



# Upper School Parent/Student Handbook 2018-2019

Tel: 055 200 1515



## Welcome to the Upper School

Dear Parents and Students,

Welcome to ISF, whether you are a new or a returning family!

This handbook contains important and useful information for you on topics related to school life. Please read this carefully so that you understand our expectations. We are all part of this community, and all play our parts in making this a happy and productive environment for everyone.

Each school year brings new developments and changes, and this year we are putting into place a number of initiatives to improve the school experience, both in and out of the classroom. Please approach changes with an open mind, and be receptive to different ways of doing things. Stephen Hawkin said, 'Intelligence is the ability to adapt to change.'\*

Together with all the staff of ISF, I would like to welcome your family to the 2018-2019 academic year.

Best regards,

Helen Stanton  
US Principal

*Cari Genitori e Studenti,*

*Benvenuti in ISF, sia che siate una nuova famiglia o una già presente!*

*Questo manuale contiene informazioni importanti e utili per voi su argomenti relativi alla vita scolastica. Si prega di leggere attentamente per comprendere le nostre aspettative. Facciamo tutti parte di questa comunità e tutti facciamo la nostra parte per rendere questo un ambiente felice e produttivo per tutti.*

*Ogni anno scolastico porta nuovi sviluppi e cambiamenti e quest'anno stiamo mettendo in atto una serie di iniziative per migliorare l'esperienza scolastica, sia dentro che fuori la classe. Si prega di affrontare i cambiamenti con una mente aperta e di essere ricettivi ai diversi modi di fare le cose. Stephen Hawkin ha dichiarato: "L'intelligenza è la capacità di adattarsi ai cambiamenti".\**

*Insieme a tutto lo staff di ISF, vorrei dare il benvenuto alla vostra famiglia per l'anno accademico 2018-2019.*

*Cordiali saluti,*

*Helen Stanton  
US Principal*

*(\*Brainyquote.com)*

## **Mission Statement**

ISF aims to provide a caring learning environment that promotes personal, social and academic growth through challenging and engaging programmes, in order to develop respectful, responsible students who strive to have a positive impact on others and the world around them.

## **Guiding Principles**

The International School of Florence is committed to:

- Providing a safe and healthy school environment.
- Encouraging intellectual curiosity, critical thinking and enthusiasm for learning as a lifelong pursuit.
- Enabling students to realize their highest potential.
- Providing students with depth and breadth of knowledge, understanding and skills in a broad range of academic subjects.
- Upholding appropriate standards for personal behavior.
- Building confidence, self-esteem and leadership through curricular and extracurricular activities; including athletics, the arts and community service programmes.
- Nurturing intellectual, social and physical growth while identifying and meeting each student's developmental needs.
- Recognizing creative expression and promoting an appreciation of beauty.
- Developing positive moral and social values for personal fulfilment and for the good of the community.
- Fostering understanding and respect for diverse cultures and the differences between them.

- Encouraging appreciation of each student's heritage.
- Promoting competence in English and in at least one other language.
- Continuing to attract and retain exceptional staff.
- Ensuring financial sustainability into the future.

### **Academic Integrity Policy**

ISF seeks to develop a sense of responsibility and personal integrity in our students. Like any community, ISF functions best when its members treat each other with fairness, honesty, respect and trust. In light of that goal, academic honesty is strictly required. Students are expected to be honest about doing their assignments and about turning in work that is entirely their own. Similarly, students who act in collusion by allowing their work to be copied are equally at fault and will be subject to disciplinary consequences.

Please note that ISF has no means of knowing if an act of academic dishonesty was deliberate or not on the part of the student, and so intent cannot be taken into account.

Academic misconduct includes:

- Plagiarism
- Collusion
- Having someone else do your work
- Cheating in tests and exams
- Disruptive behaviour during an examination or test

In the event of serious academic dishonesty, the penalties reflect the seriousness with which we view such an offence.

The International Baccalaureate Diploma Handbook contains further information on the consequences of academic dishonesty in Grades 11 and 12, including not receiving the IB Diploma.

### **After-school activities**

Students who are enrolled in supervised after-school activities may remain at the school until the end of the activity. Students who wish to complete homework after school may do so in the homework club on the terrace or in silent study in the library. For safety and supervision reasons students must stay in their supervised activity area and must leave the school premises immediately after the completion of the activity, and in any case by **4:15**.

## **Alcohol and drug abuse**

ISF gives high priority to its students leading a healthy lifestyle as stated in the school's philosophy. One very important aspect of embracing a healthy life is to educate students about alcohol and drug abuse so that they make the right decisions and choices about these issues. It is vital that students are aware of the psychological, social and physiological consequences that alcohol and drugs have on the mind and body.

High School students participate in the alcohol and drug education programme.

Students in Grade 8 take part in the 'knowledge' portion of this programme, and all Middle School students are provided with opportunities to reflect on healthy and safe choices, at an age appropriate level, through the Middle School Health and Well-Being Programme.

To support our belief in encouraging our students to lead a healthy lifestyle, ISF has a strict policy regarding the use and abuse of substances on the school campus. The possession, buying or selling, or giving of alcohol beverages by any student of the school on its campus or during School sponsored activities is strictly prohibited.

Any student who violates this policy shall be immediately suspended from the school. If it is determined that a student is under the influence (or was in possession of) alcoholic beverages, the student may be subject to expulsion from school.

The unlawful use of, possession of, buying or selling of, giving of, or trafficking in narcotics, stimulants, barbiturates, suppressants, hallucinogenic drugs, marijuana or any other dangerous drug by any student of the school on its campus, in its immediate environs, or during school sponsored activities is prohibited.

Any student who violates this policy shall be immediately suspended from school. If it is determined that the student was using, or was under the influence of, or was in possession of dangerous drugs, the student will be subject to expulsion from school.

The Administration is authorized to conduct random and ad hoc screening and detection programmes of school students.

## **Attendance Policy**

### **Attendance guidelines:**

ISF requires regular school attendance for all students, as absences for family excursions and extended holidays do not support the mission of the school. **Each lost school day puts a child in a position of academic disadvantage.**

Students who do not participate fully in the curriculum and activities designed by the school do not gain the intended educational benefits of the programme. The curriculum has been established to meet the needs of our international school population and emphasizes interactive, hands-on experiences. Group activities and class assignments are such that they cannot always be replicated at a later date. Regular daily attendance, therefore, is necessary and expected of all students.

### **Absence guidelines:**

To ensure timely and informed communication about student absences, **parents must call or email the school receptionist or the Dean of Students**, ([admin.gat@isfitaly.org](mailto:admin.gat@isfitaly.org), [p.cook@isfitaly.org](mailto:p.cook@isfitaly.org)), between the hours of 8:00 and 9:00 on each day of the absence.

Students who are absent for any reason are required to make up missed assessments on the afternoon of the day they return to school. The afternoon proctor will verify the status of the student absence, school authorised or non-school authorised, and communicate this to the teacher for grading purposes. Students who are present at school and do not remain to make up work in the afternoon will receive a zero for the work missed. Trimester and final report card grades may be negatively affected by non-authorised absences and may therefore result in a student not passing the school year.

### **Authorised absences:**

- These are generally absences due to ill health or or extreme and unavoidable circumstances (such as a death in the family, a serious illness of a family member, a wedding of an immediate family member).
- The school must be notified by parents on the day of each absence either by calling or emailing the school receptionist.

Students are responsible for making up missed work and in the case of extended illnesses agreeing on a make-up schedule with teachers, with the support of the Principal.

Absences as a result of school-sponsored functions such as field trips and competitive sporting events may necessitate a student missing classes. These absences are counted as school authorised absences. In such cases students must make up work they have missed according to the procedure outlined above.

**In order to participate in a school-sponsored function a student must be in good academic and attendance standing.**

**Non school authorised absences** include when:

- the school is not informed by the parents about an absence.
- absences are **not** the result of a medical condition on the day of the absence or not the result of extreme circumstances as above.

In the case of non school authorised absences, students shall receive a zero for any test, quiz or assignment, or written or oral work that was due or missed. On the fourth non-authorised absence the parents will be asked to come into school to discuss the situation.

High School Students will receive no credit for missing final examinations in June without a valid medical certificate.

### **Excessive absences**

Because participation is deemed an important part of the learning process, the school reserves the right to deny credit to any student who is absent in excess of 25% of the school days or any individual subject class for the school year.

For the 2018-19 school year this means that the maximum days absent for any reason is 42 days or 25% of any class. This is also in accordance with Italian law (*Circolare ministeriale n. 20 del 4 marzo 2011*). In the event of

extenuating and unavoidable circumstances requiring longer school authorised absences (eg prolonged illness, family bereavement) individual cases will be assessed by the Principal in consultation with the family and the classroom teachers.

**Late policy:**

The first period class starts at 8:15 and it is expected that all students will arrive punctually to class. Arriving late is disruptive to both teachers and students in the classroom and consequently hinders the learning process. ISF implements the following policy for students arriving late to class:

All students will be marked as late on iSams. After the fourth tardy during each trimester the parents will be invited to come into school to discuss ways of supporting the child to be on time.

High school students arriving after 8:20 to their first period class will not be allowed to enter that class and they must spend the time of the first period class on the cafeteria terrace, unless the late is authorized because a written medical reason is provided, or other special circumstance exists.

**Early dismissal from a school day:**

Students who need to leave prior to the end of the school day must have a note from home requesting an early release or a parent may call the school receptionist. Any note should be given to the Receptionist. Any student leaving early, at any time, needs to sign out in Reception before leaving campus. This procedure includes students attending class from 3:00 – 4:00. Guidelines for non school authorised absences apply to early dismissals, ie if a student misses a class because of leaving school early that will be counted as an absence.

**Attendance procedure**

Students must wait until 8:00 before going to their classrooms or lockers. Those arriving before 8:00 must wait on the terrace.

- 8:10 Warning bell (students make their way to their first period class).
- 8:15 Period one class starts.

Students can be dropped off at the ASSI parking lot that is located directly facing the entrance to Viuzzo di Gattaia. A guard will be present from 7:30 am until 8:15 am to accompany students across Viale Michelangiolo and again at dismissal from 3:00 pm until 3:45 pm. For the safety of your children, no vehicles including taxis may enter school grounds between 7:30 am and 8:30 am and between 2:30 pm to 3:30 pm. In the case of carpooling vehicles only (with three or more students), for security reasons, an authorization to enter the campus must be requested at the start of the school year, through the school receptionist. For security reasons, the front gate will remain closed during the day. The school's guard is on duty from 7:30 am until 3:45 pm each day.

## **Bullying Policy & reporting procedure**

ISF is committed to making our school a safe and caring place for all students. We recognize that learning will thrive in a school climate that exhibits affirmative, positive and caring expectations along with effective and timely intervention. ISF has the clear expectation that all community members will be respectful and supportive of each other. We will treat each other with empathy and kindness, and we refuse to tolerate bullying of any kind at our school.

### **What is bullying?**

Bullying is when a person is exposed repeatedly, or over time, to negative actions on the part of one or more people with intent to harm and there is a power imbalance. It is a form of harassment and results in pain and distress to the victim. Bullying behaviors normally fall into two categories: physical & emotional.

### **Preventative measures**

1. **Bullying Policy & reporting procedures** are included in this Handbook
2. **Student instruction/awareness.** Guidance sessions with individuals, small groups and whole classes take place within the context of the Health and Well-Being programme to address the issue of bullying in a preventive and proactive way
3. **Staff awareness/action.** School personnel review the Bullying Policy & reporting procedure to ensure that a consistent approach is adopted on a school-wide basis.

### **Reporting procedures**

ISF encourages students (or any community members) who become aware of an act of bullying to report the incident(s) immediately to a teacher or the Principal for further investigation.

The school's first response always is to teach. However, reports of bullying are taken seriously and will be investigated and results shared within 24 hours if at all possible. If a student is found to be responsible for bullying behavior, the consequences shall depend on the severity of the incident.

**Retaliation, after someone has reported a bullying incident, will be immediately referred to the Principal.**

Recent Italian law provides protection against bullying, making bullying a reportable offence.

## **ISF café**

The café is available for students before and after school, and during the mid-morning and lunch breaks. This is the only designated eating area inside the school.

In accordance with Italian Health and Safety regulations and to support our goal of encouraging healthy eating habits, students are not allowed to order food for delivery to school from outside providers.

Students may choose to bring a packed lunch, which will be eaten on the terrace.

### **Lunch clean-up**

Students are required to help clean up after lunch on a rota system. G12 students must keep the *pergola* area clean and tidy at all times.

### **Change of address, phone or e-mail**

Parents must register any change of contact information directly into the iSams Parent Portal through the school website. **We rely on this updated information for accurate emergency contact.**

### **Classroom supplies**

Middle and High School students receive supply lists during the summer through the school website. Students are expected to come to school with all necessary supplies, so that they can take part fully in all activities. Being prepared contributes to a calmer classroom experience and supports better learning.

The school supplies students with a homework diary and specific textbooks on loan. School textbooks must be returned in good condition at the end of the school year. Lost or damaged textbooks will be billed to the student at the cost of replacing the book.

### **College and guidance counseling**

The College and Guidance Counselor, Mr Francis McIvor, is available to assist in planning students' college careers and to help with the application processes. Grade 11 and 12 students are expected to attend individual counseling sessions and parents may make appointments on request. Meetings with High School parents throughout the year will also be organized. Students seeking support for social or emotional issues are also encouraged to contact Mr McIvor, at [f.mcivor@isfitaly.org](mailto:f.mcivor@isfitaly.org)

### **Communication**

The main source of general communication is the school website, <http://www.isfitaly.org> as well as the school's Facebook page and Instagram.

#### **From ISF to Parents**

A **Friday Flash** is sent out weekly and the **ISF e-Newsletter** is sent out quarterly. These are also available to view on the school website. Coffee mornings for parents will be held on different themes throughout the year and email communications will be sent periodically.

### **From parents to teachers**

Parents are encouraged to make appointments with teachers if they feel that they are necessary. Requests for appointments should be made directly with the teacher via email or to the receptionist, who will subsequently inform the family of the date and times of arranged appointments.

### **Avoidance of misinformation**

If a student has a problem in one of his/her classes at school, there is a **required procedure** for parents to follow:

1. The problem should initially be discussed in a telephone or face-to-face discussion with the teacher, as this usually resolves most questions.
2. If this is not the case, then the next step, depending on the nature of the problem, should be to make an appointment with the IBDP Coordinator, the Dean of Students, or the Principal.
3. If the problem still remains unresolved, the parents should then make an appointment with the Head of School.

### **Reports**

Students receive three reports during the school year. These are posted on the student management system iSams, after the end of each trimester. A pre-conference progress report is created on iSams prior to the first parent-teacher conference in October.

### **Conference Days**

Parent/teacher/student conference days are scheduled twice a year, **on 18 & 19 October and on 12 April** as noted on the school calendar on the website. Parent sign-up takes place online a few days before the conferences.

### **Parent Association (PA)**

The purpose of the Parent Association is to enrich our school community and student experience through social events and volunteer efforts. All ISF parents are welcome to become members of the Parent Association and are encouraged to participate in PA meetings and activities.

### **ICT access and use**

Students at ISF have access to a wide variety of technology. It is expected that they use this technology only for educational purposes. All students are provided with their own account on the school network.

The goal in providing this service is to promote educational excellence in the school by facilitating resource sharing, innovation and communication. With access to computer devices and people all over the world, also comes the availability of materials that may not be considered of educational value and, it is for this reason that strict guidelines must be adhered to when using the school's computers and network. The valuable information and interaction

available on the worldwide network far outweighs the possibility that users may obtain material that is not consistent with the school's educational goals.

Use of the internet and the school's devices is a privilege not a right and abuse of the privilege will lead to its cancellation. The Head of School will deem what is an appropriate use and his/her decision is final. The administration, faculty and staff may request that a user's access be denied or suspended in the event of improper use.

Whilst the school is being thoughtful in promoting a balanced life-style so that students benefit from the advantages of information technology whilst not becoming over-dependent on it, parents also have their part to play in encouraging their children to use technology in moderation and with discernment. We suggest that parents encourage their children to engage in a variety of activities, not only the internet.

### **Student iPad/Chromebook use**

Students in Grades 6 - 8 receiving an iPad or Chromebook are issued with a device with predetermined applications installed. It is the student's responsibility to look after this and use it for school work only. If a device is lost or damaged it must be reported to Mr Biagiotti immediately.

All insurance claims in the case of damage or theft will be handled by ISF, working directly with the insurance agency. In the event of theft, parents must report the loss to their local police department (*Carabinieri or Polizia di stato*). A copy of the report must be presented to the school before a device can be repaired or replaced.

Failure to report a theft and produce a police report in a timely manner may result in the claim being dismissed and parents being liable for the cost of repair or replacement.

Students will be held responsible for neglectful or intentional damage to their device including, but not limited to: broken screens, cracked plastic pieces, in-operability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value.

Lost items such as cases and cables will be charged the actual replacement cost to the family.

### **Conduct**

We expect our students to behave in a considerate way at all times both in and out of the classroom. This is conducive to a stimulating and productive learning environment. Those students who do not behave in such a manner are subject to disciplinary consequences.

We expect all members of our community to comply with these rules:

- Respect yourself
- Respect others

- Respect property.

If students do not follow these guidelines then they will face consequences that are designed to repair the damage done, whether emotional or physical, and which will lead to appropriate behaviour in the future.

## **Emergency drills**

### **Fire and Earthquake**

At the sound of the earthquake alert students will duck and cover, until the evacuation siren is heard.

The signal for building evacuation is a loud siren. Students leave the building with their teachers via the designated route to the evacuation areas, where they will line up by grade in alphabetical order. Silence is expected so that instructions may be heard.

Fire and earthquake drills are carried out bi-annually. Parents must not enter campus during drills.

### **Lockdown:**

At the first indication of a potential major incident of danger / violence or any evidence that a clearly suspicious individual has arrived on campus, students or guests should notify the school guard or any staff member immediately.

A lockdown will be announced over the PA system with the word 'Lockdown' being repeated three times.

Students have a responsibility to be familiar with the lockdown plan and to respond quickly to the direction of staff members during a crisis situation. The lockdown plan will be reviewed with students at the start of each school year, and pre-announced drills will take place during the year.

Any student with information or prior knowledge of an individual or a potential situation which may result in a violent incident must report to the closest adult in the building with that information as soon as possible. This is also the case during an incident.

Parents/visitors will be informed of where they should proceed in the event of an actual incident involving a lockdown. Normally, students will be accompanied to the San Salvatore Al Monte Church. During an actual lockdown, parents must not enter the campus but should report to the closest staging area (San Salvatore Al Monte Church) and await further instructions from the Head of School.

Parents are encouraged to ensure contact information is kept up to date so they can easily be reached by staff in the event of an emergency.

## **Emergency school closure**

In case of emergency school closure, an emergency phone chain is in place. You will be notified of pertinent information by telephone.

## **Exams and early departures/withdrawals of students**

Final examinations are given to High School students in grades 9 – 11 towards the end of the school year for all academic classes. Subject exams account for 20% of final grades in grades 9 and 10, and 25% in grade 11. Students in grade 12 will sit mid-year exams in IBDP subjects (*Mock Exams*) in January. These exams will be held in IB exam conditions.

Early departure of students is highly discouraged. The days missed by these students are considered non-school authorised absences and may consequently affect a student's grade. Students will not be exempted from examinations except in extenuating circumstances and with the approval of the Head of School. Any examinations, tests or work missed will receive a mark of '0' (zero).

## **External applications**

External assessments for application to other institutions will be administered after school and at the expense of the parent.

## **Field trips**

ISF takes full advantage of its unique location in Tuscany and close proximity to Florence. Teachers plan regular field trips for their students to galleries, museums and local places of interest. These outings enhance the curriculum and extend student learning.

Students are required to wear the school uniform on field trips unless otherwise instructed and all school rules are in effect.

Parents will be informed about any trip at least two weeks before the students leave. Most curricular trips are included in school fees. Should a fee be necessary parents will be provided with information about trip costs in good time. If the cost of a trip would be a hardship families may make a written request to the Principal for partial scholarship.

## **General academics**

### **Grading System**

The grading system for students in grades 6 to 12 follows the IB scoring system:

#### **Number Score**

- 7 excellent
- 6 very good
- 5 good

- 4 satisfactory
- 3 mediocre
- 2 poor
- 1 very poor

N.B. In High School final grades are averaged to include trimester grades and final exams. Final grades of 3 and above will receive credit for graduation at ISF

Students earning a 2 or less for their final grade will be requested to make the work up during the summer holiday.

IB Diploma candidates whose 11<sup>th</sup> grade results do not meet IBDP passing requirements may be required to repeat the year or withdraw from the full IBDP to IB Courses or high school graduation only.

## **Health**

There is no medical nurse on campus, however, several members of staff are qualified to give first aid. First aid supplies are available for the treatment of minor injuries. A small infirmary is located adjacent to the Head of School's office.

Parents must be aware that the school does not administer medication of any kind to students. If students suffer from headaches or allergies, they must be given appropriate medication by their parents only. Should a student require emergency care in a hospital, an ambulance will be called and parents immediately notified. In a non-urgent situation, parents will be notified and the child kept in the infirmary until parent arrival.

In case of any student medical problems, parents will be notified at home or at work. Parents are required to inform the school of any medical condition. It is imperative that parents keep their contact information current via the parent on-line iSams portal with their home address, email address, home, work or mobile telephone number.

### **Allergies**

Some students may suffer from allergies which can cause serious reactions and in some cases be life-threatening. If a student has an allergy, parents must provide a medical certificate with a treatment protocol so that the school can plan for a safe learning environment.

Students should not share their snack or lunch to minimize the risk of allergic reactions. We encourage children to be both informed and responsible about the issue of food allergies.

### **Head Lice**

As head lice remain a problem in schools we insist that parents support our efforts to halt the spread of lice should they appear at the school. A child with head lice must be kept at home following treatment and until parents can give an assurance that there is absolutely no evidence of lice or nits (eggs).

## **Homework**

High quality outside learning supports the school mission by **consolidating learning in a way that preserves life balance**. It is used as a tool to reinforce what is learned in class and prepares students for upcoming lessons. It also develops the key language skills required by an internationally focused education.

Students can be expected to increase the time spent on homework, especially in the Italian Programme and in the Diploma Programme, still maintaining opportunities to pursue outside activities and family life.

Homework is regularly assigned and is due on the date specified by the teacher.

Assignments missed due to illness must be turned in on dates decided in consultation with the teacher, generally the day after returning to school. In the case of extended absences due to illness or hospitalization students are asked to work in consultation with teachers and the Principal on a reasonable homework and test schedule once they are able to return to school.

In the case of absence the student is responsible for getting the information about homework assigned during his/her absence by asking classmates or emailing teachers.

## **Homework Club**

Homework Club is designed to support students in the completion of their homework. A student may choose to attend on a voluntary basis. Students work quietly and independently on set assignments and may ask for assistance from the Homework Club teacher or may apply for help from a Peer Tutor. Homework Club runs from 3:05 – 4:05 every day except Tuesday.

## **Homework Diaries**

The school provides homework diaries or a homework iPad application to all students. Middle School students are expected to use homework diaries on a daily basis, and High School students may choose either a digital or hard copy diary.

## **Internships**

In grades 11 and 12 students may take part in externally organized internships. IB students are invited to take part in the ISF internship programme during the summer. Internship opportunities are organized by the school and presented to students in the spring. Requests for paperwork in relation to these experiences should be presented to the Dean of Students in a timely manner, and well before the last day of school.

## **Learning Support and curriculum modification**

Learning support is available on a limited basis for students with certified learning needs. Students requiring more than one period a day of learning support will not be able to cope with the Upper School academic programmes.

Students with documented learning differences will be eligible for accommodations based on the judgment of the documents presented to the school and the learning support specialist. Such accommodations may involve extra time, the use of a computer and a different testing venue to meet the needs of the individual student.

In exceptional cases the programme may be modified for students with more serious learning needs. Modified programmes will appear with the designation of an asterisk (\*) on the report card and transcript and may be mentioned in the comments.

## **Leaving campus**

Students not enrolled in a class during a specific period may not leave the school campus. In fact, students may never leave campus during any free time without permission. If **seniors** do not have a scheduled last period class, they may leave early only if they have parental permission. In such cases the students are required to go to the receptionist and use the sign-out sheet.

In any other case, a student who has to leave school must obtain an exit (red) form from the reception desk signed either by the Dean of Students or the Receptionist. The student must then use the sign-out form at the receptionist's desk and give the exit form to the school security guard upon leaving the campus.

Parents wishing to have their child(ren) released during the school day must notify the school in advance if possible. If a student has to leave school due to illness the parents will be contacted by telephone and asked to come to the school. The student must then obtain an exit slip from reception and follow the procedure described in the paragraph above. Students must sign out whenever they leave school during school hours.

## **Library**

The Onan Family Foundation Library provides access to print and non-print media for all members of the ISF community. The collections include some 11,500 books, 10 periodical subscriptions, and a large collection of DVDs for classroom use. The range of non-fiction books supports the school curriculum as well as wider areas of interest and reference. The fiction section contains literary classics as well as current popular reading selections for pre-teens to adults.

The library is open from 8:00 until 16:15 Monday through Friday. Individual students may use the library for quiet study or reading whenever they have a free period, or during mid-morning break, lunch recess and after school.

The library catalogue can be accessed on dedicated computers or remotely campus-wide as well as externally (<https://library.isfitaly.org/INT02/ais/AccessItLibrary>). Digital resources and research are available through access to several online subscriptions and databases, which are also available remotely. Wi-Fi access provides the 24 study spaces and reading areas on the balcony level with internet access for the library's laptops (which can not be removed from the library) as well as personal laptops and tablets. As per ISF policy, the use of electronic devices for listening/viewing purposes (iPods, iPhones etc.) and cell phones is prohibited. There is provision for printing (only for High School students and only through their Google accounts) and help with research or locating materials is

always at hand.

The librarian collaborates with other faculty to bring classes into the library throughout the year to encourage use of a wide range of learning resources and services.

The library sponsors many activities to encourage literacy and reading for pleasure. These include opportunities for participation in CAS and Community Service events and book clubs.

Lost or damaged books must be paid for or replaced by the student. Students who have overdue library books or outstanding debts at the end of any trimester will not receive their grade report or other official records (transcript, DP results etc.) until the situation is resolved.

### **Lockers**

Lockers are located in the corridors and students are encouraged to bring their own padlocks and keep their lockers locked at all times. Lockers must not be exchanged or shared, and they must be kept **free from** indelible stickers or markings.

Students may leave valuables and cumbersome possessions such as tennis rackets in the Dean of Students' office.

The school cannot accept responsibility for the loss of valuable items.

### **Lost and found**

A "Lost and Found" area is located adjacent to the terrace. Any items that are found should be turned in to reception. Items left unclaimed are donated at the end of the year to a charitable organization.

### **Messages and phone calls**

Parents should only leave messages for students for urgent cases. The receptionist will try to locate a student to pass on a personal message but cannot guarantee its timely delivery.

Students can only use the school phone for calling parents in the case of emergencies, such as when sick or hurt.

### **Mobile phones**

Mobile phones may only be used in the classroom, as a learning tool, at the discretion of the classroom teacher. Unless otherwise specified by the teacher, phones must be turned off in the classroom.

For safety reasons, **mobile phones must not be used while walking in the hallways or down the stairs**. Mobile phones may be used by students during mid-morning break and at lunchtime although students are encouraged to use these times for physical activity and socialising.

Students who do not follow these policies will have their phone confiscated and will be required to leave it with the Dean of Students for the remainder of the school day..

### **Motor vehicles**

Scooters are to be parked in the designated area parking space along the driveway that leads to the school building. Students who drive their own cars to school must not park them on the school campus. Parking is available at the ASSI car park and on via Pietro Tacca. Students on scooters who do not abide by the road code (*codice stradale*) on school property will lose the privilege of parking on the school campus.

### **Reception area**

We request that all students respect the privacy of those working at the reception desk. Students are invited to go to the reception area for urgent matters only and when in the vicinity to use a quiet voice when someone is on the telephone.

### **Reports**

Reports are issued after the end of each trimester and posted on iSams. For the academic year 2016 – 2017 the trimester end dates are as follows:

- First trimester (autumn): 13 December
- Second trimester (winter): 29 March
- Third trimester (spring): 26 June

An on-line pre-conference progress report is posted on iSams prior to the first parent-teacher conference in October.

### **Safety and courtesy in the hallways and on the stairs**

ISF students are always expected to be polite to school employees, fellow students and visitors. Courtesy in the corridors is particularly important at all times. To avoid potential problems on the stairways, all students should walk up and down the stairs and they should not jump down several steps at one time. **Eating and drinking are not permitted in the hallways and on the stairs**. Students may eat and drink on the cafeteria terrace only.

### **Searches**

All school property is under the control of the school and its officials, and a search of school property, including but

not limited to lockers, may be made at the discretion of the Head of School if a reasonable suspicion arises that items considered illegal, disruptive or a general nuisance to the educational process are being kept at school.

### **Senior privileges**

Students in Grade 12 may request certain privileges not granted to other students. These should be put in writing and submitted to the Principal at the beginning of the school year.

### **Smoking**

It is acknowledged that some of our students do smoke cigarettes but ISF does not permit students to do so on the school campus. It is very regrettable that such young people have picked up this habit and we try our best to educate students on the negative impact of smoking on their health. However, any student caught smoking, including electronic cigarettes, on the school campus, will face consequences.

We ask students who wish to smoke before and after school hours off the campus to do so in as discreet a way as possible. This includes not smoking on the asphalted area outside the school gates as grouping there to smoke is inappropriate as it is in full view of younger children, parents and visitors, and also an obstacle to traffic entering and leaving the campus.

### **Standardized testing**

Students in grades 6-9 are administered MAP (Measures of Academic Progress) tests once each trimester in English and Mathematics. All students in Grade 10 are administered the MAP in the autumn. The results of the testing are used by teachers to monitor individual and class progress, define the needs of specific students, create working groups, assign summer or extra reinforcement work and for placement. Results are communicated to parents at the end of the school year. We are also a testing centre for SAT, which is an optional test and administered on Saturdays, as well as for the Oxbridge entrance examinations.

### **Student Councils**

All students in Grades 6 to 12 are given the opportunity to be members of either the Middle or High School Councils. The councils work towards achieving the goals of the student body, which include student welfare, social activities, community service activities and promoting Upper School morale. Members of the Councils meet on a weekly basis with a faculty advisor, and monthly with the Principal.

### **Visitors**

Visitors to the school must sign in at reception and display a visitor badge. The school cannot allow student visitors in the classrooms as this can lead to disruption to lessons and may also

interrupt the class learning process, thus student visitors are welcome at lunchtime only by prior arrangement with the Dean of Students. We apply our child protection policy and visitors must have a security clearance before they can interact with students..

## **Tests**

Students who miss tests or quizzes due to absences will make up these assessments on the day they return, after school. The afternoon proctor will verify the status of the student absence, school authorised or non-school authorised, and communicate this to the teacher for grading purposes. Students who are present at school and do not remain to make up work in the afternoon will receive a zero for the work missed.

## **Uniform**

Each day the following must be worn):

### **Upper body clothing**

ISF logo shirts, ISF logo T-shirts.

In cooler weather conditions ISF sweaters or ISF sweatshirts, ISF wool V-neck sweaters or ISF hooded zip sweatshirts may be worn on top of the logo shirts.

### **Lower body clothing**

Trousers, skirts and shorts with the school logo and with the waistband in the vicinity of the waist. Shorts or skirts must reach the mid-thigh.

### **Footwear**

For safety reasons, students may not wear flip-flops or high heels.

### **Physical Education**

Middle School students are required to wear shorts or school-logo sweatpants and ISF athletics sport shirt in the student's House color. These are available at the uniform shop detailed below.

High School students are required to wear shorts or school-logo sweatpants and blue or white T-shirts with the school logo.

### **Other**

Personal winter jackets and hats may not be worn inside the school building. In cold weather conditions warm vests or undershirts should be worn under the ISF polo shirts and ISF sweaters/sweatshirts.

**The ISF uniform must be purchased at the following store:**

**10 E Lode**

**Via Ugucione della Faggiola nr 13.**

**Tel: 055 3831823**

**Opening times: 9:30 – 13:00; 15:30 - 19:00. Saturdays 9.30 – 13:00.**

[10elodesrl.firm@gmail.com](mailto:10elodesrl.firm@gmail.com)

## **Water bottles**

The school provides drinking water dispensers, and students are asked to come to school with named personal water bottles for drinking throughout the day, in an effort to respect the environment and avoid wasteful use of plastic or paper cups.

## **Graduation requirements**

ISF offers the possibility of attaining two diplomas:

- The IB Diploma, which is obtained by following and successfully completing a programme of study as outlined by the IB Organization.
- The ISF Diploma, which is obtained by following and successfully completing a programme of study from grades 9-12.

For successful students who choose to follow the IB Diploma programme it is usual to obtain both diplomas in their chosen programmes of study. It is possible, however, to obtain only one or neither depending on student performance and the fulfillment of requirements. Parents should be aware that the rigors of the full IB programme can result in low grades which may jeopardize both diplomas.

The minimal requirements for the ISF Diploma for High School students completing the required courses in Grades 9 to 12 are:

**4 credits of English**  
**4 credits of Social Studies**  
**3 credits of Mathematics**  
**3 credits of Science**  
**3 credits of one Foreign Language**  
**9 credits of Elective Subjects.**  
**to a total of 24 points.**

The granting of credit is based on passing courses. Final credits are awarded based on final grades.

All students in grades 11 and 12 are required to successfully complete the CAS (Creativity, Activity and Service) Programme.

Requirements for the International Baccalaureate (IB) Diploma include the successful passing of IB examinations in these subject groupings:

Language A: Language and Literature or Literature (native or near native language)  
Language B or *ab initio* (an acquired language)  
Individuals and Societies ( History, Business Management)  
Experimental Sciences (Biology, Chemistry or Physics)  
Mathematics (Math Studies SL, Mathematics Standard Level or Mathematics Higher Level)  
Arts and Electives (Visual Arts, ITGS, a third language (Spanish or French) or Chemistry as a second science)

Other requirements include an Extended Essay (a 4,000 word research paper), the Theory of Knowledge course and specified extra-curricular activities (CAS).

### **Middle School Programme of Studies 2018/19**

<b>English:</b>	English 6, English 7, English 8, EAL 6, EAL7, EAL 8.
<b>Mathematics:</b>	Mathematics 6, <i>Matematica 6</i> , Mathematics 7, <i>Matematica 7*</i> , Mathematics 8.
<b>Science:</b>	Science 6, Science 7, Science 8, <i>Scienza 8*</i> .
<b>Social Sciences:</b>	Social Studies 6, Social Studies 7, Social Studies 8, <i>Storia e Geografia 6*</i> , <i>Storia e Geografia 7*</i> , <i>Storia e Geografia 8*</i> .
<b>Languages:</b>	French 6, French 7, French 8. Italian Beginners, Italian Intermediate, Italian Advanced, Italian literature, <i>Italiano*</i> . Spanish 6, Spanish 7, Spanish 8.
<b>Physical Education and Health:</b>	PE 6, PE 7, PE 8.
<b>Art:</b>	Art 7, Art 8.
<b>Music:</b>	Music 6, Music 7, Music 8.
<b>Drama:</b>	Drama 6.

\*Classes indicated with an asterisk (\*) are taught in Italian and attended by students preparing for the Italian National State Exam (*Licenza di Terza Media*) only.

## **High School Programme of Studies 2018/19**

<b>English:</b>	English 9. English 10. IBDP English A. IBDP English B.
<b>Mathematics:</b>	Mathematics 9. Mathematics 10.  IBDP Standard Level Math Studies. IBDP Mathematics SL. IBDP Mathematics HL.
<b>Science:</b>	Combined Science 9 and 10. IBDP Biology SL and HL. IBDP Physics SL and HL. IBDP Chemistry SL and HL.
<b>Social Sciences:</b>	History 9 – Revolution. History 10 - War. IBDP History SL and HL. IBDP Business Management SL and HL. IBDP Information Technology in a Global Society (ITGS) SL and HL.
<b>French:</b>	French 9, French 10, IBDP French B SL and HL.
<b>Spanish:</b>	Spanish 9, Spanish 10, IB* Spanish B SL and HL.
<b>Italian:</b>	Italian Beginners, Italian Advanced. Italian Literature 9 and 10 IBDP Italian A, IBDP Italian B, IBDP Italian <i>ab initio</i> .
<b>Other subjects:</b>	Music 9 and 10. Information and Communication Technology 9 and 10. Physical Education and Health 9 and 10. Art 9 and 10. IBDP Theory of Knowledge IBDP Visual Arts.

N.B. THE ISF ADMINISTRATION RESERVES THE RIGHT TO CANCEL ANY CLASS WITH ENROLLMENT DEEMED INSUFFICIENT.

### **ISF Upper School leadership and administrative staff**

Murray, Simon	Head of School
Ricci, Lorenzo	Operations Manager
Stanton, Helen	Upper School Principal
Cook, Paul	Upper School Dean of Students
Blackstone, Jason	IBDP Coordinator
McIvor, Francis	College & Careers/Guidance Counselor
Grassi, Fabiana	Human Resources Specialist
Rossi, Elena	Chief procurement
Carlicchi, Sandra	Account specialist
Lauria, Patrisha	Upper School Admissions Officer, Assistant to Head of School
Bevilacqua, Anna Maria	Teachers' support for relocation
Bruckner, Tanya	Development and Marketing Officer
Griffiths, Tessa	Upper School Receptionist
Monti, Olivia	Upper School Receptionist
Biagiotti, Riccardo	IT Officer & Database Manager
Richardson, Jeff	Information & Communications Technology Consultant
Daria, Anna	Upper School Food Service / Cleaner
Zecchino, Mirko	School Maintenance
Pereira Zorilla, Guglielmo	School Maintenance

### **Upper School teachers**

#### **IP = Italian programme, scuola media**

Bandinelli, Elena	Italian, Learning Support
Barnes, Lydia	Learning Support, Maths
Blackstone, Jason	IBDP Coordinator, English, ATL
Blain, Antoinette	Visual Arts
Boscherini, Massimo	MS Science Coordinator, IP Maths/IP Science,
Brown, Amanda	Science, Social Studies, Wellbeing

Brunnhuber, Petra	French
Chiaravalli, Sara	Language A Department Head, Italian
Clausi, Roberto	Athletic Director, Physical Education & Health
Cook, Paul	Dean of Students, ITGS, ICT
Dean, Toby	ICT, Physical Education & Health, Wellbeing
De Grazia, Tancredi	Mathematics Department Head, Mathematics
Dayton, Chandler	Visual Arts
Fitton, Kevin	Business Management
Gravil-Berthe, Juliette	Mathematics
Harpham, Stephen	MS Maths Coordinator, MAP Coord., Mathematics
Kelly, Clare	Science, Biology
Koevoet, Johannes	Science, Chemistry
Landolfa, Michael	Science, Biology
Lanis, Linda	Head of Foreign Languages Department, Italian
Lodone, Irene	IP Mathematics
McCarthy, Jonathan	History, Social Studies, English
McIvor, Francis	College & Careers/Guidance Counselor
McPhilemy, Catherine	Social Studies, History, EAL
Millenaar, Esther	Social Studies Department Head, History, Soc Studies
Mishkin, Linda	English, Spanish
Morus, Linda	Music
Nicoletti, Maddalena	IP Italian, Italian
Pitonzo, John	English, Drama
Rivera, Praxedes	Librarian, TOK
Shanley, Aoife	Student Life Supervisor
Stanton, Helen	Upper School Principal, English
Szablinski, Inka	EAL Coordinator, EAL, English,
Tufariello, Marco	IP Social Studies, Italian
Van Forst, Kathryn	English, Theory of Knowledge
Velasquez, Rosana	Spanish
Vieillard, Nathalie	French
Wood, Stephen	Science Department Head, Science, Physics, Mathematics
Yiannakis, Sue	CAS Coordinator, EAL, English
Yosania, Ossi	Science Lab Technician
Zulkey, Margaret	Mathematics.