



Sigillo Comprehensive School

Nursery,Elementary,Primary Schools
locations of
Fossato di Vico, Sigillo, Costacciaro e Scheggia-Pascelupo



USEFUL INFORMATION AND SCHOOL RULES

School year 2011-2012
Phone number: 075.9178760
Fax 075 9178771
Director office 075.9178764

e-mail address : pgic82200q@istruzione.it

web-site: www.iscsigillo.it

locations	Nursery school (3- 6 years)	Elementary school (6 - 11 years)	Secondary School 1st level (11 -14 years)
Fossato di Vico	Via della Stazione Phone:075 9190174 from Mon. To Friday 8.30-4.30 p.m.	Via F. Venturi Phone:075 9190169 from Mon. To Sat. 8.00-1.00 p.m.	Via F. Venturi Phone:075 9190169 from Mon. To Sat. 8.25-1.25 p.m. Mondays and Thursdays 2.25-4.25p.m. 1.25-2.25p.m. lunch at the school canteen
Sigillo	Purello Phone:075 9190209 from Mon. To Friday 8.30-4.30 p.m. 8,30 – 1,00p.m.	Via Umbria, 5 Phone:075 9178763 from Mon. To Sat. 8.10-1.10 p.m.	Via Umbria, 5 Phone:075 9178770 from Mon. To Sat. 8.05-1.05 p.m. Mondays and Thursdays 2.05-4.05p.m. 1.05-2.05p.m. lunch at the school canteen
Costacciaro	Via Col de' Canali Phone:075 9170455 from Mon. To Friday 8.30-4.30 p.m.	P.zza Garibaldi Phone:075 9170764 from Mon. To Sat. 8.00-1.00 p.m.	P.zza Garibaldi Phone:075 9170764 from Mon. To Friday 8.00-1.00 p.m. Mondays and Thursdays 2.00-4.00 p.m. 1.00-2.00 p.m. lunch at school canteen
Scheggia	<i>////</i>	Via delle Scuole Phone:075 9259247 from Mon. To Sat. 8.15 - 1.15 p.m.	Via delle Scuole Phone:075 9259247 from Mon. To Sat. 8.15-1.15 p.m. Mondays and Thursdays 2.15-4.15p.m. 1.15-2.15p.m. lunch at school canteen

Transport Service

The transport service is made according to the school timetable. The service is available on request to the Town hall Office at the school location.

Canteen Service

The Canteen operates every day at the Nursery School and at Secondary school only two afternoons a week, the days when there are classes in the afternoon.

It is possible to vary the weekly menu in case of particular personal needs, (allergies, diet, religious traditions) by submitting a request at the Town Hall Office at the beginning of the school year.

Secretariats Offices Via Umbria, 5 -Sigillo (Pg)
Phone 075 9178760 fax 075 91778771
Every day from 10.00 a.m. to 12.30 p.m.

People can request the following documents to this office:

- Registration practises,
- Registration Certificates,
- Diplomas,
- School permission in case of Transfer,
- Insurance Practises,

School Director : Dr. Maria Marinangeli

Phone 075 9178764

The Director Office is open to public every day by appointment.

SCHOOL REGULATIONS

1. Students must have a respectful behaviour towards the Staff, the classmates and school environment in accordance with the civil and social rules.
Every violent occasion both physical and verbal will be punished with strictness.
Everybody should be able to attend the school with tranquillity without interference of violent acts.
2. Students must attend classes regularly.
3. Students must respect the starting school time, they can enter into the school 15 minutes before the classes start. Students who are late, are admitted to the classes according to the decision of the teacher on duty, who will record the delay in the class Register
In case of systematical delays the Teacher Team will notify the Parents.
4. At the end of classes students go out the main entrance with orderly conduct accompanied by the teacher, class by class. If one of the parents is late students will be left in custody of the school Caretaker for maximum 10 minutes, after that the Staff will inform the local Police.
5. Students are allowed to leave school before the end of classes only for urgent and necessary Reasons on request of parents or delegation authority from the family.
6. Absences caused by illnesses, over 5 days, must be certified by a Doctor or by Parents on a special form. For absences longer than 5 days, not caused by illnesses, Parents must advise the school before the first day of absence.
7. In the Secondary School absences must be justified in a special booklet upon the student's Return to the school. In case of unjustified absence school will inform family.
After the 3rd day of unjustified absence, student must be accompanied by one of the parents.
8. Students who because of illness, cannot attend Physical Education classes, must submit an Application for exemption to the Director, signed by the Parents and with a medical Certification attached.
9. Students, who during guided tours and school trips behave badly, and put in danger their safety and of the others, will be punished with strict measures taken immediately.
10. Students must take only the necessary material for homework and lessons and their snack.
It is advisable not to take sums of money or valuables. School is not responsible for any theft.
11. The use of mobile phone is forbidden for all classes.
12. Students are responsible for completing homework given by Teachers.
13. Students must wear decent clothing and suitable for the school they attend.
Pupils attending Elementary school must wear a school blue uniform.
Children attending Nursery school must wear a checked blue and pink uniform.

Parents are responsible for respecting the following school rules :

- Parents have to make their children respect these school rules:
- .Parents must check, read and sign the notes sent by the Director, the Teachers as well as other notes in the personal diary of the student,
- Take part regularly of the meetings with their real presence to:
 - = School Assemblies,
 - = Class Assemblies,
 - = Evaluation meetings,
 - =Different Events,

=School projects,
=Update/Training courses on Educational Themes.

- To collect all the School Regulation and to sign the Educational Responsibility Pact between School, Family and Students.
- Take part at meetings with the Teachers during the school year,
- Parents can meet each other in assembly using the school premises by giving a notice 5 days before and according to the Authorization of the School Director.
They have to give a demand of the points to discuss and to respect furniture, the school locations, their cleaning and sanitation.
- Parents have to collect the Report Card at the end of the school Term and to return it within 3 days duly signed.
- In case of strike of Teachers Staff, Parents have to accompany their children to school .
If the Teachers are absent the Parents are responsible for their children.

PENALTIES

If the school rules are not respected ,there are some penalties compared to the offenses:

- verbal warning by the Teacher,
- letter to the family,
- Remark on the class logbook and message to the family,
- If some premises are damaged, the family must pay for the material and might be an additional fine;
- Suspension from classes according to the severity of the damage from one to five days or more time.

WELCOME AND INTEGRATION OF FOREIGN STUDENTS

Nursery,Elementary Primary secondary School welcome foreign students giving them appropriate educational opportunities.

Foreign students offer an occasion for comparisons and respect of other cultures and religions.

At first,they are assisted with Tutors coexistence classes and Remedial lessons.

Their insertion in the class is very flexible.

Local and district institutions will ensure all the financial and professional supports in specific school Projects.