediate implementation of a Disciplinary Action for safety reasons.

In this case the Director will take immediate action and inform the student along with their parents. As soon as possible, the Director will call a Disciplinary Council meeting to initiate the official procedure.

In any case, the Disciplinary Council will take into consideration the precautionary measure already implemented by the Director and will make its decision according to the outcome of the disciplinary procedure.

### ***Appeals***

A student or family who disagree with the sanction imposed by the Disciplinary Council may file for appeal. The appeal must be filed no more than fifteen days after having received information of the Disciplinary Action. Appeals are dealt with by the College of Appeals.

The College of Appeals is made up of two IST Board members appointed by the Board (one of whom must be a parent representative) and by a teacher nominated by the Director. The College of Appeals will elect its President, by majority, among the Board members.

The College of Appeals is nominated at the beginning of each school year and members remain in office for two years. The members must be different from the members of the Disciplinary Council.

The Appeal must be addressed to the Director and filed at the IST Front Office. Within 15 days from receiving the Appeal the Director will summon the College of Appeals. After having acknowledged the proceedings the College of Appeals sets the date on which the contestor is invited to present their reasons for appeal and make remarks. The contestor has the right to present recollections and defenses in writing.

The College of Appeals can acquire any information considered necessary, with no need for formality, and will inform the contestor of all the evidence acquired. The Director participates in the College of Appeals meetings without the right to vote and can be involved in the discussion if the President of the College of Appeals requests it.

Having heard both parties, the College of Appeals makes a decision based on a majority vote and provides motivation for the provision. In the event of a tie, the President of the College of Appeals will have the casting vote. The Disciplinary Council proceedings apply to resolutions and notifications.



# COUNSELING PROGRAMS

In keeping with IST's Mission, a focus is placed on helping students develop their academic skills, personal and social development, community involvement, and post-secondary studies planning.

## IST HOUSE PROGRAM

All Upper School students are part of a mixed-grade Middle School or High School Advisory, and meet several times a week. A House is comprised of two Advisory groups and the Houses compete for Academic, Citizenship, and Community points. IST has four Houses, the names of which represent four continents and are based on Plato's virtues: moderation, wisdom, courage and justice. The IST House names are **Anyi** (Incan for balance), **Busara** (Swahili for insight), **Kleos** (Greek for honor) and **Shakti** (Hindi for strength).

Connections will be made between lower school students and Upper School Houses whenever possible in order to instill a greater sense of community within the school. Students may earn Community Points for their House by assisting students in Lower School classrooms or collaborating on special projects.

## STUDENT COUNCIL

The High School Student Council represents the student body of IST in the school. Each fall, High School students elect Representatives from each class to serve a one-year term. The Student Council endeavors to encourage meaningful activities and programs for IST students. The Student Leadership Team meets at regular intervals to promote business on behalf of the student body; it also acts as one of the channels for student complaints and grievances.

## ADVISORY CURRICULUM

One of the main goals of the Advisory Program is to assist students in the assessment of their individual strengths, weaknesses, and differences. The Advisory curriculum addresses communication, organizational and time-management skills, self-esteem, decision-making and goal-setting, conflict resolution skills, and leadership training.

In addition, the Advisory Program provides the opportunity for students to consider and review educational and career options.

# COMMUNITY

## VISITOR CHECK-IN

For the protection of IST's employees and students, all persons visiting the school for any purpose are required to check in at the Front Office. Students from other schools who want to participate in class activities must be authorized by the Director. Such requests must be made in writing, at least 10 days in advance, to allow the teaching staff to be informed.

## MEALS

The IST fee includes lunch for all students and snacks for the Early Childhood students. The school catering services are managed by an external supplier appointed yearly and all meals are cooked in house on a daily basis in a fully-equipped kitchen. The menu, drafted according to the proposal of an external nutritionist and based on the recommendations of the Local Health Authority that is also in charge of periodic sanitary checks, is varied, nutrient, mainly prepared with organic ingredients. The menu can be found on the [website](#). Parents may notify of any dietary needs. In the case of food allergies the school requires a medical certificate at the beginning of each year. The supervision of students during the lunch period is provided for by teachers.

## SCHOOL BUS

Each student that uses an IST bus is expected to comply with the rules and regulations approved by the School and written in this Handbook. Failure to do so shall result in a disciplinary action by the Administration. No deduction will be made in bus fees for the period of time during which a student is banned from bus service due to disciplinary action.

## STUDENT ACTIVITIES

IST supports student activities held on campus and any activity directly related to the School held off campus during regular school hours. Only IST students may attend School-sponsored activities, unless prior approval is given by the Director.

Apart from special occasions indicated by the Director, all School-sponsored activities end before 11:00 pm. School-sponsored activities are organized so as to allow all students to participate.

Funds obtained for student-organized activities will be the responsibility of and managed by the organizers of the event and the school administration (i.e. End of Year Dance).

Some school-day activities charge fees for participation (i.e. After-School Activities).

## **STUDENT ORGANIZATIONS AND CLUBS**

Educationally sound co-curricular organizations and clubs are encouraged at IST. Each organization has a Faculty sponsor and the approval of the Director. It will be the sponsor's duty to encourage all members of the organization or club to participate as fully as possible.

Recognition and approval of a club or organization may be requested by submitting typed copies of a constitution or bylaws, list of prospective members (minimum of 6) and a résumé of planned activities to the School Director.

## **STUDENT SOCIAL EVENTS**

Permission to hold any social event which is School-sponsored and held either during or after school hours, either on or off campus will be granted only by the Director.

A calendar of all student activities is organized by the School and advance notice of events shall be given to the School community. Only IST students may attend School-sponsored activities, unless prior approval is given by the Director after consultation with the activity sponsor.

Each student is expected to conform to IST's behavior regulations at all School-sponsored activities regardless of the location. Violations to School behavior codes will lead to a disciplinary action.

## **STUDENT PUBLICATIONS**

All prospective School publications must abide to the following criteria:

- Nothing can be written to damage the integrity and reputation of individuals or organizations nor to offend or humiliate.
- All sides will be heard on any controversial issue.
- The image of IST, its students and staff must be represented in a correct and constructive way.
- Good taste must be used in all articles, in language and in content.
- All facts used in a story must be carefully checked.
- Confidential or unannounced items must be checked for approval before the article is published.

It is the responsibility of the teacher in charge of overseeing the publication to ensure that the above criteria are met. Any doubt or problem should be taken to the Director for a final decision.

## **COMMUNITY SERVICE**

A number of opportunities will be presented each year for student and family service within the IST community. The school also encourages contributions in our local and larger communities.

## **PARENT-TEACHER COMMITTEE**

The *Parent-Teacher Committee (PTC)* supports the school with a number of initiatives and events. Teachers are encouraged to participate in all PTC activities. Staff participation gives parents and teachers the opportunity to become better acquainted and demonstrates mutual support for school goals. The PTC organizes activities such as the *Welcome Back Aperitivo* or *Dinner, Family Day*, the Lower School Carnival parties, and more.

PTC members are active and energetic and have raised funds for special school projects.

## **RELIGION**

IST welcomes students of all nationalities and religious beliefs.

Individual religious creeds are respected and protected but religious proselytism within the IST school community is absolutely forbidden. The school premises cannot be used by school members or groups for religious events or celebrations. Any reference to specific religions within the didactic program will be dealt with by teachers ensuring respect and full understanding of all religious creeds.

IST follows all legally recognized national holidays of the Italian Republic, regardless of their nature.

## **LOST AND FOUND**

Any found unclaimed property can be turned in to the white Lost & Found chest located in the main entrance lobby. Items left at the end of the school year will be donated to charity.