



GENERAL REGULATIONS for EARLY CHILDHOOD, PRIMARY SCHOOL and MIDDLE SCHOOL School Year 2026/2027

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Viterbo International School is a multilingual and internationally-minded school community. We collaborate to create a nurturing, child-centred learning environment. We are committed to the idea of life-long learning through an inquiry-based curriculum. We embrace creativity and diversity and encourage our learners to strive for excellence.”

(Mission statement created by the staff of Viterbo International School)

The proposed policies and rules, revised and developed based on experience, reflect the school's mission and the curriculum and teaching methods adopted, aiming to ensure that students are "balanced, principled, reflective, thinkers, communicators, informed, researchers, open-minded, courageous, and caring."

At Viterbo International School, we believe that students' educational journey, aimed at achieving the aforementioned qualities, is more successful if parents know, understand, and share the school's educational objectives.

The school regulations establish the organizational and management methods of the school aimed at ensuring the achievement of the educational and training objectives of the Viterbo International School through compliance with the obligations arising from civil coexistence.

Art. 1 - ADMISSIONS and SCHOOL FEES

For information on admissions, fees payment terms and conditions please refer to the following attachments:

- Annex A – Admission regulations + fee schedule, payment terms and conditions [NEW REGISTRATIONS]
- Annex B – Fees, terms and conditions of payment [REGISTRATION FOR SUBSEQUENT YEARS]

Art. 2 - PROCESSING OF PERSONAL, SENSITIVE DATA AND IMAGES

Please refer to ANNEX C – Information on the processing of personal data, sensitive data and images.

To allow the school to use and manage students' personal data, and to give or deny consent to the school's use of images, please complete the appropriate digital form.

Art. 3 - OPENING HOURS AND ACCESS METHODS TO THE SCHOOL COMPLEX¹

a) TIMES AND METHODS OF ENTRY AND EXIT OF STUDENTS

The school gate is open from 7:30am to 9:30am and from 2:30pm to 5:00pm. Outside these hours, the gate remains closed and to enter the school you will need to ring the intercom and identify yourself.

The SCHOOL OFFICE is open to the public every day from Monday to Friday **from 8:00am to 9:30am** and **from 3:00pm to 4:00pm**.

EARLY CHILDHOOD

ENTRANCE: from **8:00am** to **8:55am**. Lessons begin at **9:00am**.

EXIT: from **3:00pm** to **4:00pm** in the playground or directly to the classroom, depending on the weather conditions.

Students can leave school, upon advance notice to teachers or in the secretary's office, at **11:55am without lunch** or at **12:30pm after lunch**.

¹The timetable and methods of access to the school complex may be subject to changes based on the needs of the Institution but we will promptly notify parents if this occurs.

We recommend that children be punctual when entering and exiting.

Children who are supervised from 4:00pm to 5:00pm will be escorted directly to their designated classroom by their class teachers.

Those participating in After School Activities will be picked up by ASAP teachers from their classrooms or from the outdoor recess area.

Parents can wait between the two glass doors on the ground floor until the end of any After School Activities.

For the costs of the above services, please check the After School Activities Programme (ASAP) fee schedule, shared with parents at the beginning of the school year.

DELAYS: for the correct and respectful conduct of school activities After 9:00am the Early Childhood door will be closed and children will only be allowed to enter by contacting the school office. Those arriving after the aforementioned time must therefore be accompanied by their parents to the first floor (passing through the hall between the two glass doors) and the administration staff will be responsible for leading them to their Early Childhood classroom.

Entry to Early Childhood is not permitted after 10:30am except in exceptional and sporadic cases, which must be communicated to the administration in advance. Vaccinations and medical visits are considered exceptional cases.

A delay of more than five minutes compared to the exit time (4.00pm) will result in the payment of the afternoon babysitting service, equal to Euro 10.00/day.

DELEGATION FOR STUDENT WITHDRAWAL: Children may only be picked up by parents or by persons authorized by them through a specific authorization form, which must be completed and returned to the school office. In exceptional circumstances, you may authorize your child to be picked up by someone other than those previously indicated by sending an email containing the name, surname, and identification document of the authorized person.

PRIMARY SCHOOL (Grade 1 to Grade 5)

Learning experiences within class begin at 8:00am and end at 3:00pm.

ENTRANCE: all students enter the school at **7:55am**.

- Grade 1, Grade 2 and Grade 3

Students will have to wait for the arrival of the first hour teacher in the concrete courtyard, located at the front of the school building.

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tel. 0761/1769553 - 0761/1767857 mobile 349/4065933

www.viterbointernationalschool.com - admissions@vis-school.it - adminisition@tratvis-school.it

- Grade 4 and Grade 5

Students go to class independently, where their first-period teachers will be waiting for them.

EXIT: from 3:00pm to 3:15pm

The teacher will lead the children to the courtyard in front of the school entrance and there they will wait, under adequate supervision, for their parents to arrive. In case of rain, the exit will take place between the two glass doors.

Please be punctual when entering and picking up children.

Students participating in the After School Activities Programme will be picked up by After School Activities facilitators from their classrooms or in the outdoor area.

Parents can wait between the two glass doors on the ground floor until the end of any After School Activities.

For the costs of the above services, please check the After School Activities Programme (ASAP) fee schedule, shared with parents at the beginning of the school year.

DELAYS AND EARLY DEPARTURES: Late arrivals and early departures will be recorded in the attendance register and included in the student's Report Card. Early departures or late arrivals are considered to be those exceeding 10 minutes.

It's been shown that students who frequently arrive late to school also experience a decline in their learning, as they miss a significant moment in the school day - the time when the teacher introduces topics and learning objectives. If a student's tardiness becomes habitual, the class teacher and Head Teacher will contact the parents. If the problem persists, this could impact the student's Report Card Learner Profile reflection by the homeroom teacher.

Students arriving after 10:00am will not be admitted to school. Except in exceptional and sporadic cases, which must be communicated to the administration in advance. Vaccinations and medical visits are considered exceptional cases.

A delay of more than 5 minutes compared to the exit time will result in the payment of the afternoon babysitting service, equal to Euro 10.00/day.

DELEGATION FOR STUDENT WITHDRAWAL: Children may only be picked up by parents or by persons authorized by them through a specific authorization form, which must be completed and returned to the school office. In exceptional circumstances, you may authorize your child to be picked up by someone other than those previously indicated by sending an email containing the name, surname and identification document of the authorized person.

MIDDLE SCHOOL

Teaching activities begin at 8:00am and end at 3:00pm or 4:00 pm depending on the daily lesson timetable.

ENTRANCE: AT **7:55am** all Middle School students go to class independently where their lesson one teachers will be waiting for them.

EXIT: at **3:00pm** or **4:00pm**, according to the daily class schedule, students will be led by the teacher of the last lesson for that day to the front courtyard or, in case of rain, between the two glass doors, where they must be promptly picked up by their parents.

Please be punctual when entering and picking up students.

Students participating in the After School Activities Programme (ASAP) will be accompanied to the office by their teachers and will await the After School Activity teacher's arrival along with the After School Activities Programme Coordinator.

DELAYS: Late arrivals are recorded in the attendance register and reported on the evaluation document.

It's been shown that students who frequently arrive late to school also experience a decline in their learning, as they miss a significant moment in the school day - the time when the teacher introduces topics and learning objectives. If a student's tardiness becomes habitual, the class teacher and Head Teacher will contact the parents. If the problem persists, this could impact the student's Report Card behaviour grade compiled in collaboration with all Middle School teachers.

Students arriving after 10:00am will not be admitted to school except in exceptional and sporadic cases which must be communicated to the administration in advance. Vaccinations and medical visits are considered exceptional cases.

A delay of more than 5 minutes compared to the exit time (4.00pm) will result in the payment of the afternoon security service, equal to Euro 10.00/day.

DELEGATION FOR STUDENT WITHDRAWAL: Children may only be picked up by parents or by persons authorized by them through a specific authorization form which must be completed and returned to the school office. In exceptional circumstances you may authorize your child to be picked up by someone other than those previously indicated by sending an email containing the name, surname and identification document of the authorized person.

Students who have reached the age of 14 may leave the school building independently, provided they have written permission from their parents.

b) PROVISIONS RELATING TO THE ENTRY OF CARS AND PARENTS (OR THEIR DELEGATES) AT THE TIMES OF ENTRY AND EXIT OF THE STUDENTS

Car traffic and parking areas for vehicles are organized to make the entry and exit of students from the school quicker and safer.

On the next page there is a map of the external areas of the building.

N.B. The zone near the teacher's covered parking area (**zone 4**) is one-way and this one-way system should be adhered to at all times.

To clarify the use of each zone:

E (E stands for 'entrance') = TWO-WAY ENTRY

1 = PRIMARY and MIDDLE SCHOOL parents' Drop-off and Pick-up zone (area in which parents, without getting out of the car, leave their children at the entrance and pick them up when they leave school): Parents may use this area to stop and drop off/pick up their children during school entry and exit times.

It is strictly prohibited:

- To turn off the car.
- To get out of the car.
- To occupy the area for too long.

Parents of Primary and Middle School students are encouraged to use this area.

2 = Passage area to reach the parents parking spaces: parents with children in EC or who need to enter the school to complete paperwork or other formalities will use this passageway to reach the designated parking areas for parents.

The following is strictly prohibited:

- To stop, unless it is necessary to give way to other cars exiting the road.
- To turn off the car.
- To get out of the car.

3 = Student Zone - arrival and exit area:

- Where Middle School students wait before entry to school at 7:55am.
- Where Grade 1, Grade 2, and Grade 3 students will line up in the morning to go up to class with the first-period teacher.
- Where students from all Primary and Middle School classes will wait for their parents (maximum 15 minutes).

It is strictly prohibited:

- For the parents of Primary and Middle School to access this space during school entry or exit times.
- For the parents of Early Childhood students, who must pass through this area to access the ground floor and drop off/pick up their children from EC, to stop in this area for parent conversations.

4 = Teachers' parking area: The area under the shelter and to the right of the shelter is for the exclusive use of teachers and parents are strictly prohibited from parking there; the area to the side of the school building is for the use of both parents and teachers.

5 = Parent parking area: The prolonged parking of parents who have their children with them is prohibited. This is not an area for socializing. The area exclusively dedicated for parent socialising is the '**Meet and Mingle**' area referred to below in point 7.

6 = Disabled Parking

7 'Meet and Mingle' parent zone: This area, located at the rear of the school building between the glass door and the Italian garden is the area for parents to meet and chat or to access the school complex to:

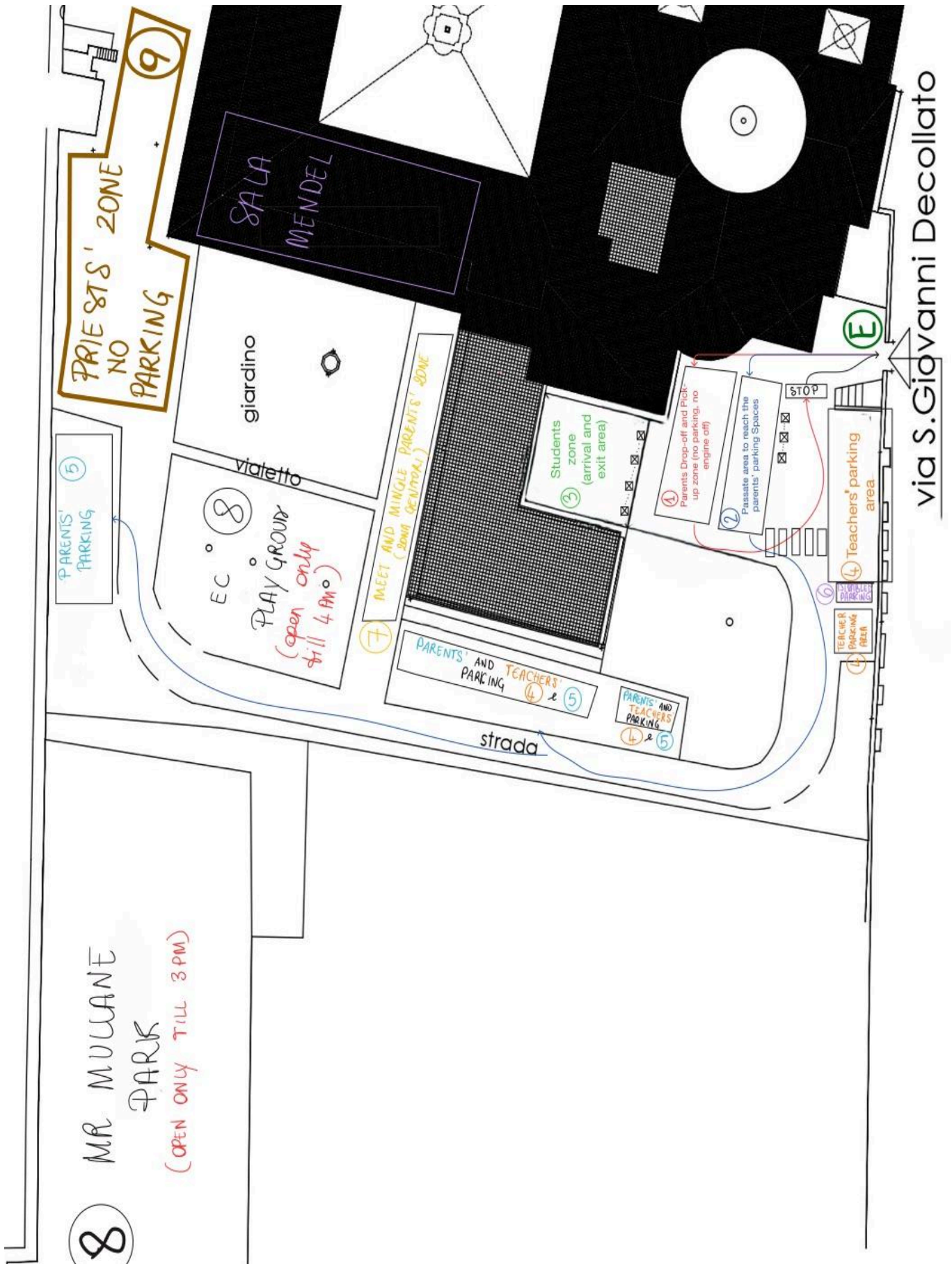
- Accompany/pick up children from EC.
- Accompany children in Grade 1, Grade 2, Grade 3 in the morning until they enter **Area 3** (area dedicated to students).
- Accompany children in Grade 4, Grade 5 and/or Middle School, in the morning, to the stairs on the 1st floor.
- Ask, in the afternoon, to one of the teachers in service in **Area 3** to withdraw one's child from school.
- Access the offices on the 1st floor.
- To chat with each other.

For safety reasons, this is the only area where parents can stay with their children before or after school.

Once your child is with you in this area, he or she will not be allowed back into the teacher supervised area of the front yard.

8 = Student playground and park: area for the exclusive use of students. Accessible only during school hours with accompanying teachers. Students are not permitted to access these areas independently or with just their parents.

9 = Priests' zone - NO PARKING: Parking is strictly prohibited in this area which is for the exclusive use of the Augustinian Fathers.



c) PROVISIONS RELATING TO THE ENTRY OF PARENTS (OR THEIR DELEGATES) AND EXTERNAL PERSONS

PARENTAL ACCESS: Parents (or their designated representatives) may access the school building (office, administration, management etc.) only during designated hours. Parking within the campus (parking lot, area between the two glass doors, front and back areas in front of the entrances) is permitted only for the time strictly necessary to accompany/collect the children, so as not to unnecessarily crowd the space and not to hinder surveillance operations.

ACCESS BY EXTERNAL PERSONS: Access to the school campus and building is permitted only to parents or those officially authorized, in writing, by a parent. Access by external visitors must be authorized in advance by the Head Teacher or the administration.

FURTHER DETAILS RELATING TO THE ABOVE: At VIS, data protection and the safety of our students are our top priorities. Therefore, if someone other than the parents needs to pick up a child, we kindly ask you to notify the school by sending an email to attendance@vis-school.it or through MASTERCOM directly to the class teachers and the Administration team.

Also, for security reasons, **families accessing campus outside of the designated arrival and departure times, unless simply making payments, must register as a visitor.** Before entering the facility, it is therefore necessary to:

1. Sign in using the 'visitor's register' located on the desk outside the emergency evacuation door on the first floor.
2. Collect a 'visitor badge' to wear visibly.
3. Return the 'visitor badge' when you leave and sign out indicating the time you will leave the building.

Please remember that access to the classroom area is prohibited without supervision by staff members and is permitted, even in the presence of a teacher or school employee, only for valid reasons.

We also ask you to adhere to the following guidelines:

- Don't take photographs.
- Only use the bathrooms reserved for adults.
- Do not request personal information from students.
- Report any concerns or needs you may have while on campus.

d) PARKING

Parking, as previously explained, is permitted along the wall of the school building or along the perimeter walls located beyond the play areas (NB: please do not go beyond the chain that delimits the spaces of the Convent).

Parking in the covered parking area and to the right of the covered area is reserved for school staff.

Parking in the drop off and pick up zone is absolutely prohibited.

The school is not responsible and cannot compensate for any damage to parked or moving vehicles.

Art. 4 - SCHOOL ATTENDANCE

EARLY CHILDHOOD

Parents are required to inform the class teacher and the school secretary in the case of a prolonged absence of their child from school.

EARLY RELEASES – Children in the SPRING and NURSERY classes are permitted to attend school on a reduced basis. The decision to use the school service for half a day does not entail any reduction in the annual fee.

PRIMARY AND LOWER SECONDARY SCHOOL

Parents are required to inform the school secretary in the case of a prolonged absence of their child from school.

It is strongly recommended that students plan their vacations according to the school holidays indicated on the school calendar which is emailed to all families before the start of the school year. Extended absences negatively impact academic progress. In unavoidable circumstances, it is the student's responsibility to discuss learning tasks with their classmates and/or to contact teachers, via email, for information on class activities and assigned homework.

To validate the year and qualify for the aptitude test, a student's absences must not exceed 25% of the entire school year. Only in exceptional cases and with the approval of the management may the year be validated even if this requirement is not met.

EARLY RELEASES – Regular early dismissals for sports activities must be requested via an official email and approved by the Head Teacher. If the request is approved, the family will not be entitled to any reduction in the annual tuition fee.

EXEMPTION FROM PHYSICAL EDUCATION ACTIVITIES - Students may request exemption from Physical Education lessons upon presentation of a medical certificate certifying their physical inability to participate in the activity. In this case, no discounts on the annual tuition fee are available (see APPENDIX A or B).

If the Physical Education lesson is scheduled at the beginning or end of the school day, the student may arrive late or leave early, respectively.

If the Physical Education lesson is scheduled during the middle of the day, the exempted student will be supervised by a teacher or staff member and will not be able to request any paid extracurricular activities.

Art. 5 - HEALTH, HYGIENE and SAFETY

VACCINATIONS - By the beginning of the school year, parents/guardians must submit a photocopy of their child's updated health record to the school office, certifying the mandatory vaccinations received.

AILMENTS OF VARIOUS NATURE – Any student who experiences any form of ailment (headache, stomachache, joint pain, fever) during the school day will be accompanied by the teacher to the Administration Office so that the family can be notified by telephone.

The student will wait for his parents to arrive in class (if his health permits) or in the Administrative Offices, under adequate supervision.

INFECTIOUS DISEASES – Below are the rules of conduct to be followed in the event of the onset of a contagious disease:

1. In the event of an infectious disease, parents are required to inform the school, which in turn will inform the entire school community.
2. In case of conjunctivitis, students cannot be admitted to school and will be able to return only after three applications of antibiotic eye drops.
3. If pediculosis is detected during school hours, the student's parents will be promptly notified and asked to come to school. The student will wait for their arrival in the Administration Office or in the adjacent areas. They may return to school the following day and only after undergoing the appropriate specific treatment (which must be repeated even seven days after the first application);
4. If a child has had an episode of enteritis they cannot attend school for 24 hours.

ACCIDENTS - In the event of minor accidents, students will be treated and cared for by school staff with first aid certification. The teacher on duty will immediately inform the management and complete a report on a specific form, which will be kept in the student's file in the office.

In the event that a student falls or collides with another student and hits their head, the school will immediately notify the family by telephone, regardless of the nature and severity of the accident.

In the event of an emergency (illness or accidental events requiring the intervention of specialized personnel), if neither parent/guardian is promptly reachable by telephone, the school administration is authorized to take the necessary measures to assist the child, including transporting the child by ambulance to the Santa Rosa hospital.

PERSONAL HYGIENE – Students must arrive at school clean and tidy.

Student's **nails** must be kept very short and clean.

Long hair must always be collected in a bunch/pigtails/ponytail.

Every child of **Early Childhood** must have two complete changes of clothing, including underwear, in their bag. If used, the change of clothing must be returned clean the following day.

EVACUATION DRILLS – During the school year, at least two evacuation drills will be carried out with students and teachers from all classes (fire and earthquake).

In the event of an emergency, the school will follow the evacuation procedures required by law and specifically drawn up by the company responsible for security at Viterbo International School.

Art. 6 - FOOD

At Viterbo International School, we educate students about healthy, balanced nutrition as a fundamental part of their educational and learning journey.

MID-MORNING SNACK – Students must bring their own SNACKS from home, avoiding chocolate bars, chips, gum, candy, unhealthy fast-food (such as McDonald's) and fizzy drinks.

LUNCH – **The students of the Viterbo International School can either take advantage of the catering service or bring their own lunch.**

Participation in the canteen must be communicated before the start of school attendance and is binding for the entire school year. In the application form, parents must also declare any **intolerances and/or allergies** that their child has and present specific medical certificates proving this.

For the terms and conditions of payment for the service, please refer to the school price list (see ANNEXES A or B).

Lunch times vary depending on the age of the students, from 12:00 to 13:30.

Catering – Viterbo International School uses a catering service that provides a complete hot lunch every day (first and second course, side dish, bread and fruit).

A copy of the menu will be periodically sent to families via email and/or can be viewed on the school website.

Requests for changes to the proposed meals must be communicated to the school administration via MASTERCOM and taking into account the possible alternatives provided by the canteen.

For students with intolerances and/or allergies, the canteen will prepare a special menu based on a medical certificate provided by the parents.

Students will not be able to share food with their classmates and will be seated at designated tables, separate from those bringing their own lunch.

The management of the service is entrusted to an external company².

Lunch from home – Students are permitted to bring lunch from home in special hygienic and insulated containers. Meals must comply with the school's healthy eating policy (chocolate bars, chips, unhealthy fast-food (such as McDonald's) and carbonated drinks are not permitted).

Parents must provide the appropriate cutlery along with the meals.

Students will not be able to share food with other classmates and will be seated at tables designated for them, separate from those receiving catering.

Lunch boxes must be placed in the designated spaces, which will be communicated from year to year, based on the decision of the teachers (EC) or based on the floor on which the classes will be located (PRIMARY and MIDDLE SCHOOL); **A lunch from home cannot be delivered after 9:30am unless there are health problems documented by a medical certificate.**

SPECIAL OCCASIONS –

Exceptions to the healthy eating regulations are permitted for special events (school events, birthdays etc.).

School events: During school events, students may consume home-cooked food under the supervision of their parents.

²**Village Global Service Ristorazione S.R.L. of Viterbo**

Should the administration decide to use a different provider during the school year, prompt notification will be given.

Birthday celebrations in class: Food brought to school to be shared during snack time or break time on the occasion of a student's birthday cannot be prepared at home. For food safety reasons, it must be purchased from an authorized seller (e.g. bakeries, pastry shops, supermarkets etc.) and it is necessary to present the purchase receipt to the secretary or to the class teacher.

Parents are not allowed to attend birthday celebrations that take place during school hours. Additionally, children are not permitted to bring toys or balloons for shared snack time. However, small gifts may be brought and must be opened only outside of school when the children are picked up by their parents or guardians at the end of the day.

Art. 7 - CLOTHING

SCHOOL UNIFORM – Every student in the school is required to wear a uniform everyday. For specific information on the dress code, mandatory items and general regulations please refer to APPENDIX D. For costs, purchase and payment methods please refer to the suppliers' websites³ and the specific attachments (ANNEX D1 and ANNEX D2). Management of the service is entrusted to an external company, from which parents will purchase directly, without the intermediary of the school administration.

To prevent confusion and loss, each item of clothing worn by students must bear the name and initials of the student to whom it belongs.

DRESSES for PERFORMANCES and CONCERTS - Parents will be notified in advance of the need to purchase or make stage costumes that may be needed for school plays or other similar events.

GAMES AND CELL PHONES AT SCHOOL – Are not permitted

- children in KINDERGARTEN are not allowed to bring toys or other personal items deemed unsuitable forage or school context, unless expressly authorized by the teacher;
- Primary and Middle School students are not allowed to bring or use electronic games or cell phones. If, for family reasons, a student needs to have a cell phone with them to be contacted/contact their parents when leaving school, the phone will be their responsibility and must be left in the main Administrative Office with a member of the school's Administrative team.

³ **FACTORY ART** (cell. 331 8707974; e-mail: factoryartviterbo@gmail.com); **SPEEDY COPY di PERRONE CARLA** (cell. 333 2768717; e-mail: speedycopy2004@yahoo.it) - see ANNEX D1 and ANNEX D2

Should the administration decide to use a different provider during the school year or from one year to the next, prompt notification will be given.

LOST & FOUND (lost objects) - All clothing and items lost and found by school staff will be placed in a special basket in the office where they will be kept for thirty days. After this time, they will be donated to a foster home, Caritas or similar.

The school assumes no responsibility for the loss or damage of personal items.

Art. 8 - OUTDOOR PLAY AND EDUCATIONAL ACTIVITIES

SCHOOL TIMETABLE – Throughout the year, students will go out into the garden for recess and physical activity, rain permitting.

For health or other reasons, one or more students are not permitted to remain in the classroom or in other areas of the building, so children must be able to spend time outdoors.

EXTRACURRICULAR HOURS – For safety reasons, the school's outdoor learning areas (synthetic grass, EC play area, gazebo, 'Mr. Mullane Park' and vegetable garden) cannot be used after 3:00pm unless a Viterbo International School staff member is present. Therefore, afternoon use by children and families is not permitted.

Art. 9 - COMMUNICATIONS: USE OF EMAIL, TELEPHONE AND SOCIAL MEDIA, MASTERCOM, SEESAW

Upon enrollment, parents must complete their child's personal information form, including all telephone and email contact information needed to communicate with the school. If any changes occur during the year, the school's Administration must be notified.

The school interacts with families through: email, digital platforms (Mastercom, Seesaw, periodic newsletters, evaluation documents) and conferences/parent-student-teacher meetings.

USE OF EMAILS – School staff aim to respond to emails within 48 hours, excluding Saturdays and Sundays.

Teachers are not allowed to check their email when they are in class.

Any conferences/meetings with the teaching staff or management must be requested via email, writing directly to the interested party (the email addresses of all school staff have the same format: nome.cognome@vis-school.it).

Teachers can also send parents an email requesting a special meeting if they feel it is necessary to update them on their students' academic and behavioral progress.

If the child/youth must leave school with an unauthorized person, the parent must notify the administration via email. If the email is sent shortly before the end of school, it is advisable to follow up with a phone call.

MASTERCOM - ELECTRONIC REGISTER

MasterCom PRO is a powerful school-family communication tool, designed for simple and immediate information consultation in compliance with GDPR.

It is used throughout the school to:

- Recording absences, late arrivals and early departures.
- For communication between parents and teachers and with the administration of absences from school, late arrivals, early departures or with delegates or other parents at the school.
- EC reports (shared with parents once a year, at the end of June).
- Primary and Middle School report cards (shared with parents twice a year: after the end of the first five-month period and at the end of the year).

It is used by Grade 5 and Middle School, in addition to the things listed above, for:

- recording topics and tasks.

It is used by Middle School, in addition to the things listed above, for:

- displaying the assessments of the different subjects.

For this reason, students from Grades 5 to Grade 8 have access to their dedicated Student Notebook, where they can view topics covered, assignments to be done, and assessments.

MASTERCOM PARENTS

The parent version of our electronic register is accessible via:

1. **WEB VERSION**
2. **APPLICATION**

1. WEB VERSION

From the link below you can access the web version of the parents portal

<https://viterbointernationalschool-sito.registroelettronico.com/login> through the credentials that will be communicated to you by the school administration (username + password)

My School srl, Via San Giovanni Decollato, 1 - 01100 VITERBO, VAT number 02004280562

tel. 0761/1769553 - 0761/1767857 mobile 349/4065933

www.viterbointernationalschool.com - admissions@vis-school.it - adminisition@tratvis-school.it

For a more correct viewing of the site, we recommend using the Google Chrome browser.

However, we would like to give you more details about the meal reservation and afternoon surveillance service.

MENSA 'The Lion's Lunchroom'

Click on the three line drop-down menu that appears in the top left on the Home page.

Here, taking care to consult the menu that will be sent monthly by the school Secretary, you can select the type of menu you prefer for your child and reserve meals for an extended period of time.

Menu types:

STANDARD MENU: meal indicated on the file sent by the secretariat

WHITE PASTA MENU: the first course proposed in the monthly menu sent by the secretariat will be replaced with plain pasta

COOKED HAM MENU: the second course offered in the monthly menu will be replaced with cooked ham

CHICKEN MENU: the second course offered in the monthly menu will be replaced with chicken breast [NB: chicken is only available on certain specific days specified in the monthly menu]

INTOLERANCES/ALLERGIES MENU: this option should be clicked if children/teenagers have allergies or intolerances that have been communicated to the administration via a specific certificate.

You can change your reservation until 9:30 am on the current day. Therefore, if your child is unexpectedly absent, please change the reservation first thing in the morning.

As you proceed as indicated above, you will see the list of reservations in the relevant section grow.

2. APPLICATION

Alternatively (or in addition) you can download the "MasterCom Famiglie 2.0" app

Once downloaded, you will need to select "VITERBO INTERNATIONAL SCHOOL" and use the same credentials that will be shared with you by the school administration to log in.

MENSA

Click on the three horizontal lines icon at the top left of the homepage and then on '**canteen**'.

The calendar will open and from there, by clicking on each specific day, you can choose the type of menu most suitable for your child.

DAILY SERVICES

From the app, you can also book afternoon supervision from 4:00pm to 5:00pm, from 4:00pm to 4:30pm, or from 4:30pm to 5:00pm. These services will be paid for by the After School Activities Programme Coordinator.

PAYMENTS AND INVOICES

In the ADMINISTRATION -> DOCUMENTS -> ADMINISTRATIVE section you can find the INVOICES OF PAYMENTS MADE.

SEESAW - used only in EC classes

This platform, which allows families to understand the type of activities carried out daily or weekly in the classroom, is for the exclusive use of Early Childhood classes and is managed by EC teachers, who will provide all the necessary access information at the beginning of the school year or, upon enrollment, if this occurs during the year.

This tool was adopted in Early Childhood to ensure that parents, by seeing what their children have done in class, can open a conversation with their children and feel more involved in school activities, which, at this young age, is often only partially or not always clearly communicated at home.

USE OF CELL PHONES IN CLASS – as per the MIUR circular of 12/20/2022, it is confirmed the ban on using cell phones during lessons, in schools of all levels, as it is a distraction for oneself and others and may represent a lack of respect towards teachers, as already established by the 1998 Student Statute and by Ministerial Circular No. 30 of 2007.

The use of cell phones and other electronic devices may, of course, be permitted with the teacher's authorization.

The health risks to children that can arise from the prolonged use of cell phones are highlighted in the final report of the fact-finding investigation conducted in the last legislature by the 7th Senate Committee "On the impact of digital technology on students, with particular reference to learning processes."

In the event that, for family reasons, a pupil in PRIMARY or MIDDLE SCHOOL needs to have his/her telephone with him/her to be contacted/contact his/her parents when leaving school, the phone will be their responsibility and should be left in the main Administrative Office with a member of the school's Administration team.

REGULATIONS FOR THE USE OF TECHNOLOGY AT SCHOOL

(for students in Grades 3 to 8)

Students must respect the learning environment.

Any misuse of technology that endangers personal or community safety, violates the rights of others, or brings the school into disrepute will be taken seriously and may result in disciplinary action. This policy applies to all digital platforms and devices such as school computers, personal laptops or Chromebooks, tablets and smartwatches

Basic rules for safe and responsible use:

- Students can only access the school WIFI network and the school Gmail account (neme.surname@vis-school.it), using the login credentials.
- Students should never share their passwords or use someone else's account.
- Students should never attempt to bypass school network filters using a VPN or mobile data. This includes any attempt to access prohibited or unfiltered content.
- Student devices must only be used during class with the explicit approval of the teacher.
- Under no circumstances are students permitted to
 - record audio or video.
 - take photographs.
 - use screen capture tools.
- When online, students are expected to engage with responsibility as good digital citizens and not conduct themselves in any way that could be interpreted as bullying, harassment or invasion of privacy. This includes:
 - Posting or forwarding inappropriate content.
 - Sharing personal information.
 - The use of school channels for gossip, intimidation or exclusion.
- All students must respect copyright and academic integrity in all uses of media, software and tools.
- Accessing or distributing material that promotes violence, discrimination, illegal acts or hate speech is never permitted. If a student accidentally encounters such content they must report it to a staff member immediately.

Privacy and Monitoring

All digital activity on school devices or networks is monitored. Files, emails and data stored on school systems remain the property of the school.

Staff may review content when its safety, legality or ethical use is in question.

Conforms and consequences

Violations of this Policy, including unauthorized access, harassment, or data tampering, will result in disciplinary action in accordance with school rules and Italian Law No. 71 (May 29, 2017), which regulates the prevention and management of cyberbullying.

Learn more

Questions regarding this section of the regulations should be addressed to the Headteacher or directly to the school lawyer (lawyer@vis-school.it).

USE OF CLASS TELEPHONE/CHAT (WHATSAPP) FROM PARENTS – to respect everyone and in compliance with the new GDPR (European privacy regulation):

- Parents (including class representatives) are strictly prohibited from contacting teachers on their personal cell phones for communications of any kind.
- Class chats, created by families, must be used with moderation and exclusively as a virtual bulletin board for published notices, information, and initiatives regarding the class, the minutes of parent representatives' meetings with the management, or to request information on assigned homework.

In any case, the school is not responsible and does not intervene in disputes between parents that occur in chat rooms, as these are an unofficial communication channel.

PARENT-STUDENT-TEACHER CONFERENCES – Three meetings with teachers are scheduled during the school year:

- The first conference, scheduled on the school calendar in late October/early November, is mandatory for all parents. The lessons for EC and Primary students will be suspended for one day but conferences for Middle School teachers will be conducted throughout the month of November.
- The second conference in March is optional but can be requested by a teacher or a parent.
- The third conference is a student-led conference for EC and Primary in May. The participation of parents/guardians is required and, starting from Prep, the students lead the conference. The lessons for EC and Primary students will be suspended for one day.

Furthermore, both parents/guardians and teachers can request, at any time during the year, additional meetings which may be held, depending on the case, with or without the student's presence.

NOTICE OF EXTRAORDINARY SCHOOL CLOSURES – Any extraordinary school closures due to exceptional weather events, earthquakes etc. follow municipal ordinances. Therefore, in the event that the above conditions occur, the families of Viterbo International School will have to consult the official website (www.comune.viterbo.it) or the Facebook page of the Municipality of Viterbo. At the same time, the school will send a confirmation message to the representatives of each class who will then inform all other families.

Art. 10 - PARENTS' REPRESENTATIVES

During class meetings at the beginning of the school year, parents will have to elect their representatives. Up to a maximum of two Parent Representatives per class can be elected.

This position cannot be held for more than two consecutive years by the same parent.

During the school year, Parent Representatives will meet with the Head Teacher and Deputy Head Teacher every month.

For each meeting, both management and representatives will propose a series of agenda items. These will be listed in an editable document (Google Doc) and viewable by all parent representatives.

Role and responsibilities of class representatives:

- To create a positive connection between parents and the school.
- To communicate ideas/concerns/doubts/suggestions shared by the majority or all of the class.
- To communicate questions from parents about curriculum and lessons.
- To discuss and accurately evaluate, considering the points of view of each member of the community, school development projects and initiatives.

The class representative is not responsible for:

- a) Communicating with the school about individual student cases.

This English language copy of the school regulations is valid for the entire school year.
Enrollment at Viterbo International School implies automatic acceptance of this document.