



Ministero dell'Istruzione  
dell'Università e della Ricerca  
Ufficio Scolastico Regionale  
per l'Emilia-Romagna

## I.I.S. CATTANEO - DELEDDA



## HIGH SCHOOL: INSTRUCTIONS

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•How and when enrolling to the first year of High School?

Applications shall be submitted to the Admission Office of the Junior High School attended by the boy/girl by January.

- How does the enrollment following freshman year works?

Applications shall be submitted to the Admission Office of the school attended by the pupil by January. Schools would inform the parents on the timing and procedures for enrolment.

- Structure of the Italian education system

(from “Benvenuto nella scuola italiana. Prime informazioni per l'accoglienza” eds. by the district of Milan, available at: [http://www.provincia.milano.it/export/sites/default/scuola/nonunodimeno/doc/benvenuto\\_nella\\_scuola\\_italiana\\_en.pdf](http://www.provincia.milano.it/export/sites/default/scuola/nonunodimeno/doc/benvenuto_nella_scuola_italiana_en.pdf))

- Assessment of foreign students

Foreign students are assessed according to the same criteria used for Italian students. For students recently immigrated, schools can initially plan individualized trainings focused on those subjects with which the student was already familiar with in its previous education (e.g. physical education; music; computer science; French; English).

As far as the other subjects are concerned, the contents would be reduced and simplified.

Moreover, the studies done in literacy and language classes, both within and outside the CTP, would be used for evaluating the performance of students in Italian and in other matters.

Only those students that have not learned Italian up to a sufficient level to allow them to study other matters, they would not be evaluated, namely they would get a “NC” (Not Classified) mark.

- Reading the transcript: how the evaluation of subject and good behavior works

The range of marks goes between 1 and 10.

Marks equal or above 6 are good marks, while 5,4,3,2,1 are bad marks.

Similarly, for behavior, the range of marks is from 1 to 10; getting a 5 would mean failing.

The Administration Office of each school would provide a table explaining the ranking system.

- Prerequisites to pass

To move up a class all the marks must be positive (equal or above 6).

- In case of some bad marks:

In case of one or more bad marks (equal or below 5), the class board (consisting of all the professors of the class) may decide: to fail the student (in case of numerous and very bad marks) or to give him “educational debts”.

- What is an “educational debt” (debito formativo)?

It is a course that the student has failed and he/she must make up for. Having one or more “educational debts” means that he/she got a mark equal or below 5. If this is the case, the pupil will have to study and demonstrate in an examination in September to have recovered its “debt”.

- How to make up for a “educational debt”

Teachers can decide among two options for pupils who have failed:

-one or more independent study followed by one or more exams;

-attendance of one or more course followed by an exam;

If the student passes the exams in September, he can scale up to next class.

- How the “remedial courses” (corsi di recupero) work

They are available only for certain subjects.

The school offers “remedial courses” but students’ families can choose between sending and not sending their child to those classes. In case of positive decision, the family will be informed through its child where and when the class will commence.

- Absences

The number of absences are calculated by the hour, not by the day (e.g. if a pupil misses a day at school in which he was supposed to have two hours of Italian, in that subject the teacher would mark two hours of absence).

Each school year is composed of, at least, 200 days. Attendance must not be below 75% unless absences would be well justified.

- Teachers' office hours

Shortly after having established the class schedule, usually in mid-October, teachers announce their office hours (one hour per week). Pupils receive written communication of teachers' office hours.

Parents are allowed to go to see the teachers during their office hours; in some schools making an appointment might be required. Moreover, for certain periods, office hours are suspended; these periods would be notified to the parents through their children.

- What is the school rules about?

The school rules sets out the the school life of students. In particular, it sets out rules for:

- Admission of pupils;
- How and when justifying absences and delays;

The regulation is read and explained to students at the beginning of the year. If a student does not respect the rules of the school, the teacher could write a note on the class register. If a student receives more notes or commits a serious breach, the Class Council (all professors of the class) may decide to:

- send a warning letter to the family;
- suspend the student from 1 to 15 days.

- What kind of functions do the class representatives (of parents and students) have?

**The class representative of the parents:**

They are the spokespeople for the class; they are responsible for conveying issues, initiatives, proposals and needs of their class to their Council and possibly to their own representatives at the Council of the Institute. For each class, parents can elect two class representatives.

**The class representative of the students**

The class representatives are the spokespeople for the class; their counterpart are the teachers to whom they report possible educational and learning issues.

For each class, students may elect two class representatives.

- How can the parents know the names of the representatives of their child's class?

Parents' Assembly is usually called by the month of October. All parents are invited to attend and vote their own representatives.

If one cannot participate in the election he/she can contact the Administrative Office of the school and ask for the names of the parents elected.

- Tours and trips

Educational tours and excursions are chosen and approved by the Faculty Council and the Council of the Institute. In order to organize a trip, at least two thirds of pupils in the class must attend. During the trip, students are accompanied by the teachers; each student must pay all travel costs before the trip.