



THE INTERNATIONAL SCHOOL IN GENOA  
SINCE 1966

## Student-Parent Handbook





# **Student-Parent Handbook**

Revised 2016

## Mission Statement

Our school's mission is for everyone to demonstrate the ISG community themes of Respect, Responsibility, Reaching for Excellence.



## Values Pledge

The International School in Genoa's Values Pledge derives from our mission statement of Respect, Responsibility and Reaching for Excellence. It is a declaration and a commitment by each member of the community to adhere to these values and to always conduct her/himself in the most honorable way.

This pledge requires that we hold ourselves to the highest possible standards of personal integrity and commitment, in the same way we hold academic achievement and rigor in the highest regard.

The graphic above was created by our students to highlight what they believe to be the most important characteristics of an ISG community member. Each member of our community is honor bound to demonstrate the following values, which our students chose as the most important.

*Honest:*

We are truthful. We speak the truth and we defend the truth.

*Kind:*

We display this virtue through our thoughtfulness and a genuine concern for the well being of others.

*Respectful:*

We treat others as we would like to be treated. We behave with academic integrity and virtue and we demonstrate respect. Work that is submitted as our own is our own.

*Friendly:*

We behave in a kind and pleasant manner that makes others feel comfortable and happy.

*Sharing:*

We give and use things jointly and unselfishly with others.

*Antibullying:*

We take positive action in combating cyber, physical, emotional, verbal or any other form of bullying.

*Helpful:*

We are willing to help or serve others.

*Cooperative:*

We understand and work alongside different people to undertake activities and achieve goals.

*Responsible:*

We take ownership of your own actions. Understanding that when mistakes are made taking responsibility is the best way to move forward.

*Openminded:*

We have minds receptive to new ideas or arguments.

*Conscientious:*

We are thorough, careful, and attentive towards our work. We complete all tasks with the desire to do well.

*Listener:*

We are good listeners and give our attention to others. We make the effort to know and understand what others are saying.

## **Definition of Learning**

Learning in an exceptional school takes place in a joyful, safe and caring environment. It is a carefully engineered journey where teachers challenge their students with rich experiences to reach deep understanding using inquiry and critical thinking. Students are encouraged to meet their full potential and develop the skills to be successful in a rapidly changing world. They are led to become self-directed, independent thinkers, capable of teamwork and problem solving in their immediate and global environment.

# Introduction

This handbook has been prepared to serve as a reference for ISG students, parents and teachers. Students and parents are asked to familiarize themselves with the contents of this handbook so that we can maintain consistency and a beneficial education program.

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# GENERAL INFORMATION

## Communications Contacting the School

Contact details for the school are as follows:

*Mailing address:*

The International School in Genoa  
Via Romana della Castagna 11A,  
16148 Genova Italy

*Telephone:* +39.010.386528  
*Fax:* +39.010.398700  
*E-mail:* [secretary@isgenoa.it](mailto:secretary@isgenoa.it)  
*Website:* [www.isgenoa.it](http://www.isgenoa.it)

A complete list of contact details for faculty and staff is available on the school website.

# I. ALL SCHOOL PROGRAM

## I.1 General Expectations

### I.1.1 ATTENDANCE REQUIREMENTS

Students are expected to attend school every day. Parents are asked to ensure the family plans do not conflict with the school calendar. The school day begins at 8:20 am and ends at 3:35 pm. Our school buses arrive from 8:00 to 8:20 am. Car riders and walkers may arrive from 8:00 am. onward and can wait in the reception area. Pre-school and pre-kindergarten can arrive up till 9:00 am. ECE may be picked up at 3:00 pm with prior arrangement with the administration. The buses depart at 3:45 pm. After-school activities begin at 3:45 pm.

### I.1.2 ABSENCES

The school should be notified before 9:00 am of all student absences. An e-mail or written note is always preferred. Only in emergencies phone calls are acceptable. Please note that absence calls may not be made by students, only by parents or guardians.

### I.1.3 EXCUSED ABSENCES

Students may be excused from school for a maximum of five days per year with a written note from their parents for reasons relating to illness, securing visas or other legal matters.

Students who miss 10% =18 days of school may not be promoted to the next grade level.

Should an occasion occur when a child needs to miss school, advanced approval of the absence must be secured by contacting the Principal/Director.

In the case of an illness exceeding five days, the Principal/Director will review the case individually. Please note that all unexcused absences may result in a loss of credit or of the day's work inclusive of tests and quizzes.

At the elementary school, it is the parents' responsibility to contact the student's teacher for homework assignments to be completed.

Middle school and High school students are responsible for being up-to-date with all of their work during the period of absence.

Exceptions to this rule may be granted for educational experiences with prior approval of the Principal/Director. Such absence must be requested in writing one week prior to the period of absence

### I.1.4 TARDINESS

Students in Kindergarten through High School arriving after 8:20 am will be marked as Tardy.

Tardiness from one class to another is considered unexcused. In such cases students are required to make up the loss of time and work at the teacher's discretion; continued tardiness may result in disciplinary action.

### I.1.5 LATE ARRIVALS, EARLY DISMISSALS

- Any type of absence from school, late arrivals (tardiness), early dismissals, and full-day absences must be justified by a note that explains the cause and date of the absence and that is legibly written, signed, and dated by a parent.

- For planned absences, students in the Middle and High School must complete the “Planned Absence Form”. (Available from Heads of Years)
- Parents need to provide a doctor’s certificate if an absence due to illness exceeds five consecutive school days.
- Students may not leave the school grounds during the regular school day.
- If a student is to leave the school grounds during the regular day, the student must receive approval from the school’s leadership after providing written parental permission.
- Students are expected to make up all missed work caused by an absence.
- The school will record all types of absences and will report these on students’ report cards and transcripts.
- The school will contact parents if we are unable to account for a child’s absence.
- Students who do not attend school during the day may not participate in any school activities after school or in the evening.

### **I.1.6 DRESS CODE**

Students are expected to come to school well-groomed and exercise good judgment in what they wear to school. They should dress simply, neatly and comfortably in accordance with good taste and propriety.

Clothing must be appropriate to the activities of the school day. Students dressed inappropriately may be sent home to change or dismissed for the day resulting in an unexcused absence.

#### I.1.6.1 DRESS CODE GUIDELINES (GRADE 5 TO 12)

- Any garment that is torn, ragged, too short or too revealing should not be a part of the attire at school.
- Shorts and skirts must come to the end of the fingertips when arms are fully extended.
- Shirts with logos or writing that may be offensive to races, creeds or individuals should not be worn in school or to school activities.
- Hats may not be worn in the school buildings.

### **I.1.7 PROHIBITED ITEMS**

Weapons of any sort, knives or guns of any kind, including water and air pellet guns, are prohibited in the school, on campus or at functions sponsored by ISG.

### **I.1.8 USE OF TELEPHONE / CELLPHONES**

The school’s office telephones may be used only with permission and in case of emergency.

Cell phones at Secondary:

1. In all lessons, the policy is: “OUT OF SIGHT, OUT OF MIND.”
2. If a teacher sees / hears a phone being used during a lesson, the teacher will confiscate it until the end of the day and write an email home to the parent explaining what happened, and that if the student is caught a second time using it during the lesson, the parent will need to come and pick it up.
3. During tests, teachers will remind students to double-check that phones are off, and any that happen to be in the room should be placed on the teacher’s desk.
4. Phones may be used during Break 1 and Break 2 ONLY, but without earphones for safety reasons.
5. Phones are the full responsibility of the students. The school will not take responsibility for any phones that go missing.

Primary Students are not allowed to have cell phones at school.

### I.1.8.1 VIDEO GAMES

We encourage students at all times to be taking full advantage of the opportunity to play outside and socialize with their friends. In all cases, video games or other electronic devices are not to be used during classes.

### **I.1.9 WITHDRAWAL PROCEDURES**

Families of students who may be leaving for any reason during the school year must inform the admissions office in writing at least two weeks prior to your departure date. This will enable the office to prepare your child's report card and will allow sufficient time for you to settle all outstanding accounts. Transcripts cannot be released until checkout procedures are completed and all accounts settled.

### **I.1.10 CARE OF SCHOOL PROPERTY**

Students are expected to respect school property and that of others at all times. The act of willful damage to property is a serious offense. Students who cause such damage will be charged all costs to cover the repair or replacement and risk suspension or expulsion for their behavior.

### **I.1.11 SCHOOL REPORTS**

Report cards are sent home twice a year. Comments are provided concerning a student's progress in the following areas: academic, physical, emotional, and social development. In addition to written reports, teachers are available at any time during the school year for a parent/teacher conference. Parents are always encouraged to maintain contact with the teachers and should feel free to make an appointment to speak with their child's teacher/s if they deem it necessary.

#### I.1.11.1 SCHOOL NEWSLETTERS

The School will send home a regular "School News" newsletter. This newsletter keeps the parents informed on current and upcoming events and general developments. The newsletter will only come out on Fridays.

At various times throughout the year, the Secondary Coordinators, Homeroom teachers, and individual Faculty members will send home communications regarding secondary school events and activities.

### **I.1.12 POWER SCHOOL**

ISG uses PowerSchool, a web-based student information system to track the daily information of our students. The benefits of this program is that it allows you, the parent, to easily track your child's academic progress and attendance.

To access PowerSchool you will need to obtain your parent user name and password (students will have their own login and password. Note: We will not give parent login information to any student).

User account logins and passwords are provided by the school at the beginning of the year. Once you have your login information you can access PowerSchool by visiting ISG's website and clicking on the PowerSchool link at the top of the page.

Parents of Secondary School students can access their child's grades at all times on PowerSchool and are encouraged to do so at regular intervals.

### **I.1.13 PARENT / TEACHER CONFERENCES**

#### I.1.13.1

Parent - Teacher conferences are held formally in the fall. The purpose of these conferences is for the student, parent and teacher to share student strengths and goals.

#### I.1.13.2

Student led conferences are held in the spring of the year. The purpose of these conferences is for students to share their learning and goals with their parents

#### I.1.13.3

Conferences may also be held at the request of teachers or parents throughout the course of the academic year. Parents are always encouraged to contact the appropriate offices to schedule conferences.

### **I.1.14 STUDENT SUPPORT SERVICES**

ISG retains the right and responsibility to offer special educational services to its enrolled students when necessary. These services may include, but are not limited to, evaluation, individual remediation, and inclusionary practices. The need, the type and the amount of intervention are to be determined by the school's learning resource specialist (LRS) acting with the Student Support Team.

The school's aim is to be able to offer an appropriate educational program whereby the student will benefit to his or her maximum ability.

### **I.1.15 MESSAGES TO STUDENTS**

Only messages of an urgent and emergency nature will be given to students during the instructional day. Every effort should be made to avoid unnecessary interruptions in school.

### **I.1.16 AFTER SCHOOL PROGRAM**

ISG provides an extensive offering of After-School Activities (ASA) for all students.

Information about ASA and how to sign up will be sent home at the beginning of each semester.

ASA fees apply per semester and are dependent on the activity.

Activities provide opportunities for leadership and personal growth. Students are encouraged to take part in at least one activity during the school year. Interest and commitment are the most important ingredients for successful participation.

The school believes that extra-curricular activities are an integral part of the educational program.

The scope and variety of activities may vary from year to year, but continuity will be encouraged in the major areas of activities.

The activities are planned to provide the opportunity to:

- broaden outlook;
- deepen social relationships;
- provide practical experience in various fields;
- offer opportunity to pursue areas of particular talent and interest;
- provide a means to gain the satisfaction of superior performance;
- foster school spirit and morale;
- add to the pleasure of the educational experience;
- explore and develop new interests

### **I.1.17 INCLEMENT WEATHER AND CAMPUS EVACUATION**

The security of the campus and our students is a priority matter. The school has a classroom evacuation plan in place and teachers and students practice the evacuation drill periodically. If a situation threatens the safety of our students in school, we will keep them safe until we can get them home. Unless there are reasons to act hastily, students will be transported home in the normal fashion at the end of the regular school day. If the school must close early, for example due to flooding, students will be evacuated according to school plans and procedures. Parents will be contacted.

In the event of school closure for any emergency, which prevents the operation of school buses or other transportation, the Director will initiate systems in place to notify families that school will not be in session, namely, text messages, phone tree and schools website.

### **I.1.18 SCHOOL FUNCTIONS**

School-sponsored functions are open only to ISG students and their approved guests. Permission to bring a guest to a school function must be requested in writing and be accompanied by written parental request at least three days prior to the event. The request must be made to the teacher in charge of the event and the Principal/Head of Year/Director. School sponsored functions are supervised and chaperoned by adults who remain until the end of the activity.

#### I.1.18.1 OPEN HOUSE

This evening is held in the fall to enable parents to meet teachers, who will explain the program of study and student expectations for the year.

#### I.1.18.2 INTERNATIONAL DAY

International day is an opportunity to display students work as well as for the community to come together to enjoy an international buffet and BBQ and to celebrate the end of the school year.

### **I.1.19 LOST AND FOUND**

A collection of lost items is located in boxes at the early childhood floor as well as the secondary floor. Parents are advised to check the baskets in the event that a child may have misplaced an item. Lost and found items will be put on display several times per year at the entrance to the school. Please collect any items that your child may have misplaced. A week after the summer holiday begins; all unmarked and unclaimed items will be given to a local charity.

PLEASE LABEL COATS, JACKETS, AND PERSONAL ITEMS TO AVOID LOSS.

### **I.1.20 HEALTH SERVICES**

Students may go to the office any time during the school day when ill or injured. The school secretary will notify parents and if necessary the student will wait in the school's infirmary until they can be picked up.

### **I.1.21 PHYSICAL EDUCATION UNIFORMS**

P.E. is a compulsory part of our school program. Students are expected to participate and to be wearing appropriate clothing. Students are required to wear the school's PE uniform and are required to wear athletic shoes. **Please mark your children's P.E. clothes.**

If, for medical reasons, a student is not able to participate in physical education classes for a time exceeding three days, a written statement from a physician is required. For times of less than three days, a note from a parent will suffice.

### **I.1.22 TEXTBOOKS AND SUPPLIES**

Families will purchase most student textbooks through the payment of an annual fee. School supplies (i.e. pencils, pens, erasers, etc.) should be purchased by the student. Teachers will tell students what supplies they need to purchase only at the beginning of each year. Primary school supply lists are available on the school's website.

At the end of the school year, or upon departure of a student, all books and other materials lent out by the school should be collected. Students who do not turn any books or equipment in at the end of the year will have their report cards held in the school office until they are returned. Fines will be assessed for missing Library books as well.

### **I.1.23 VISITORS**

Should a student wish to bring a visitor to school, the student must present a written parental request and obtain permission from the Principal/Director three days prior to the proposed visit.

Such visits are only allowed during lunch break to ensure minimal disruption to the teaching and learning environment.

The school secretary will inform the teachers.



## I.2 General Disciplinary Guidelines

### I.2.1 STUDENT RIGHTS AND RESPONSIBILITIES

#### I.2.1.1 STUDENT RIGHTS

Students at the International School in Genoa have the right to receive the best possible education. Students have the right to pursue their education in an atmosphere that allows each to realize his/her potential and develop a positive self-image.

Students have the right to expect sound instruction in keeping with the school's philosophy. Students also have the responsibility to fully develop their potential through schoolwork, participation in various school activities and service to the community.

#### I.2.1.2 STUDENT RESPONSIBILITIES

In order to ensure student rights, each student has the responsibility to:

- understand that all individuals are accountable for their actions, verbal or physical;
- respect himself/herself and the person, property, rights and feeling of others;
- fulfill academic and personal obligations in an honest and truthful manner;
- treat all members of the school community with courtesy and consideration;
- work to resolve conflict peacefully;
- respect school rules and refrain from disruptive behavior;
- strive to realize personal potential;
- Cooperate in maintaining a clean and safe school environment.
- The above are inclusive of the use of internet, technologies, and all virtual media.

### I.2.2 STEPS TO RESOLVING DIFFERENCES

We believe that ideas and concerns are best addressed by communicating first with the person who is most immediately and directly responsible. All members of the community should respect the rights and privileges of others and cooperate with members of the school community.

From time to time, any member of the community may have difficulty with a decision or hold a differing point of view. In such a situation, this should be addressed by discussing the decision and/or making a suggestion to improve things with the person most directly involved. The path of resolution for a classroom or instructional issue is the classroom teacher first. Another teacher may be identified as a point person to assist in solving problems that continue. If a matter is not satisfactorily resolved at these levels, then the teacher or student may see the Principal/the Head of Year/ the IB Coordinator.

### I.2.3 COMMUNICATION FLOWCHART

- Decisions made by teachers or any staff member may be appealed to the Principal or the Head of Year
- Decisions made by the Principal or Head of Year may be appealed to the Director
- Decisions involving expulsion may be appealed to the Board of Trustees

Please see the **Communication Flow Chart** below for assistance on the process for discussing concerns or suggestions at ISG.

# COMMUNICATION FLOWCHART

A PARENT OR STUDENT WITH AN IDEA OR CONCERN IS ENCOURAGED TO FOLLOW THE PROPER COMMUNICATION PATH.

To whom do I bring my idea or concern?

THE PERSON MOST IMMEDIATELY AND DIRECTLY RESPONSIBLE  
See the teacher for any issue relating to a particular class or teacher affects more than one class (i.e. organization, tardiness)

Has there been a satisfactory resolution or acceptance of the idea?

YES

Mission Accomplished

NO

THE NEXT STEP IS TO ADDRESS YOUR ISSUES WITH THE PRINCIPAL FOR ELEMENTARY AND ECE AND THE HEAD OF YEAR FOR SECONDARY.

Has there been a satisfactory resolution or acceptance of the idea?

YES

Mission Accomplished

NO

THE FINAL STEP IS TO ADDRESS YOUR ISSUES WITH THE DIRECTOR.

### I.2.4 VIOLATIONS OF RULES

Students should respect the rights and privileges of others and cooperate with members of the school community. They should comply with school rules and regulations and live up to the community standards.

If a student is unable to demonstrate appropriate behavior or adhere to school rules, disciplinary measures are to be taken to assist the student to regain self-discipline and act responsibly.

Teachers strive to help students to realize their potential as worthy and effective members of society.

Teachers may assist students with their behavior by:

### I.2.5 PRIMARY SCHOOL STUDENT CONDUCT GUIDELINES

1. The teacher will draw the attention of the student to the issue verbally and clearly explain the expectation (warning one). The student will be given the opportunity to correct the behavior or complete the missing work.
2. If the behavior is repeated, the teacher may ask the student to work in another classroom, complete a reflection sheet, or sit out for a short period of time with specific work to do (warning 2). The parent/s will be sent an email, which will be copied to the principal and homeroom teacher (if the email is sent by a specialist).
3. The teacher will organize a meeting with the parents and the principal.

### I.2.6 SECONDARY SCHOOL STUDENT CONDUCT GUIDELINES

1. The teacher will draw the attention of the student to the issue verbally and clearly explain the expectation (warning one). The student will be given the opportunity to correct the behavior.
2. In case of late work handed in, students may not lose achievement points. The teacher may decide to contact the family and may decide to not accept the work.
3. The student and parent/s will be sent an email, which will be copied to the HR teacher, and the HOY.
4. The teacher will organize a meeting with the parents and the HOY if it is deemed necessary.
5. The director will be made aware that the previous steps have not achieved the desired outcome

### I.2.7 PROCEDURES FOR CHEATING AND PLAGIARISM

The rules below are to be applied if and when needed however it is the expectation that teachers will need to have a full understanding of the circumstances in order to finalize a decision. These guidelines are to be applied if and when needed only at the teacher's discretion as teachers may resolve these issues in different ways other than what is listed below, however in all cases parents must be notified.

Students must take responsibility for their learning. Students are expected to do their own work and to demonstrate honestly, what they have learned. Any instance of academic dishonesty such as plagiarism (using another's work without giving due credit), cheating (using crib notes, looking at another person's work, copying another's homework, allowing your homework to be copied), or using information from the internet or other media without citing sources or talking during a testing session is to result in:

- **Automatic zero** for the work in the case of a **first offense**. No opportunity is to be given to make up the zero grade. The document is to be collected by the teachers and filed with the Principal/Head of Years/IB Coordinator. Parents are to be notified.

- **Automatic zero** for the work with the same above specified notifications and qualifications for a **second offense**. Additionally, a two-day out of school suspension may be assigned and a meeting of the parents, students and teacher called by the Principal. All work undertaken during the out of school suspension shall be given a grade of zero.
- **Indefinite suspension** pending a recommendation for expulsion for a **third offense** with a grade of zero being assigned to all work.
- In the case of plagiarism or cheating in work for an external diploma or certificate, the school shall notify the external organization in addition to the above. Given the potential of discrediting of ISG under such circumstances, the student may also face expulsion.

The teacher will always notify parents of disciplinary measures and continue to work with the parent and student toward the best learning environment for all.

For multiple or serious violation of school rules, students may be referred to the Principal/Director whose discretion shall determine the type of discipline most suitable to correct the situation and guide the student. The Principal/Director may:

- place the student on probation with a specific behavioral and/or academic contract; or
- assign special work for a specified number of days; or
- suspend the student from school for a specified number of days; or
- recommend expulsion of the student to the Board of Directors of the school.

The Director may expel students whose behavior has an adverse effect on their own welfare or that of the educational community. Decisions regarding expulsion may be appealed to the Board of Directors.

Examples of conduct which may result in probation, suspension or expulsion are:

- truancy;
- cheating;
- acts of plagiarism;
- fighting; physical aggression; bullying and cyber bullying
- stealing;
- damaging or defacing school property;
- accessing or viewing inappropriate websites;
- smoking on school grounds or at school sponsored activities;
- using, possessing, selling or being under the influence of drugs or alcohol at school or at a school function;
- conduct which disrupts teaching and learning in the classroom;
- conduct which may discredit the school or its members;
- expressed or evident disrespect or antagonism to the school and to its spirit, purpose or procedures.

## ISG has a zero-tolerance policy for drugs.

### I.2.8 LIMITATION OF ACTIVITIES

- **Students on probation** may participate in extra-curricular activities or attend school-sponsored activities during the period of probation only with the permission of the Principal/Director.
- **Students who are suspended** either on Saturday or for a specified number of days may not participate in any extra-curricular activity or attend school-sponsored functions during the period of suspension.

### I.2.9 TERMINATION OF ENROLLMENT

Should a student's behavior have an adverse effect on other students and their learning, the student may be excluded from the school and its activities.

### I.2.10 STUDENT LIFE

#### I.2.10.1 STUDENT COUNCIL

ISG has a Student Council with elected officers (a president, a vice president, a secretary, and a treasurer) and elected class representatives. The Student Council plays an important role at ISG, as the officers and class representatives must work with students, faculty, and the administration to communicate ideas and to organize and carry out activities, many of which are fun and some of which are of a charitable nature. These activities will require time both during and outside of the regular school day. While every effort is made to keep disruptions to class time as limited as possible, there will be times when Student Council members will need to leave class in order to carry out their duties. It is understood that this is considered a privilege, subject to teacher approval, and that students are still responsible for all work missed during their absence from class. The Student Council is overseen by Student Council Faculty Advisors.

#### I.2.10.2 SALTY CATS HOUSE TEAMS

All students and staff students from 1st grade and up are assigned to one of four *Salty Cat* houses: the Blue Sharks, the Green Leprechauns, the Redora Dragons, or the Yellow Sea Lions. Each year new students and faculty are inducted into their houses, and during the final *Salty Cat Field Day* event of the year, the kindergarten students are inducted into the houses that they will enter in the first grade the following fall. Students may earn points for their houses throughout the year in a wide variety of ways, including through participation in the various *Salty Cat Field Days* which include sports events, trivia contests. At the end of the year, the house with the most points wins the coveted *Salty Cat trophy*.

### I.2.11 FIELD TRIPS

Classes and grade levels may take educational field trips off-campus several times a year. Parents will be informed of the time of departure and arrival, the mode of transportation and the site to be visited. Appropriate adult supervision will be maintained at all times. Parent/guardian permission must be obtained, in writing, for student to participate on the trip. Failure to have a signed permission slip will mean that the child will not participate on the trip and the student will be sent home.

Field trips are considered an essential part of the curriculum and students are expected to attend.

Field trips are planned to tie into the subject matter and give the students an opportunity for relevant, practical, experiential learning. Those who cannot participate must have approval from the Director and should stay at home during field trips that take place during one day. For longer field trips, students are expected to attend school and will be required to make up any work that they miss if they do not attend.

#### I.2.11.1 FIELD TRIP BEHAVIOR

Students must follow all guidelines laid down by the leader of the trip and individual chaperones. At no time are students permitted to leave the group or location of the trip unless individual permission has been granted. Students are expected to set a good example and represent the school proudly as ISG “ambassadors.” All school expectations apply to field trips.

Leaving school grounds for participation in a field trip is a big responsibility for any student, and not an automatic right. Teachers reserve the right to refuse a student’s participation in any field trip, especially if they feel that he/she will not be able to handle the responsibility of the trip or event or to behave appropriately.

## **I.3 Facilities, Resources and Campus**

### **I.3.1 NETWORK USAGE**

ISG offers Internet access to its students at all levels. Access to the school computer network and to Internet and e-mail services is a privilege not a right. The ISG computer network exists solely for educational purposes, which are defined as classroom activities, career and professional development and high quality self-discovery activities of an educational nature. The ISG system reserves the right to place reasonable limits on materials posted or accessed through its computer network.

General school rules for behavior and communications apply. Access to network services will be provided to those who act in a considerate and responsible manner.

In order for a member of the ISG Community to use the computer network, s/he must read the following guidelines and sign the User Contract. For users under the age of 18, a parent or guardian must sign the User Contract. A copy of the policy and contracts are available through your individual school. (See Network Acceptable Use Policy in Appendix)

### **I.3.2 LIBRARY**

The School Library is open from 8:10 am to 3:35 pm on school days. Students enrolled in the school, and their parents, may use the library to check out books.

### **I.3.3 CAMPUS USES BY THE SCHOOL COMMUNITY**

Parents and students are welcome to be on the school campus. The following guidelines are to be observed when parents and their children are at school at any time.

- Students must be supervised at all times. This includes common areas such as the computer lab.
- If parents remain on campus with their children after their children’s lessons are over, it is important to stress that the children must be under the direct supervision of the parents.
- If a student is not involved in an after-school activity he/she should leave campus promptly. Students not involved in a school activity must leave school campus promptly.

### **I.3.4 FOOD CONSUMPTION**

Student consumption of food, drink, or gum is not allowed in the classroom. The only exception is that students may bring water bottles to class as long as they cause no disruption to the lesson.

### **I.3.5 PARENT TEACHER ASSOCIATION**

ISG has an active Parent Teacher Association. This organization has its own committee which consists of a President, a Secretary, a Treasurer, and a Vice President. The PTA coordinates a variety of service-connected activities. Many parents serve the school as class-parents. They assist the teachers in organizing class parties, in serving as volunteers for classroom activities, and in helping out during field days and field trips, school-wide programs, activities fund raisers, etc. The PTA's e-mail address is [pta@isgenoa.it](mailto:pta@isgenoa.it).

### **I.3.6 CONTACT DETAILS OF FAMILIES AND STAFF**

In order to ensure efficient school-home communication, parents should make sure that the school always has the most current contact information for their family, including home address, telephone numbers, and e-mail addresses.

Please note that for privacy reasons, it is not possible for any member of the school's staff to disclose any personal information about any other staff member to anyone in the school community. Personal information includes home phone numbers, addresses, cell phone numbers, and e-mail addresses. Parents wishing to contact staff members should do so through the school's office. Parents may also contact teachers through their school email accounts; staff email addresses are listed on the school's website.

### **I.3.7 TRANSPORTATION**

Student school bus service is available. Parents should inquire about fees and bus routes at the time of registration.

Students who wish to ride on another bus to visit a friend must inform the bus company by 12:00 am and must also inform the school prior to the actual departure. This will be granted based on availability.

Under no circumstances will a student be permitted to ride on a different bus without a note.

## II. EARLY CHILDHOOD EDUCATION

### II.1 Early Childhood Philosophy

The Early Childhood program at the International School in Genoa offers a curriculum that enables its student body to participate in an international curriculum. Children who do not speak English or are beginning to speak English are immersed in a language-filled environment, teaching them the necessary language structures, vocabulary, listening, and speaking skills. Parent, teacher, student, and community cooperation is highly promoted.

The Early Childhood program believes in the dignity and worth of each student, offering developmentally appropriate activities that promote positive self-esteem and allow children to progress at their own pace.

Because the Early Childhood program deals with students from different backgrounds, cultural understanding is promoted. Learning to work and play together is a primary objective in the early years.

Responsibility is an important objective in the Early Childhood program. The initial stages of the program focus on basic caring for oneself and for the immediate environment, branching out later to the school, family, and the community. Teamwork, respect for one another, and sharing through group activities are encouraged. Children have opportunities to express themselves physically and socially and to learn self-reflection, problem solving, and tolerance of personal differences. The program is designed so children will learn through exploration and discovery.

As part of daily room management, children are given opportunities to care for the classroom and other students' belongings as well as their own. Basic manners and awareness of civic responsibilities are taught and promoted.

### II.2 What You Can Do To Help At Home

Prepare a place for your child to keep his/her school belongings.

Make sure your child is well rested. This may mean setting an earlier bedtime or changing dinner times. Children need to come to school refreshed and ready to learn.

While it is important that you speak in your native language at home, it is an excellent idea to learn English, if it is not your first language.

### II.3 Arrival Time

Arrival time in the morning for Pre-School and Pre-Kindergarten is between 8:00 and 9:00 am. Please do NOT have your child dropped off earlier as we will not have supervision for your child. Please have your child at school on time.

Kindergarten must be at school by 8:30 am.



## II.4 Departure Time

School ends at 3:35 pm. Pre-School, Pre-Kindergarten and Kindergarten students are to be picked up at their classrooms.

**ECE students may be picked up at 3:00 pm if requested in advanced.**

We will not send any student home with another person without your permission, communicated to the office or the classroom teacher.

## II.5 Playground Behavior

During school hours (8.20 am – 3.35 pm) students will be under supervision at all times. After school hours parents must supervise their children. The following rules apply at all times.

Show respect for people, property and environment (no climbing on house, no pulling greenery from plants or trees)

- Only ECE children on the “palace”
- Leave indoor toys inside
- Go down the slide on your bottom and one at a time
- Keep blocks in block area (on rubber floor)
- Keep the sand in the sand box (no sand on picnic tables or other areas)
- Throw trash in the big blue trash can
- Put all toys away before leaving

## II.6 Snack

Pre-School, Pre-Kindergarten and Kindergarten take a mid-morning and mid- afternoon breaks for a small, nutritious snack, and recess break. We ask that you send a healthy snack from home. The ECE teachers will send home a list of simple and healthy snacks you can send in for you children.

## II.7 Snack and Lunch Time Procedures

We expect Early Childhood children to begin taking responsibility for activities that they can handle developmentally. We feel all children should be able to eat independently during snack and lunch. Proper eating habits should be modeled at home.

The Pre-School and Pre-Kindergarten teachers and assistants stay with the children while they are eating to assist them as well as encourage them to eat.

## II.8 Newsletters

You will be receiving notices throughout the year about special and daily happenings in the class. Sometimes there will be a personal note regarding something specific your child has done well, or needs to work on. Other times the note will be general news to keep you informed. Communication with you is important to us!

## II.9 School Supplies

School supplies will be posted on the school's website.

## II.10 Clothing / Belongings

We like to have fun, both in and out of the classroom. Children WILL get dirty, so please keep that in mind as you choose clothing for your child. Please have your child dress in clothes that are appropriate to their level of development. For instance, no tie shoes if your child can't tie yet, belts that the child can open easily, zippers that can be zipped, buttons that can be opened easily, no suspenders or overalls unless your child is able to take them off easily. The goal is to create successful situations for your child to become independent. Appropriate shoes should be worn for playground and P.E.

In the winter, we still go out every day if it is not raining. We have found that the layering system is the best way to keep children warm and comfortable. By layering short sleeve, then long sleeve, we can adapt to the many changes in the course of one day.

All belongings need to be marked with your child's name. This helps us to return items that have been misplaced. There is a lost/found box at school for everyone to use as well as a classroom lost/found box. Periodically throughout the year, the items in the lost/found box will be put on display for everyone to see

### II.10.1 TOYS AT SCHOOL

Children must keep home toys at home. They are easy to lose, are attractive to other children, and can be broken. There may be special occasions when toys are permitted, but you will have advance notice. Our school has a wide selection of appropriate manipulative materials and games for students to use in the classroom and on the playground.

## II.11 Illness and Medication

When your child is feeling ill in class, he/she is accompanied to the secretary's office and you will be informed immediately.

Children who have been missed school for reason of illness need to free of all symptoms (ex. fever, sore throat, etc.) for at least 24 hours prior to returning to school.

## III. ELEMENTARY SCHOOL

### III. 1 Academic Program Overview

The Elementary School at The International School in Genoa follows the International Primary Curriculum (IPC), which is an inquiry-based program, emphasizing students taking an active part in their learning. It incorporates knowledge, concepts, skills, attitudes, and actions. Children develop their knowledge and understanding of language, world studies, mathematics, science and technology, the arts, and personal, social and physical education.

Although much of the learning takes place through inquiry, skills and concepts are also taught separately when appropriate. Students have specialist teachers for classes such as Italian, Physical Education, Music, Library, and Art. Students will explore the following strands in each of the core subjects:

- I. LANGUAGE
  - A. Listening and Speaking
  - B. Reading
  - C. Writing
  - D. Viewing and Presenting
  
- I. MATHEMATICS
  - A. Pattern and Function
  - B. Measurement
  - C. Number
  - D. Shape and Space
  - E. Data Handling (Statistics and Probability)
  
- I. INTERNATIONAL PRIMARY CURRICULUM
  - A. History
  - B. Geography
  - C. Science
  - D. International Mindedness
  
- I. THE ARTS
  - A. Visual Art
  - B. Music
  
- I. PERSONAL, SOCIAL, AND PHYSICAL EDUCATION
  
- I. ITALIAN

### III.2 School Newsletter and Class Newsletters

In order to ensure efficient school-home communication, parents should make sure that the school always has the most current contact information for their family, including home address, telephone numbers, and e-mail addresses.

### III.3 Break Time

Students have one break in the morning.

- Students should bring a wholesome snack from home.
- All students will go to the front yard for morning break under teacher supervision. All students must always follow the rules.
- For lunch, break students will go outside unless it is raining. Please send your child with clothing properly suited for the weather

### III.4 Lunchroom

- At lunch, students are expected to enter the lunchroom in an orderly manner, waiting patiently in line.
- Students will be dismissed one table at a time by the teacher on duty after all tables have been cleaned and approved and the students are quiet.

### III.5 Courtyard Rules

- All children must be supervised by an adult
- Show respect for people, property and environment (no climbing on house, no pulling greenery from plants or trees)
- Only ECE children on the “palace”
- Leave indoor toys inside
- Go down the slide on your bottom and one at a time
- Keep blocks in block area (on rubber floor)
- Keep the sand in the sand box (no sand on picnic tables or other areas)
- Throw trash in the big blue trash can
- Put all toys away before leaving

### III.6 Homework Policy

GRADE	INFORMAL AND ONGOING HOMEWORK	TOTAL TIME, INCLUDING ONGOING AND CONTENT AREA
First Grade	Home reading and content area	20 minutes per day + daily reading
Second Grade	Home reading and content area	20 minutes per day + daily reading
Third Grade	Home reading and content area	30 minutes per day + daily reading
Fourth Grade	Home reading and content area	30 minutes per day + daily reading
Fifth Grade	Home reading and content area	60 minutes per day + daily reading

## IV. SECONDARY SCHOOL

### IV.1 Introduction to the Secondary School

Our Secondary School is comprised of a Middle School, which includes grades six through eight, and grades nine through twelve of a High School. The school is authorized by the International Baccalaureate Organization (IBO) to offer its two-year Diploma Programme in the 11th and 12th grades.

### IV.2 Advisory Support System for Secondary Students

#### IV.2.1 SECONDARY FACULTY

All Secondary School teachers are available to help when needed; students are encouraged to look upon all teachers as a potential resource for help. If parents desire a conference with a teacher they should make an appointment either directly with the teacher or through the school offices. Parents are encouraged to meet with teachers. Students may also take advantage of specific teachers according to the type of need that arises. If you are having any type of difficulty in a certain class, you are encouraged to talk with the teacher involved to try to work out a solution to the problem.

#### IV.2.2 HOMEROOM TEACHER

Secondary Homeroom Teachers mentor a group of students to assist them with their academic performance, attendance, punctuality, study skills, workload, and responsible behavior. These homeroom teachers make sure that the student's needs and progress in the overall program receive attention in a timely way.

The homeroom teacher will, among other things:

- Monitor academic progress, attendance, and behavior.
- Coordinate and monitor the homework load for their homeroom students.
- Communicate with parents, the Head of year, The IB Coordinator, the Director, and other
- Initiate staff meetings whenever needed to address any issues for an individual student.
- Assess homeroom students on report cards (at second and fourth quarters) on the qualities described in the Secondary School Student Profile.
- Take daily attendance and follow up on long absences.

#### IV.2.3 SECONDARY SCHOOL HEADS OF YEAR AND IB COORDINATOR

All secondary students are welcome to refer to the Heads of Years and the IB Diploma Programme Coordinator/ College Counselor for general issues that may arise during the year. These positions of responsibility may be involved in a variety of situations involving secondary students, and are generally responsible for providing ongoing oversight and evaluation of student programs and support for students and families. They meet regularly with secondary faculty and coordinate communication among faculty, students, parents, and the Director as needed.

### IV.3 School Day for Secondary Students

#### IV.3.1 BREAK TIME

Students have two breaks during the day one in the morning and one in the afternoon.

- 6th - 12th grade students may go to the front yard, secondary hallway, and field or work in the library where they will be supervised. All students must always follow the rules and must report promptly to class at the appropriate time.

- Students are expected to enter the lunchroom in an orderly manner, waiting patiently in line.
- Secondary School students will be dismissed one table at a time by the teacher on duty after all tables have been cleaned and approved and the students are quiet.

## IV.4 Homework Policy

The amount of time required for study and review will vary from student to student and will generally increase as a student progresses through the school grades. Students will generally be assigned homework according to the following schedule:

GRADE	TOTAL TIME, INCLUDING ONGOING AND CONTENT AREA
Sixth Grade	Up to 1 hour per night + daily reading
Seventh Grade	Up to 1 hour per night + daily reading
Eighth Grade	Up to 1 hour 30 minutes per night + daily reading
Ninth Grade	Up to 2 hours per night
Tenth Grade	Up to 2 hours 30 minutes per night
Eleventh Grade	Up to 3 hours per night
Twelfth Grade	3 hours per night (minimum)

## IV.5 Absences and Make Up Work Policies for Secondary Students

Students are responsible for getting all missed assignments when they are absent for any reason. On the day that they return to school they must:

- Take the initiative to present all work that teachers assigned prior to the absence. Students who have been absent should assume that the work is due on the school day that they return. In most cases, an absence is no reason to expect an extension on deadlines.
- Organize a time to make up missed quizzes and tests. It is possible that the make-up work time will be after school, so that students making up work do not miss any more valuable learning time from class.
- Meet deadlines for long and short-term projects.
- Confer with their Homeroom Teacher regarding any important class or school information that may have been presented to students during an absence.

## IV.6 Assessment Reporting and Promotion

### IV.6.1 SECONDARY SCHOOL REPORT CARDS

Secondary School students are graded on the quarter system. We issue grades for all subjects at the end of each quarter (every nine weeks) in the thirty-six week year. All subject report cards include an IB mark, an indication of the program of studies covered during the given quarter in each subject, comments on student achievement and areas for further growth, and feedback on their general conduct and work habits.

## IV.7 Secondary School Grading Policy

We calculate grade point averages at the end of each semester. High school grade point averages are also required by some universities for admissions purposes.

### IV.7.1 GRADING SCALE

All secondary teachers apply the following grading scale when assessing student work:

ISG Secondary School students are evaluated in all subjects according to IB criteria and are graded according to the IB 1-7 scale. When needed, those marks are converted into percent, letter grades, and/or grade points according to the following conversion scale.

School Descriptor	MYP / DP Grade	Percent Grade	Letter Grade	Grade Points
Excellent performance	7	90 – 100 %	A+	4.3
Very good performance	6	80 – 89 %	A	4.0
Good performance	5	70 – 79 %	B	3.0
Satisfactory performance	4	60 – 69 %	C	2.0
Mediocre performance Conditional Pass	3	50 – 59 %	D	1.0
Poor Performance No credit awarded	2	20 – 49 %	F	0.5
Very Poor Performance No credit awarded	1	0 – 19%		0.0

#### IV.7.1.1 HIGH SCHOOL EXAMS

High School students also have end-of-semester exams in their main academic subjects, and we calculate their final semester grades according to the following formula:

$$1\text{st semester grade} = (1\text{st Quarter grade} \times 40\%) + (2\text{nd Quarter grade} \times 40\%) + (\text{Exam grade} \times 20\%)$$

For those High School classes for which there is no end-of-semester exam, the two quarter grades will each be worth 50% of the final semester grade.

For yearlong classes, we calculate end-of-year grade point averages by averaging the two semester grade point averages. For 9th - 11th grade students, the second semester exam for all subjects will include material from first semester.

For 12th grade students, the first semester exam for all subjects will include material from first and second semester of 11th grade.

## IV.8 Effort / Work Habits / Marks

Teachers report on student effort, organization and work habits using the following terminology:

C – Consistently

U – Usually

S – Sometimes

N – Not Yet

## IV.9 Promotion to the next Secondary Grade Level

**IN GRADES 9-12 A STUDENT WILL NOT RECEIVE A CREDIT FOR THE YEAR IN ANY SUBJECT IF:**

- The student receives a 1 for the second semester
  - The student receives a 1 for the first semester grade and a 2 or a 1 for the second semester grade
- Not receiving the credit may result in a delay in receiving the High School Diploma.**

## IV.10 Academic Honors

Recognition of superior academic performance at ISG occurs when an Honor Roll is published every semester for grades 6-12. To qualify for this recognition a student must obtain a 3.5 GPA for the quarter and earn a 6 or above in all subjects.

## IV.11 Academic Probation

At the end of each quarter, student progress is reviewed by the Head of Years/ IB Coordinator. Any student who has a level of achievement of “1” (very poor/no credit), or two levels of achievement of “2” (poor) is placed on Academic Probation and must commit to raising his or her performance. Students who have a level of achievement of “1” (very poor/no credit), or two levels of achievement of “2” (poor) in the fourth quarter will be placed on Academic Probation for the first quarter of the new academic year.

### **LEVEL I:**

A student who receives a level of achievement of “1” (very poor/no credit), or two levels of achievement of “2” (poor) for any given quarter is placed on Level I Academic Probation. A Student Study Team (SST) will be convened by the Heads of Years to discuss each student who is subject to academic probation. A required program of remediation will be devised by the Student Study Team and will be communicated to the student and his/her parents by the Heads of Years. Additionally the student may be required to take an in-school academic support class two days a week.

### **LEVEL II:**

A student who receives a level of achievement including one “1” (very poor/no credit) or two “2’s” (poor) for a second consecutive quarter is placed on Level II Academic Probation. The Head of Years will hold a meeting with the parents, the student, the teachers to discuss the situation. Some of the remedial measures that may be taken at this time in addition to mandatory studies include the following:

- Academic support class
- Required attendance at Mandatory Studies
- Required communication between parents and the school



- Restrictions on after-school activities
- Outside psycho-educational testing

### **LEVEL III:**

A student who receives a level of achievement including one “1” (very poor/no credit) or two “2’s” (poor) for a third consecutive quarter is placed on Level III Academic Probation. A meeting will be held by the Head of Years with the student and his/her parents to outline the expectations and conditions that are necessary for continued enrollment at ISG. A student who is unable to make progress in the ISG program following repeated attempts to provide remedial assistance may be asked to leave the school. ISG will help parents to identify other schools more appropriate for the student.

**Academic Probation status may be lifted only at the end of a quarter.**

A student with two consecutive semesters on Academic Probation may be asked to leave ISG; the school will help the parents to explore alternative educational programs.

## **IV.12 Social Probation**

A student may be placed on social probation for lack of self-discipline or misconduct. The probation serves as a warning that continuance of the pattern may result in suspension or recommendation for expulsion. Students on social probation may be restricted from after-school activities and events, or restricted from attending school trips. (A student does not, however, have to be on probation as a condition for being suspended or expelled.)

## **IV.13 Student Success Team**

The Student Success Team (S.S.T.) is composed of the teachers, the Heads of Years and the Principal as necessary. Parent(s)/guardian and student may meet with the SST when it is appropriate. The SST’s purpose is to assist the students with social, academic, or emotional difficulties that interfere with their education at ISG. A Student Study Team may be convened at the request of the staff or the parents.

## **IV.14 Students Personal Laptop Computers**

The use of personal laptops for schoolwork is a privilege that assumes responsibilities for students. This privilege may be revoked at any time if the use of the laptop causes any type of disruption or if it is used for any purpose other than those authorized by the teacher.

In order for members of the ISG Community to use the computer network, s/he must read the guidelines and sign the User Contract. A copy of the policy and contracts are available through your individual school (See Appendix)

## **IV.15 Textbook**

Students must bring the required textbooks to every lesson. Students are responsible for taking care of all textbooks, regardless of whether they are school property or personal property. Students must promptly

replace any lost textbooks. All textbooks should be clearly identified with the student's name and school year. Teachers will keep an inventory of any textbooks issued by the school; students who do not return them at the end of the year will be subject to the appropriate fines.

## IV.16 Lockers

The school provides lockers for all secondary students to use to store their personal and school belongings. Students will buy a lock for their locker from the school at the beginning of the year. Lockers remain the property of ISG.

Every student is responsible for his/her own allocated locker. Doors must be kept clean. No decals, stickers, writing or other material are to be placed on the outside of the lockers.

The interior of the lockers may not be decorated. Requests for locker repairs should be made through your Coordinator

# APPENDIX

## Network Acceptable Use Policy

The International School in Genoa (ISG) system offers Internet access to its students at all levels. Access to the school computer network and to Internet and e-mail services is a privilege not a right. The intent of this policy is to ensure that students utilize this access in a responsible manner consistent with the purpose of providing these services.

The ISG computer network exists solely for educational purposes, which are defined as classroom activities, career and professional development and high quality self-discovery activities of an educational nature. The ISG system reserves the right to place reasonable limits on materials posted or accessed through its computer network.

General school rules for behavior and communications apply. Access to network services will be provided to those who act in a considerate and responsible manner.

ISG will make every reasonable effort to minimize the risk that users will encounter objectionable material on the Internet. Through education, supervision and responsible use, ISG believes that the Internet can be used safely and effectively. However, there is no absolute guarantee that this will happen.

ISG believes that the benefits to students from access to information resources and the opportunity for collaboration available through the Internet exceed any potential disadvantages. However, the parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, ISG respects each family's right to decide whether or not their child will have access to the Internet and electronic mail at school.

In order for a member of the ISG Community to use the computer network, s/he must read the following guidelines and sign the User Contract. For users under the age of 18, a parent or guardian must sign the User Contract. A copy of the policy and contracts are available through your individual school.

## Network Usage Guidelines

Network access is a privilege, not a right. The use of the network must be consistent with, and directly related to, the educational objectives of the Newton Public Schools.

Violations of this Acceptable Use Policy include, but are not limited to, the following conduct:

- a) Revealing personal information such as last names, addresses, telephone numbers, photographs, etc. that could identify the user or other students.
- b) Revealing one's password to anyone else, using anyone else's password, or pretending to be someone else when sending information over the computer network. (Passwords and IDs are provided for each user's personal use only and should not be shared with anyone.)
- c) Using profane, vulgar, threatening, defamatory, abusive, discriminatory, harassing or otherwise objectionable or criminal language in a public or private message.
- d) Violating copyright laws. (Users should assume that all materials available on the Internet are protected by copyright.)
- e) Seeking, accessing, or downloading material that is not relevant to assignments or course work.
- f) Attempting to harm, modify or destroy data of another user.

- g) Distributing or intentionally accessing materials that are obscene, sexually explicit, or without redeeming educational value.
- h) Attempting to gain unauthorized access to system programs or computer equipment, including attempts to override any firewalls established on the network.
- i) Vandalizing school computers by causing physical damage, reconfiguring the computer system, or destroying data.

Should a user, encounter any material that s/he feels may constitute a threat against the safety of fellow students, staff members or the property of ISG, that user is obligated to report his/her discovery of such material to an ISG staff member.

You must immediately disclose to your teacher any message that you receive that you believe is inappropriate or that makes you feel uncomfortable.

Internet and email messages are public communication and are not private. Electronic mail messages and other use of electronic resources by students are the property ISG and should not be considered confidential. Copies of all information created, sent or retrieved are accessible via the School's administration.

While ISG does not plan to these files on a regular basis, it reserves the right to access and monitor all messages and files on the computer system as it deems necessary and appropriate in the ordinary course of its business. These purposes include, but are not limited to, ensuring proper use of resources and conducting routine network maintenance. Where appropriate, communication including text and images may be disclosed to law enforcement or other third parties without prior consent of the sender or receiver.

Signed,

Student Name and Signature \_\_\_\_\_

Parent or Guardian Name and Signature \_\_\_\_\_







**Respect, Responsibility,  
Reaching for Excellence**



**THE INTERNATIONAL SCHOOL IN GENOA**  
SINCE 1966

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