



STUDENT - PARENT **HANDBOOK**

2024-2025

Welcome to the Rome International School Student-Parent Handbook. In this handbook you will find information regarding school policies, procedures and operations. In each section you will be able to click on the document title which will take you to a [shared folder](#). Each section has a dedicated folder where all the documents can be found. Should you have any questions on how to operate our electronic handbook, please feel free to contact office@romeinternationalschool.it



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01 - School Overview

Rome International School (RIS) is an exciting and vibrant learning community, where we are privileged to lead a team of dedicated staff who are committed to all aspects of our students' education. We strive to provide a well-ordered, happy, teaching/learning environment, which will secure the highest possible standards of achievement for all.

Please find more information about our school in these documents:

01.01 - RIS Mission and Vision	<p>We prepare each student to become a global citizen who can shape the world.</p> <p>RIS students are part of an inclusive, dynamic international network that truly prepares them for the world of tomorrow and for living and working anywhere in the world.</p>
01.02 - RIS History	<p>RIS has a rich history spanning over 4 decades. This link provides an overview.</p>
01.03 - Globeducate and ICS Member	<p>RIS Rome is a member of Globeducate's premium group of ICS schools, with flagship schools in the United Kingdom, France and in Italy. Benefits to students and parents: Increased opportunities for school-wide collaboration including exchange programmes and sharing of best-practices. Commitment to an innovative IB education by offering one or more IB programmes. Italian and internationally mobile families have a wider choice of school locations throughout Italy and Europe. Globeducate ICS students are part of an inclusive, dynamic international network that truly prepares them for the world of tomorrow and for living and working anywhere in the world.</p>
01.04 - RIS Leadership Team	<p>This chart provides an overview of school leadership personnel.</p>
01.05 - Contacts and Communication at RIS	<p>This chart provides an overview of the communications channels and who to contact in case of absences, early exit, appointments with teachers, school-home communications.</p>
01.06 - RIS Language Policy	<p>This document underpins language instruction in our international environment. Our school is an international English-medium school and English is the working language at RIS.</p>

02 - Behavioural Expectations

In order to ensure the best education and development for our young people, RIS students should adhere to rules and regulations in line with our Student Code of Conduct. The policies below describe these expectations.

<u>02.01 - RIS Student Code of Conduct</u>	All RIS students should exemplify the qualities of the RIS Student Code of Conduct.
<u>02.02 - RIS Student Uniforms</u>	Students are expected to come to school with proper uniform and appearance every day. This document describes those expectations.
<u>02.03 - RIS Student Use of School Site</u>	Students should use the school site appropriately and access only permitted areas of campus, as defined here.
<u>02.04 - MHS Student Device Policy</u>	Students should use technology in a way appropriate for learning. This policy describes expectations for use of computers, phones, and other devices.
<u>02.05 - RIS Student Food and Bar Use</u>	Students should follow appropriate procedures for accessing food and the on-site RIS Cafe as outlined here.
<u>02.06 - ES Discipline Framework</u>	Issues requiring a disciplinary response in the Elementary School will follow this framework.
<u>02.07 - MHS Discipline Framework</u>	Issues requiring a disciplinary response in the Middle and High School will follow this framework.
<u>02.08 - Discipline Investigation Process</u>	Serious discipline cases will be treated in a more formal manner following these guidelines.
<u>02.09 - RIS Attendance Policy</u>	Students are expected to be in school, on time, every day.
<u>02.10 - MHS Behaviour Management Policy</u>	Students are expected to be in school, on time, every day.

03 - Student Safeguarding

Keeping students safe is the first priority of our school. Please find more information about Safeguarding at RIS at these links:

03.01 - Safeguarding Principles and Philosophy	This document describes the framework for safeguarding RIS students.
03.02 - RIS Attendance Policy	Students are expected to be in school, on time, every day.
03.03 - RIS Plan Against Discrimination and Harassment	Students at RIS deserve to come to school in a welcoming school environment. This framework describes measures to ensure this is the case.
03.04 - MHS Student Device Policy	Students should use technology in a way appropriate for learning. This policy describes expectations for use of computers, phones, and other devices.
03.05 - Health and Sick Policy	Staying home when feeling unwell is a crucial measure to minimize the spread of infectious diseases, as described here.
03.06 - Visitors to RIS Campus	This document outlines requirements for visiting campus for the safety of our community.
03.07 - Parent/Guardian Campus Access	In the interest of maintaining a secure and focused learning environment for our RIS community, while also fostering meaningful parent-student and RIS community interactions. RIS designates specific timeframes during which parents and guardians are welcome on campus. The designated times are from 8:00 AM to 9:30 AM and 2:45 PM to 5:00 PM.
03.08 - School Emergency Plan	The purpose of the following document is to outline policy and procedures for emergency and other atypical school situations at RIS.
03.09 - Inclusion Policy	This policy articulates RIS's commitment to inclusion, ensuring that classroom practices and assessments are tailored to meet the individual needs of students across the learning spectrum. Our goal is to maximize each student's learning potential by addressing their short-term and long-term needs within the available resources.

04 - The School Day

This information describes timing and logistics of the academic day at RIS.

04.01 - ES School Day	The day in Early Years and Elementary School follows this schedule.
04.02 - MHS School Day	The day in Middle and High School follows this schedule.
04.03 - Class Placement Policy	In an international school setting, it is customary for students to experience changes and remixing within their year groups, contributing to a well-rounded educational experience.
04.04 - RIS Attendance Policy	Students are expected to be in school, on time, every day.
04.05 - RIS Traffic Rules	All community members are asked to abide by these regulations when driving a vehicle inside the school campus.
04.06 - RIS Parking Zones	With limited parking space on campus, all community members are asked to follow these guidelines to ensure efficiency and harmony in parking.
04.07 - Student Parking Permits	RIS has limited space for student parking, and those wishing to park on campus should follow these instructions.

05 - Whole-school Academics

The academic programme at RIS is a continuum of education from the Early Years to Graduation which prepares students to be confident, caring, independent learners ready to contribute to a global society. The information below provides more detail on how the different academic programmes of the school function.

05.01 - RIS Language Policy	This document underpins language instruction in our international environment.
05.02 - RIS Assessment Philosophy	This document outlines the strategies used in assessing student learning.
05.03 - RIS Academic Honesty Policy	Producing academically honest work for assessment is a fundamental principle of a RIS education.
05.04 - RIS Admissions Policy	Our admissions policy is crafted to foster diversity within our student body while ensuring that admitted students can thrive within our educational framework and meet our defined learning objectives.
05.05 - RIS Inclusion Policy	This policy articulates RIS's commitment to inclusion, ensuring that classroom practices and assessments are tailored to meet the individual needs of students across the learning spectrum. Our goal is to maximize each student's learning potential by addressing their short-term and long-term needs within the available resources.

06 - Academics in the Elementary School

06.01 - IB Primary Years Program (PYP)	The PYP offers an inquiry-based, transdisciplinary curriculum framework that builds conceptual understanding. It is a student-centered approach to education for children aged 3-12.
06.02 - IB Language Scope & Sequence	RIS has a comprehensive reading, writing, grammar and literature program.
06.03 - Maths Curriculum	Maths at RIS cover numbers, calculations, geometry, measurements and data.

07 - Academics in the Middle and High School

07.01 - IB DP Handbook	This handbook provides general information and course overviews for the IB Diploma programme in Years 12 and 13.
07.02 - IGCSE Handbook	This handbook provides general information and course overviews for the IGCSE programme in Years 10 and 11.
07.03 - Assessments in Middle & High School	This overview describes modes of assessment used in the Middle and High School
07.04 - MHS Grading and Marking Procedures	This chart describes what grade scales are used in the Middle and High School and what levels each grade indicates.
07.05 - MHS Student Reports	Students in the Middle and High School receive formal reports on this schedule.
07.06 - MHS Effort Grade Descriptors	Middle and High School reports include information on Effort according to this chart.
07.07 - MHS Conduct Grade Descriptors	Middle and High School reports include information on Conduct according to this chart.
07.08 - MHS Academic Honesty Contract	Students in the Middle and High School are educated to understand what Academic Honesty means and are expected to sign this contract to abide by its principles.

08 - Student Life

RIS believes that opportunities and support outside of the classroom are an integral part of developing caring global citizens.

Student Support

[08.01 - RIS Career & University Handbook 2024-25](#)

This handbook is written for RIS students to help and guide you through the exciting journey of planning your future career and higher education.

[08.02 - RIS Learning Support Policy](#)

The purpose of this document is to inform teaching and learning in the classroom, to guide the curriculum and to involve families in our goal to educate students in an international environment.

[08.03 - RIS Inclusion Policy](#)

This policy articulates RIS's commitment to inclusion, ensuring that classroom practices and assessments are tailored to meet the individual needs of students across the learning spectrum. Our goal is to maximize each student's learning potential by addressing their short-term and long-term needs within the available resources.

Calendars

[08.04 - RIS Events Calendar](#)

Calendar of all RIS internal activities, events, celebrations and important dates which can also be found on our school website under the Parent Page.

[08.05 - Globeducate Events Calendar](#)

Calendar of all the Globeducate Events, Seminars, and Agenda's.

[08.06 - RIS Calendar 2024-2025](#)

The online RIS calendar of events including for the current school year. Please check this calendar regularly to view upcoming academic, student life and community events.

09 - Network Policies

[09.01 - Globeducate Policies](#)

Globeducate is one of the world's leading K12 education groups with 55+ premium bilingual and international schools, and online programmes, in 55+ schools, educating 31,000 students in ten countries. The care of our community, which includes students, parents and staff, is very important to us and across our schools, there are many common needs, where the following policies may apply. The link provides a list of Globeducate policies governing each of the matters listed.
