



**UDINE**  
**INTERNATIONAL SCHOOL**  

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**ITALY**



**ELEMENTARY**  
**MIDDLE SCHOOL**  
**HIGH SCHOOL**

**PARENT/STUDENT**  
**HANDBOOK**

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# Welcome

Welcome to **The Udine International School ETS**. Our staff will do their utmost to make your child's stay with us enjoyable, stimulating, and fruitful.

## 1. THE SCHOOL

### 1.1 GENERAL INFORMATION

**Address:**

**THE UDINE INTERNATIONAL SCHOOL ETS**

Via Martignacco, 187

33100 UDINE

ITALY

**Telephone No:**

+39 0432 541119

**Website:**

<https://udineinternationalschool.com/>

### 1.2 SCHOOL HISTORY AND FOUNDATION

The Udine International School ETS (UIS) is a non-profit Foundation whose main statutory objective is the promotion of international culture and education.

In order to pursue its aims, UIS organises, conducts and administers educational and training programs as well as cultural activities. These activities pursue the objectives of the Foundation and are subject to the approval without appeal of the Board of Directors.

Within the framework of European Union guidelines, UIS promotes cooperation with other Italian or foreign institutions having similar objectives.

In order to pursue these objectives, The Udine International School ETS established a school in Udine (Italy) in 2003 with English as a teaching language, open to students of both sexes and all nationalities, comprising a Nursery School, Kindergarten, Elementary, Middle and High School.

UIS operates in conformity with the Statute of the Foundation and is governed by a Board of Directors to which a parent representative is elected every two years. The Director of the school is appointed by the Board of Directors of The International School of Trieste and is responsible for the educational and disciplinary functions of the school.

The educational programs of UIS must be approved by the Board of Directors of The International School of Trieste (IST) which is responsible for issuing diplomas.

Diplomas issued by UIS, through its founding partner The International School of Trieste, are legally recognised by Italian law (art. 393, comma 1, del D.Lgs. 16 aprile 1994 m. 297).

The legal status of The Udine International School ETS has been recognised by Decree of the President of the autonomous region Friuli-Venezia Giulia no. 0154/Pres., dated 11<sup>th</sup> May 2004.

The Statute of The Udine International School ETS is available to all parents on our web site and in the Secretariat.

In May 2017, the School became newest member of the International Education Systems network of international schools which has a commitment to promoting international education within the school and across the group.



### 1.3 IES ACADEMIC VISION, MISSION AND VISION STATEMENT

#### **IES Academic Vision**

IES schools deliver a rigorous skills-based curriculum through relevant and real-life challenges that have meaning to learners and encourage them to take responsible action from what they have learned.

Our student-centred approach allows students to build on previous learning and to demonstrate this in a variety of ways which ensures personal success for each learner.

IES graduates are confident and independent creative problem-solvers with a passion for learning. They are empathetic, open minded and resolute; appreciate their own culture and respect the cultures of others.

They are future-ready global citizens who are prepared for the real world and want to make a difference.

#### **Mission Statement**

At UIS, our mission is to enable our students to develop international mindedness which will allow them to be compassionate and active local, national and global citizens.

We have a professional and dedicated faculty who use a variety of pedagogical approaches. We focus on each student as an individual, supporting their achievement in every aspect of learning and enabling them to reach the highest of academic standards. We develop their creativity and support their growing independence to have the courage to act on their beliefs.

As a community that includes students, families and staff, we hold respect as a vital quality in making our school a wonderful, safe and inspiring place to be. It is a place where different perspectives are cherished, where an ethos of integrity is valued, and where caring for each other is natural. Our multilingual environment fosters the belief that in our differences, we all have similarities and that striving to communicate allows us to achieve all our other aims.

#### **Vision Statement**

The challenge for our community is to foster in our students an international perspective and a capacity for individual growth, with the ability to apply knowledge and adapt skills in our rapidly changing world.

#### **Core Objectives**

To achieve its mission UIS is committed to:

- Developing High Educational Standards

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

- Nurturing an International Approach

We embrace diversity, integration and coexistence by working together toward understanding;

- Fostering Character Development

We encourage one another to think critically, work collaboratively and independently while acting responsibly and with sincerity to fulfil our greatest potential and become life-long learners;

- Encouraging Academic Curiosity

We challenge one another to actively engage the problems confronting us using the creativity and skills necessary for success in our world;

- Building Community Ideals

We cultivate a tangible sense of civic and environmental responsibility rooted in communal spirit, meaningful dialogue and a strong sense of identity.

## 1.4 RECOGNITION

Diplomas issued by The Udine International School ETS, through its founding partner The International School of Trieste, are formally recognised by the Italian State by means of State Law no. 26 dated 29th January 1986, art. 10, paragraph 3 which states:

**“Vengono riconosciuti a tutti gli effetti i titoli rilasciati da The International School of Trieste. Il riconoscimento dei titoli è subordinato all’accertamento della conoscenza della lingua italiana da parte dei candidati mediante prova d’esame”.**

On 20th December 2004, the Italian Ministry of Education, Universities and Research – The Friuli-Venezia Giulia Regional Education Office, formally acknowledged the school’s operation.

The legal status of the UIS has been recognised by Decree of the President of the autonomous region Friuli-Venezia Giulia no. 0154/Pres., dated 11th May 2004.

## 1.5 ACCREDITATIONS AND AFFILIATIONS

UIS is accredited by:

CIS Council of International Schools <http://www.cois.org/>

and collaborates with:

The College of New Jersey – Faculty of Education <http://www.tcnj.org/>

## 2. IMPORTANT INFORMATION

### 2.1 ACADEMIC PROGRAMS

#### 2.11 Elementary School (Grades 1-5)

The Elementary School Program is divided into Core Academic Subjects and Specialist Subjects. Achievement and Skills grades are given for performance in Core Subjects whereas in Specialist Subjects only student skills are evaluated (see Grading System). Lessons last 45 minutes.

Core Subjects	Specialist Subjects
English Language Arts	Art
Mathematics	Coding
Italian	Music
Social Studies	Physical Education
Science	

#### 2.12 Middle School (Grades 6 – 8)

The Middle School Program is also divided into Core Academic Subjects and Specialist Subjects. Achievement Grades and Effort Grades (see Grading system) are given in all subjects. Lessons last 45 minutes.

Core Subjects	Specialist Subjects	Elective Subjects
English Language and Literature	Art	Design and Technology
Italian Language and Literature	Communications	Latin
Mathematics	Physical Education	
Modern Foreign Languages		
Science		
Social Studies		

## 2.13 High School

The High School Program is also divided into Core Academic Subjects, Specialist Subjects and Elective Subjects. Achievement Grades and Effort Grades (see Grading system) are given in all subjects. Lessons last 45 minutes.

Core Subjects	Specialist Subjects	Elective Subjects
English Language and Literature	Art	Design and Technology
Italian Language and Literature	Communication	Latin
Mathematics		
Modern Foreign Languages	Physical Education	
Science		
Social Studies		

## 2.2 ADMISSION CRITERIA

UIS does not discriminate based on race, creed, colour, gender, or national origin and seeks to accept all students who apply. Applications for admission are accepted throughout the year.

Knowledge of the English language is not a determining factor for admission to the Elementary and Middle School, but the student's level may be assessed in order to determine whether EAL support (English as an Additional Language) is required. During a student's first year, a personalised EAL program is offered to our new students to help them acquire the language necessary to integrate into our learning environment.

High School Admission requires a previous knowledge of the English Language equivalent to the B1 Level of the European Common Framework for Languages. Admission to the High School will be determined by the result of an English Language Entry Assessment.

The school does not have a Learning Support department and does not provide dedicated students support services, therefore specific needs will be discussed with the student's family at the time of application in order to determine whether these needs can be catered for.

Students will be admitted to **Nursery 3** if they turn three years of age by December 31st of the calendar year in which classes begin. Students will be admitted to the **Pre-Nursery** class if they turn two years of age during the calendar year in which classes begin.

Along with the enrolment documents to be completed, applications to the school must be accompanied by previous school reports and/or records, any appropriate medical records, and a valid identity document.

## 2.3 ATTENDANCE

Students are expected to be in attendance each day of the official school calendar. Parents are strongly advised to organise their vacations to coincide with official UIS school holidays to avoid the loss of school time. Arrangements about missed work will be discussed on an individual basis with the student, in case of illness. Students who will miss school for family trips will not be given work in advance. Any student being dismissed before, during, at the end of the lunch break, or in the early afternoon and not returning will be recorded absent for a half day of school. Those absent for more than 50% of the school calendar in any term will not be issued a grade for that term. If a student is absent for more than the 25% of the total school days, he/she will not be admitted to the following grade level and must repeat the year.



## 2.4 ADMINISTRATION OF PHARMACEUTICALS

According to present regulations, pharmaceuticals can only be administered to children by their parents or specialised medical or nursing personnel. The school **cannot** therefore administer any form of pharmaceuticals to students except to administer lifesaving medicines.

## 2.5 BIRTHDAYS AND FESTIVITIES

Children can celebrate their birthday with their fellow students and class teacher by bringing a ready-to-serve treat to share with the classmates. Napkins, cups and plates are appreciated. Please note that the school will not offer the service of heating up or refrigerating. Please do not bring high sugar or caffeinated drinks to school. An ingredient list and expiry date in case of purchased products is also required.

Major festivities are celebrated with a party organised by the school.

## 2.6 BOOKS, MATERIALS AND EQUIPMENT

The school provides each student with the resources they need for the program of studies. Students must provide their own consumable materials. A list of the material required will be sent to families along with the Summer Newsletter. Textbooks given to the students must be kept in good condition and returned at the end of the school year. Parents will be responsible for refunding damaged or lost textbooks at the current cost of the book increased by 50%. Further instructions will be given at the beginning of the academic year.

School equipment must be handled with care and according to instructions given by the teacher. Parents are responsible for replacing lost or damaged equipment.

## 2.7 CHARITIES

A very important part of the UIS philosophy is solidarity towards the less fortunate. UIS sponsors several charity campaigns and organises various fund-raising events during the school year in collaboration with the parents community.

## 2.8 CHANNELS OF COMMUNICATION

**UIS** places great emphasis on building a positive relationship between the school and families, in the education process of children. Open and regular two-way communication between home and school is important.

The school communicates regularly with parents about student progress through notices, progress reports, and scheduled conferences with parents. Important school information is also shared through weekly newsletters.

As such, issues, concerns, or other matters that a family wishes to raise regarding the education of their child, should first and foremost be addressed by that family themselves via the procedures outlined below:

1. When the problem concerns the child and their work, the best person for the parent to see is the teacher concerned. Appointments may be made directly with the teacher. The Secretariat must always be informed in writing of any changes in daily routine, dietary or health problems or any other issues which affect the safety and welfare of your child. Teachers will not accept such communications given verbally by a student.
2. Problems which cannot be resolved through a conference with the teacher or teachers concerned, or questions of a more general nature concerning the operation of the school and its programs, may be discussed with the Head of Department and, only if the issue cannot be resolved, with the Principal. Appointments may be arranged by telephoning the school office or via email: [info.udine@iesmail.com](mailto:info.udine@iesmail.com).
3. The UIS Foundation Board of Directors Parent Representative can be contacted solely for information and issues or problems concerning administration.

## 2.9 CLASS PARENTS

At the beginning of the year, parents will meet and nominate one or two Class Parents per class. The main role of the Class Parent is to help communicate initiatives and events organised by the school to other parents in their child's class.

Responsibilities:

- to promote a sense of community and encourage volunteerism;
- to help organise social, sports and fundraising events to benefit our school community;
- to welcome and help new families become part of the school community;
- to encourage the school community to participate in school projects and events;
- to serve as a link in communicating feedback and information regarding activities to the school community.

## 2.10 CLASS TUTORS

Udine International School places every Middle and High School pupil under the direct care of a Tutor or assigned teacher ("AT"). The Tutor or AT has the prime responsibility for monitoring academic and personal progress and the welfare of each pupil under his or her control. He or she is the main point of contact between school and home. Any communication about your child should start by contacting their Tutor or AT.

The Tutor has the following responsibilities:

1. To help students with timetables and general orientation at the beginning of the academic year;
2. To inform, advise and counsel students;
3. To assign student lockers and cubbies and check that they are tidy and clean throughout the year;
4. To assist the class in organising various class projects, such as fund raising, field trips or organising school dances.

## 2.11 COMPUTER NETWORK/INTERNET USE

UIS encourages students to use computers and the internet as a valuable teaching tool and educational resource. In order to ensure that the system is used properly, students must adhere to the rules and conditions of use as in the UIS [Bring Your Own Device Policy](#) and a student agreement form is given at the beginning of each year. Incorrect use can cause severe damage to the system and create difficulty for a large number of users. The supervising teacher responsible must always be consulted before attempting any operations of which the students are not entirely sure.

## 2.12 DISCIPLINARY PROCEDURES AND INTERVENTIONS

At UIS we believe students are accountable for their actions; they are responsible for conducting themselves in a way that upholds the reputation of the school, and in a manner appropriate to their age and level of maturity. They will be asked to explain any behaviour that strays from the UIS behaviour guidelines – initially to their Tutor/Teacher. Should any student persist in misbehaving, then he or she will be held accountable. Parents will be informed as and when necessary.

For more information about disciplinary procedures, please refer to the [UIS Behaviour Policy](#) and to the below UIS interventions.

## UIS INTERVENTIONS

	AREAS OF CONCERN	STAFF INVOLVED	ACTIONS INVOLVING THE STUDENT AND FAMILY
1	Classroom expectations and other incidents relating to the UIS school expectations.	<ul style="list-style-type: none"> <li>• Dealt with by the teacher in-situation.</li> <li>• Class teacher or tutor informed by teacher involved.</li> <li>• Links with pastoral programme.</li> <li>• All staff are responsible for interventions at this level.</li> </ul>	<ul style="list-style-type: none"> <li>• Explanation and discussion of correct behaviour.</li> <li>• Age appropriate methods used to reinforce the expectation.</li> <li>• Age appropriate disciplinary consequences.</li> <li>• Communication with parents, and other staff as appropriate.</li> </ul>
2	Multiple incidents relating to the UIS school expectations, or a more serious single incident.	Involvement of the Vice Principal is requested.	<ul style="list-style-type: none"> <li>• Explanation and discussion of correct behaviour.</li> <li>• Discussion of reasons for repetition.</li> <li>• Incident documented and communication with parents in writing.</li> <li>• Counselling by appropriate person.</li> <li>• Appropriate apology expected from student.</li> <li>• Appropriate consequences used to reinforce the expectations.</li> <li>• Principal informed where appropriate.</li> </ul>
3	Serious or continuous incidents relating to the UIS school expectations or refusal to follow the expectations.	Involvement of the Head of Department is requested.	<ul style="list-style-type: none"> <li>• Explanation and discussion of correct behaviour.</li> <li>• Discussion of reasons behind the issue.</li> <li>• Incident documented, communication with parents in writing and parents called in for a meeting.</li> <li>• Counselling with a School appropriate person.</li> <li>• Appropriate apology expected from student.</li> <li>• Appropriate consequences used to reinforce the expectations.</li> <li>• The privilege of participation in optional trips following the incident may be removed, this decision being made based on the individual nature of each case.</li> <li>• Principal informed and consulted where appropriate.</li> </ul>
4	Consideration that a student is unable to remain at UIS.	UIS Principal assesses the situation in consultation with the leadership of the division involved.	<ul style="list-style-type: none"> <li>• Discussion of the event or issue.</li> <li>• Appropriate action decided upon by the Principal.</li> <li>• Parents met and communicated with, in writing.</li> <li>• Board Chair informed.</li> </ul>

## 2.13 ENROLMENT AND RE-ENROLMENT PROCEDURES

### First Enrolment:

Parents wishing to enrol their children in the UIS ECC section should arrange for an appointment with the Director of Admissions through the school Secretariat for an initial visit.

Please see the table below for the Grade allocation in relation to date of birth for the 2023-24 school year:

Year of Birth	Grade
2022	Pre-Nursery*
2021	Nursery Three
2020	Nursery Four
2019	Kindergarten
2018	Grade 1
2017	Grade 2
2016	Grade 3
2015	Grade 4
2014	Grade 5
2013	Grade 6
2012	Grade 7
2011	Grade 8
2010	Grade 9
2009	Grade 10
2008	Grade 11

Any request for a student to be placed in a previous or subsequent Grade will only be considered in exceptional circumstances and will be at the discretion of the Principal.

If a class has reached maximum capacity, a waiting list will be created. As spaces become available, parents will be contacted.

Within fifteen days of requesting an Enrolment Pack, and in order to guarantee a place, the family of the new student must hand in to the school Secretariat:

- the completed form signed by both parents;
- proof of identity of both parents and child/ren;
- supplementary documents (as outlined in the Enrolment Pack, dependent on student circumstances);
- proof of payment of the following:
  - REGISTRATION FEE,
  - ANNUAL MAINTENANCE & DEVELOPMENT FEE,
  - ANNUAL RESOURCES & TECHNOLOGY FEE (ELE / MS / HS only)
  - IES INSTITUTIONAL SERVICE FEE (optional for ECC students),
  - NEW FAMILY MEMBERSHIP FEE and
  - ADVANCE OF THE ANNUAL TUITION FEE (€500)

*all of which are non refundable.*

On signing the Enrolment Form, parents accept all school policies as well as the terms and conditions included in this PARENT HANDBOOK and published on the school website.



**Re-enrolment:**

The re-enrolment of a student will be considered valid only after the completed Enrolment Form, signed by both parents, has been handed in to the school Secretariat along with the documents listed in the enclosures, each year by 31st January.

The Enrolment Form must be accompanied by proof of payment. At enrolment the following amounts are payable:

- REGISTRATION FEE,
  - ANNUAL MAINTENANCE & DEVELOPMENT FEE,
  - ANNUAL RESOURCES & TECHNOLOGY FEE (ELE / MS / HS only)
  - IES INSTITUTIONAL SERVICE FEE (optional for ECC students),
  - ADVANCE OF OF THE ANNUAL TUITION FEE (€500)
- all of which are non-refundable.

**Refusal and Repeal of Enrolment**

Within sixty days, UIS reserves the right to refuse enrolment or re-enrolment of a student without appeal. The family will be informed of the refusal via registered A.R. mail and fees already paid will be refunded.

Furthermore, at the complete discretion of the Board of Directors and exclusively for extremely serious reasons, UIS reserves the right to revoke without appeal an enrolment during the school year as well as decide the expulsion without appeal of any student whose parent(s) are involved in acts that are clearly contrary to the educational aims of the institution or who damage its image.

## 2.14 EXTRA-CURRICULAR ACTIVITIES

At UIS we believe in empowering our students with the opportunity to develop their interest beyond the curriculum. We offer our Elementary, Middle School and High School students a program of extra-curricular activities, which will be provided at the beginning of the school year. A detailed outline governing extra-curricular school activities will be given to parents upon registration of the activity.

## 2.15 FIELD TRIPS AND EVENTS

School field trips and events are a very important part of the educational process and school curriculum at UIS. Whenever possible, students should always participate in school field trips and events. A permission form for day trips/activities will be given out and must be signed by parents and returned to the Secretariat. The school will provide parents with detailed information concerning the trip prior to the departure date. Parents who do not give students permission to attend must explain their decision in writing and students must attend classes regularly on the day of the field trip or he/she will be considered absent. UIS asks its students to maintain a responsible and respectful attitude during school trips. All school rules regarding behaviour will also apply during outings and field trips. All children are covered by an insurance policy for accidents which may occur at school, during field trips or during activities outside school grounds. A detailed policy governing school trips will be given to all is available at this link: [SCHOOL TRIPS POLICY](#).

We ask parents to make sure that all documents and payments required for school field trips be provided according to the instructions given by the school. Failure to respect deadlines and follow instructions might cause organisational problems and can threaten to compromise trips.

UIS will in no way be held responsible for the consequences caused by parents not following instructions given by the school.

## 2.16 GRADING SYSTEM

In Elementary School, students will receive a midyear report in January and a final report, issued in June.

### ELEMENTARY SCHOOL ASSESSMENT

Beginning (B):	Students have been exposed to, and are beginning to demonstrate understanding of, a new concept, skill or area of knowledge.
Consolidating (C):	Students are working towards meeting learning outcomes.
Established (E):	Student consistently demonstrates understanding of learning outcomes
Extending (Ext.):	Student demonstrate advanced understanding and can apply skills and knowledge in new situations.
Not Applicable (N/A)	Not Assessed during this reporting period

In G4 and 5 besides being assessed in each of the subject areas, students will be given an overall grade from A to F in the Core Subjects.

### MIDDLE SCHOOL ASSESSMENT

The academic year runs for ten months and is divided into two terms. An exam will be given in each Core Subject at the end of the second term, with the grade forming 20% of the annual result. As the final year grade is calculated by averaging the two term grades, students and their parents should be aware that all marks received throughout the year contribute to the final percentage grade in a subject.

At the beginning of each school year, subject teachers will communicate their requirements with regard to behaviour, homework, assignments and class participation and how this will be taken into account when grading.

60%	PASS
59%	FAIL
AUD	AUDIT (Student participating in the class but is not graded)
INC	INCOMPLETE: Student has not been present for more than half the days in the term or has not taken all the necessary tests or completed the required work. In the latter case, a mark can be given at a later date.

### HIGH SCHOOL ASSESSMENT

The academic year runs for ten months and is divided into two terms. An exam will be given in each Core Subject at the end of the second term, with the grade forming 20% of the annual result. As the final year grade is calculated by averaging the two term grades, students and their parents should be aware that all marks received throughout the year contribute to the final percentage grade in a subject.

At the beginning of each school year, subject teachers will communicate their requirements with regard to behaviour, homework, assignments, effort and class participation and how this will be taken into account when grading.

60%	PASS
59%	FAIL
AUD	AUDIT (Student participating in the class but is not graded)
INC	INCOMPLETE: Student has not been present for more than half the days in the term or has not taken all the necessary tests or completed the required work. In the latter case, a mark can be given at a later date.





## 2.17 GUIDELINES FOR PROMOTION OR RETENTION

### ELEMENTARY SCHOOL

1. Students earning an overall grade of F in one Core Subject will be examined by a Review Committee made up of the Principal, the student's teachers and one other staff member to be chosen by the Principal. The Committee will decide whether the student is prepared to move on to the next grade.
2. Each term grade will be equally evaluated when calculating the student's yearly average.
3. Core Subjects include: English Language and Literature, Reading, Mathematics, Italian Language and Literature, Social Studies, Science.

### MIDDLE SCHOOL

**1. Procedure:** To be promoted from one grade to the next, a student must earn at least 60% in each of his/her Core Subject classes. If the student does not reach the requisite 60%, a committee composed of the student's teachers, the Principal and the relevant co-ordinator will be convened. The Principal will preside over the deliberations. If the student has failed three or more core subject classes he or she will automatically be retained. In all other cases, the committee will be responsible for the decision. After discussing individual points of view, the committee will vote whether a student has earned the right to recover his or her grade. A simple majority is needed to decide the matter with stalemate votes to be decided by the Principal. This same process applies to students at the end of Grade 8, who may be required to sit a recovery exam in order to meet the minimum requirements to graduate.

**2. Recovery Exams:** The recovery process comprises an examination of the instructor's choosing representing concepts from the entire course to be administered prior to the commencement of the new school year. If the student completes his or her examination in a manner deemed sufficient by the instructor, the class will be considered recovered and a grade of 60% will replace the previous grade earned.

**3. Assessment:** The term grades obtained in each Core Subject will be equally assessed when calculating the student's yearly average. Each End of Term grade collectively counts for 80% of the student's final end-of-year grade. A term exam will be given in each Core Subject at the end of the third term. This Exam counts for 20% of a student's final end-of-year grade.

**4. Core Subjects include:** English Language and Literature, Social Studies, Mathematics, Science and Italian.

**5. End of year Exams:** These take place once a year in June (see school calendar) and form an integral part of the UIS Core Subject curriculum and as such are compulsory. In all circumstances, when a student is not present on the day of the exam, he or she will be required to sit the term exam at a time and date as decided by the school.

### HIGH SCHOOL

**1. Procedure:** To be promoted from one grade to the next, a student must earn at least 60% in each of his/her Core Subject classes (except for Latin). If the student does not reach the requisite 60%, a committee made up of the student's teachers, the Principal and the relevant co-ordinator will be convened. The Principal will preside over the deliberations. If the student has failed multiple classes with a sum of percentage points greater than 15, he will automatically be retained. In all other cases, the committee will be responsible for the decision. After discussing individual points of view, the committee will vote whether a student has earned the right to recover his or her grade. A simple majority is needed to decide the matter with stalemate votes to be decided by the Principal. This same process applies to students at the end of Grade 8, who may be required to sit a recovery exam to meet the minimum requirements to graduate.

**2. Recovery Exams:** The recovery process comprises an examination of the instructor's choosing representing concepts from the entire course to be administered prior to the commencement of the new school year. If the student completes his or her examination in a manner deemed sufficient by the instructor, the class will be considered recovered and a grade of 60% will replace the previous grade earned.

**3. Assessment:** The term grades obtained in each Core Subject (except for Latin) will be equally assessed when calculating the student's yearly average. Each End of Term grade collectively counts for 100% of the student's final end-of-year grade.

**4. Core Subjects include:** English Language and Literature, Social Studies, Mathematics, Science, Italian Language and Literature, Modern Foreign Language.

**5. End of year Exams:** These take place once a year in June (see school calendar) and form an integral part of the UIS Core Subject curriculum and as such are compulsory. In all circumstances, when a student is not present on the day of the exam, he or she will be required to sit the term exam at a time and date as decided by the school

## 2.18 HEALTH CARE AND ACCIDENTS

Parents are required to keep the school office informed as to their children's illnesses, diseases, allergies (food or other) or medical problems. If a child should become ill at school, parents will be immediately informed. Parents should also inform the school if a child develops an infectious disease and self-certification by parents will be necessary before the child can be readmitted to school. A self-certification by the child's parents is required if the student is absent due to illness for more than five days. In the case of Covid, the certificate is required regardless of the duration of the absence.

Students can be excused from physical education classes only if they have presented a parental note explaining the problem, or, in the case of prolonged absence, a medical certificate.

In the case of minor accidents, first aid can be administered by a member of the staff qualified in first aid. Should an accident be more serious, an accident report will be filled out by the staff and the parents of the child will be contacted immediately. If necessary, the student will be taken directly to the nearest hospital. All students are covered by the school accident insurance policy while at school or while participating in organised school field trips and off-campus activities.

## 2.19 HOMEWORK POLICY

Students at UIS are engaged in a full day of study from 08:20 to 15:50. For this reason, it is the policy of the school to regulate the amount of homework given to its students carefully. Homework tasks are intended to complement the learning taking place at school, whilst also respecting the school's belief that activities such as sport, cultural pursuits, unstructured play, and rest are all an essential part of a child's development. Homework tasks set will be directly connected to the work that is taking place in the classroom and be age and developmentally appropriate.

To be most effective, parents, carers, staff, and the students need to understand its purpose. We believe that homework:

- reinforces skills which have been taught in school and gives children the opportunity to practise what they have learnt;
- encourages self-discipline as the children take responsibility for their learning;
- promotes independent learning;
- provides teachers with the opportunity to support and extend individual children;
- encourages children to share their learning with parents and carers;
- helps parents and carers to become involved in their children's learning.

At the start of the year, during class meetings, all teachers will outline to students and parents the homework expectations for their Grade/Class. The time allocated for reading and other forms of homework will gradually increase as students become older. Homework tasks will not be given with the expectation that they are to be completed for the next day.

In the Elementary School, the English and Italian teachers will work together to coordinate the assignment of homework to ensure that workloads do not become excessive and students have adequate time for other activities.

In the Middle and High School, staff will coordinate the assigning of homework and test dates to ensure that workloads do not become excessive and to ensure that students are not reviewing more than two subjects on any given night.

All students in the school will make use of their homework diary to record both the details of any task that needs to be completed, as well as the due date for assignments or tests that are coming up. If students are unable to complete homework tasks for any reason, parents should contact the teacher concerned via the homework diary or by email.

In case of illness, arrangements about missed work will be discussed on an individual basis with the student. Students who will miss school for family trips will not be given work in advance. Parents who are concerned about homework should always speak to the teacher concerned in the first instance and after that to the Head of Department.

The following is a guideline to the number of hours that should be allocated to homework:

Grade	Daily Reading Time At Least 5 Times a Week (mins)	Homework (hours weekly)	ENGLISH SUBJECTS	ITALIAN SUBJECTS
1	10	1 hr 30 min	1 hr	30 min
2	15	1 hr 30 min	1 hr	30 min
3	20	2 hrs 30 min	1 hr 30 min	1 hr
4	25	3 hrs	2 hrs	1 hr
5	30	3 hrs 30 min	2 hrs 30 min	1 hr
6	5-7 hours a week			
7	5-7 hours a week			
8	5-7 hours a week			
9	7-9 hours a week			
10	7-9 hours a week			

Reading is an integral part of our daily lives and as such is a vital component of all curriculum areas at UIS. In order to improve the literacy levels of all students it is important to have effective cooperation between home and school. It is expected that UIS students will be involved in daily reading at school and at home. They should be engaged in meaningful reading that they understand appropriate to their own personal level. Consistency between home and school must be maintained in order for the school program to be effective.

## 2.20 LATE ARRIVAL AND ABSENCE

Since academic progress and regular attendance at school are very closely related, UIS takes a very serious attitude towards absenteeism and lateness. Late arrival is recorded by the office and appears on the report cards.

When a student is absent from school, it is the parents' responsibility to call the school Secretariat to report the absence. In case of infectious disease for the child to return to school, parents must present a medical certificate.

As mentioned previously, any student being dismissed before, during, at the end of the lunch break, or in the early afternoon and not returning will be recorded absent for a half day of school.

## 2.21 MIDDLE SCHOOL DIPLOMA

Upon successful completion of Grade 8, students will be awarded a Middle School Diploma by The International School of Trieste. This Diploma, pending a verification of linguistic ability in Italian by a Commission from the “Ufficio Scolastico Regionale per il FVG-Ufficio Scolastico Provinciale di Trieste”, is fully recognised by Italian Law. The Diploma will be awarded during a Graduation Ceremony at the end of the school year. The students with the best and second-best grade point average (including academic grades and participation in line with school spirit), the Valedictorian and the Salutatorian, will present speeches at this ceremony. Participation in the Graduation ceremony is mandatory.

## 2.22 MOBILE PHONES AND VIDEO GAMES

Students are not allowed to use mobile phones during school hours. Should students bring mobile phones to school, they must be handed into the Principal's office in the morning and will be returned to the students at dismissal time. The parents of students who continually fail to hand in their mobile phones at the beginning of the school day will be contacted in writing and their child will be banned from bringing their mobile phone onto school property. Students may bring mobile phones during overnight school trips and their use will be decided by the teacher. Video games will not be allowed at school.

## 2.23 NEWSLETTER

UIS publishes a Newsletter every week in order to keep parents informed as to school activities and to communicate important information. The Newsletter will be sent to all families via email every week, on a Friday afternoon. We kindly ask families to read the Newsletter regularly and attentively in that it is an important means of communication between the school and families.

## 2.24 REPORTING TO PARENTS

At UIS we believe effective learning is reinforced through the partnership of home and school. Schools reports to families about the progress of their children through:

- Parent - Teacher Conferences
- Student Led Conferences
- Report Cards

**Parent-Teacher Conferences (PTC)** are scheduled in November and later in the year to coincide with Student Led Conferences. These pre-scheduled opportunities allow for parents to meet with some or all of the student's teachers in order to discuss progress, strategies, and goals.

**Student Led Conferences (SLC)**, are a valuable part of the learning process that sees students engage in deeper reflection. SLC are usually held in Spring time. The format of Student Led Conferences is different from the usual parent teacher conferences in that it is a more informal approach. The SLC allow the students to be involved in conversation about their educational journeys by sharing with their parents their strengths and areas of improvements, as well as goals for the future. The school is open but there are no regular lessons. Students invite their parents to learn about the learning experiences they have at school. More information will be given prior to the event. After the conference the student may wish to show their parents some other aspects of school life, such as current displays or to visit teachers.

## 2.25 PARENT/TEACHER MEETINGS

Communication is vitally important to the teacher-parent partnership. Families will be informed about the development of their child on a regular basis. All teachers have a weekly conference time. Appointments can be scheduled directly with the teacher. If parents have any specific questions or concerns they should feel free to discuss them with their child's teacher, after having arranged an appointment with the teacher directly. This procedure permits the teacher to give parents his/her complete attention and does not interfere with teaching obligations. At the beginning of the school year, each class teacher will organise a class meeting in order to present a brief profile of the year's program to parents as well as discuss pertinent organisational matters regarding the child's new grade/class. The Principal will also organise a general meeting in order to present a brief profile of the year's program and activities to parents. After the first report cards have been issued, Parent-Teacher evening conferences will be organised. Appointments must be made through the Secretariat. Parent-Teacher day conferences will be suspended roughly for the entire week before issuing of report cards

## 2.25 REPORT CARDS AND STUDENT PROGRESS REPORTS

Report cards are issued two times per year in February and June. The final report cards will be issued the week following the end of the school year and become the property of the parents. Parents who do not receive a report card or have questions about the authenticity of the grades reported, should contact the school office. Reports will not be issued to parents with outstanding financial obligations to the school until such obligations are met. Should there be a concern, regarding student progress or behaviour, the school will contact the family to request a meeting. This meeting will be scheduled as soon as possible by the School Secretariat between the family and the relevant teacher(s). After the meeting has taken place, a student progress report will be shared with parents and filed for record.

## 2.26 SCHOOL CAMPUS

The bounds of the school are clearly defined by an enclosing fence. Students in the Elementary and Middle School are not permitted off campus during recess periods. High School Students may leave school premises provided they return punctually. Students who must leave the school for family, medical or other justifiable reasons, can do so if permission has been granted.

## 2.27 - SCHOOL HOURS

Lessons take place from Monday to Friday and follow the below schedule.

	Elementary	Middle School / High School
MAIN DOORS OPEN	07:50	07:50
CLASSROOMS OPEN	08:20	08:20
MORNING RECESS	10:00	11:30
LUNCH	12:00*	13:30*
LESSONS END	15:50	15:50
SUPERVISION ENDS	15:50	15:50

\* depending on the number of students we may or may not have two or three lunch sittings.

Students are expected to be punctual in arriving at school and in entering the building after the recess breaks.

## 2.28 SCHOOL LUNCH

The school provides each student with a snack during the morning recess and a well-balanced and nutritious school lunch prepared in the school kitchen, following the guidelines of the local health authorities. Attention is given to providing meals especially conceived and elaborated for school-aged children. The menu is seasonal (Autumn/Winter and Spring/Summer), and is available to all families in the Secretariat and published on our website <https://udineinternationalschool.com>. Parents are asked to inform the school if their child has special dietary or allergy restrictions (whether they be for health or religious reasons) which must be documented with a medical certificate, stating the medical condition which warrants the restriction. The certificate must be renewed every year. Whilst eating their lunch, students are supervised by their class tutors, and are expected to behave in an orderly manner and use good table manners.

## 2.29 SCHOOL POLICY ON RELIGION

As outlined in the Admission Criteria UIS accepts students of all races and creeds.

The school policy regarding religion within the school is the following:

- a) While each individual's religious convictions must be respected, no individual may engage in any form of religious proselytism on the school campus involving members of the school community;
- b) The school building may not be used by any member or group of the school community for purposes of a religious nature;
- c) References to religions or to a particular religion which may arise in the school's approved program of studies must be carefully dealt with by the class teacher to ensure that a proper respect and understanding of all beliefs is maintained;
- d) The school will respect its host country's legally stipulated holidays even if such holidays are of a religious nature.

## 2.30 SCHOOL TUITION AND FEES

The Board of Directors of **UIS** reserves the right to set tuition fees and conditions. The annual school tuition includes daily lunch, and all relevant resources, including but not limited to use of textbooks which remain the property of the school, the information technology network and WI-FI as well as one-day field trips.

Tuition fees are annual. Reduction or refund of school tuition due to student absence will not be granted.

Families can choose to pay the remaining sum of the the annual tuition fee in a lump sum by 30<sup>th</sup> **September with a 3% discount** or in four instalments as follows:

- 30<sup>th</sup> September: 25%
- 30<sup>th</sup> November: 25%
- 28<sup>th</sup> February: 25%
- 30<sup>th</sup> April: 25%

Enrolment and re-enrolment will be valid only upon presentation of proof of payment of the above amounts and should be paid via bank transfer before handing in the Enrolment Form.

A letter will be sent out in January each year to let parents know of the completion date for re-enrolment. Those who re-enrol after the deadline will be subject to the payment of double the annual registration fee.

Re-enrolments not accompanied by the above-mentioned payments will not be accepted and priority will be lost.

Parents withdrawing their children from **UIS** before the beginning of the school year or at any time during the school year, must give at least three months written notice to the school. Should the notice not be provided, a penalty equalling one third of the annual school fee will be applied. Report cards will not be issued to parents with outstanding financial obligations to the school until such obligations are met.

Furthermore, students whose families have outstanding school fees may also be prevented from attending classes.

The Board of Directors, in exceptional circumstances, can also repeal the terms and conditions specified above.

## 2.31 SECRETARIAT

Secretariat and Accounting Office hours follow the school's opening hours, and may be modified during summer and school year holidays.

## 2.32 STUDENT BEHAVIOUR GUIDELINES

It is assumed that UIS pupils know the basic difference between responsible and irresponsible behaviour. School rules are intended to underline what the school expects of its pupils while they are in attendance in order to avoid any misunderstanding.

The school expects every pupil:

- a. to come to school prepared to work;
- b. to complete homework assignments, to the best of his or her ability;
- c. to demonstrate proper respect for teachers and other members of the school staff;
- d. to respect school property and property belonging to others;
- e. to be attentive in class, and responsive to the teacher;
- f. to be honest and trustworthy, and tell the truth;
- g. to respect the rights, beliefs and attitudes of classmates;
- h. to ensure regular attendance and punctuality.

The administration and professional staff of the school have the right to establish reasonable regulations to assure adequate pupil conduct and to discipline those who fail to conform to these regulations. In all classrooms and year groups, clear expectations of behaviour are communicated to the students and displayed in the rooms.

For more information about behaviour guidelines, please refer to the [UIS Behaviour Policy](#).

## 2.33 STUDENT DROP-OFF AND PICK-UP

Parents or guardians must be rigorously punctual in dropping off students at school in the morning and picking them up in the afternoon. For security and organisational reasons, parents or guardians should not enter the school buildings to accompany or pick up students, unless permission to do so is given by the teacher.

### **Morning Drop-off:**

Parents must not leave children in the main Tomadini entrance in the morning before 07:50 which is when morning supervision begins. ECC parents should refer to the [ECC Parent Handbook](#).

### **Afternoon Pick-up:**

For security purposes and in order to comply with our responsibility related to the custody of minors, under no circumstances can students in Grade 5 and younger, leave the school building unless accompanied by parents or an authorised person. The list of persons authorised to pick up the student can be updated at any moment without number limitation. In cases where students will be picked up by persons not known to the school,

parents must personally inform the Secretariat the same morning or hand in a written note. Parents cannot inform the school by telephone. Students in Grades 6 to 9 are permitted to leave the school unaccompanied if their parents have previously provided the school with the official authorisation form.

When in the parking lot dropping off or picking up students, parents must always hold children by the hand and never lose sight of them. We also ask parents to not allow their children to run around the steps and ramps of the Tomadini centre after school. Once children have been picked up by parents or guardians, the latter will be totally responsible for their security.

After school supervision is provided by the school for ECC students for a fee from 16:00-17:00.

For organisational as well as security reasons, students will be strictly forbidden to return to the upper floors after school dismissal to retrieve forgotten school or personal items.

If students are to be picked up before the end of the school day, we would be grateful if parents inform the Secretariat 24 hours before.

Regular attendance is essential in order to obtain good school results. We therefore advise parents against asking for early leave for students. Students will be dismissed ten minutes after the end of the lesson and this rule will also be applied to the last lesson of the day. Early leave requests for prolonged periods of time will be considered and authorised by the Principal who will consider the student's grades before granting permission.

Any student being dismissed before, during, at the end of the lunch break, or in the early afternoon, and not returning will be recorded absent for a half day of school.

## 2.34 STUDENT LOCKERS/CUBBIES

At the beginning of the school year, each student will be assigned a space for the storage of their books and other personal items. These must be kept neat and clean and will be subject to periodic inspections by the class teacher. Students are allowed in the locker areas at the beginning or end of the school day, before and after recess. It is a school policy, to help foster independence and better organisation that students are not permitted to go to their lockers during lessons. This may only happen in exceptional circumstances and with special permission from a teacher. There are no locks on lockers or cubbies at UIS and by using these facilities provided by the school, students, and their parents' consent to staff access to lockers or cubbies at any time deemed necessary.

## 2.35 STUDENT UNIFORMS

At UIS (UIS) our uniform is the most visible marketing brand of our school. As such, every student at UIS is a walking ambassador for their school and therefore should always wear the uniform with pride. It is in the interests of both students and the school that high standards are maintained. Our policy for School uniform is based on the notion that school uniform:

- Promotes a sense of pride in the school;
- Engenders a sense of community and belonging to the school;
- Is practical and smart;
- Makes children feel equal to their peers in terms of appearance;
- Is regarded as suitable wear for school.

The School uniform is to be worn:

- to all functions at School and excursions organised by the School, unless specific instructions are given to the contrary;
- travelling to and from sporting events.

On the day of the week that the class has Physical Education, students must wear their full PE Kit, including white gym shoes. Students who do not wear the full PE uniform will not be permitted to take part in PE Lessons.



The School Uniform is available for purchase at the following website: <https://school-uniform.ovs.it/> Further details are available from the school Secretariat.

## 2.36 SUMMER CAMP

UIS organises a Summer Camp for five weeks at the end of the school year open to UIS students as well as to those from outside the school. The educational, linguistic, and recreational activities of the Summer Camp are organised and supervised by experienced educators.(Subject to change)

## 2.37 THE LIBRARY

The Library exists to serve the needs of the students and staff of UIS. It is a place for reading, research, and the borrowing of books. Anyone borrowing from the UIS Library must take care of the book(s) and respect the due date. Once a book has been checked out, it becomes the student's responsibility. If the library book is lost or damaged, the student's family will be responsible for refunding the current cost of the book increased by 50%.

## 2.38 TRAFFIC AND PARKING

Parents should always respect basic traffic laws when transiting within the Monsignor F. Tomadini compound. We ask parents to use common sense in limiting their speed, not parking their vehicles in parking areas reserved for the physically challenged, be constantly on guard when transiting and backing up in the parking lot and never stopping your car in front of the school entrances when dropping off or picking up children. Drivers should be aware of the many children from both the school as well as the other facilities within the compound who are moving around at these times. Parents and others accompanying children must always avoid blocking entrance areas with their vehicles. UIS will in no way be held responsible for accidents which occur outside school buildings or fenced areas and once children have been picked up by parents or guardians.

## 2.39 AMENDMENTS AND UPDATES

Amendments and updates of programs, schedules, educational and administrative organisation will be promptly advised during the course of the school year through Newsletters, class letters and/or our website.

# 3. PROGRAM OF STUDIES

## 3.1 THE ELEMENTARY SCHOOL CURRICULUM

The complete Elementary School program encompasses Grades 1 to 5. All school programs follow a curriculum designed to meet the requirements of both a national and international education. The curriculum is divided into Core Subjects and Specialist Subjects. Core Subjects are allocated more lessons per week, and the students' achievement in the subject is assessed and promotion depends on the level of achievement in these subjects. Specialist Subjects are allocated less hours per week and students are assessed on their achievement and effort.

For more information about the [Elementary School Curriculum Guidelines](#).

## 3.2 THE MIDDLE SCHOOL CURRICULUM

The Middle School at UIS encompasses Grades 6, 7 & 8. The program concentrates on the acquisition of age appropriate academic skills while also encouraging individual interests, independent thought, global awareness, and an enthusiasm for learning. A greater emphasis is placed on independent learning, work quality,

co-operative behaviour and respect for the rights and feelings of others. The academic preparation allows students to pursue secondary level education options both locally as well as abroad.

The Middle School is structured with specialist teachers in each subject. The curriculum is divided into Core Subjects and Specialist Subjects. Core Subjects are allocated more lessons per week, and the students' achievement in the subject is assessed and promotion depends on the level of achievement in these subjects. Specialist Subjects are allocated less hours per week and students are assessed on their achievement and effort.

For more information about the [Middle School Curriculum Guidelines](#).

### 3.3 THE HIGH SCHOOL

The UIS High School opened in September 2022 with Grade 9 and will add one Grade level a year until Grade 13. The program focuses on the. The academic preparation allows students to pursue secondary level education options both locally as well as abroad.

In our Grades 9 and 10, students take a range of Core Subjects, Specialist Subjects and Elective Subjects courses: English Language and Literature, Italian, Mathematics, Science, Social Studies, Physical Education, Art and a Modern Foreign Language of choice between German, French or Spanish.

For more information about the [High School Curriculum](#).