

## Article 1 – Managing body, name, school premises and buildings

1. The “Fondazione Urban Lab Genoa International School” (F.U.L.G.I.S.) (hereinafter referred to as the “Foundation”) runs the foreign school called “Deledda International School” (hereinafter “DIS”), having its registered address at 27, Corso Mentana, Genoa, operating in Italy pursuant to art. No. 366 of the “Testo Unico delle Leggi sull’Istruzione” 297/1994, in partnership with Sussex Coast College Hasting, U.K. – The school has obtained the presa d’atto\* by the Liguria Region Department of the Italian Ministry of Education, prot. No. 21883/A16/01 dated 03.10.2002.

## Article 2 – Aims and Objectives

1. DIS has a not-for-profit objective and carries out its educational function based on the principles of the International Baccalaureate Organisation (I.B.O.) and of University of Cambridge – International Examinations (C.I.E.), to which it is affiliated, in accordance with the Constitution of the Italian Republic and the laws regulating foreign schools operating in Italy, and in conformity with the principles set out in the Statute of the Genoa City Council 1.

2. Also in consideration of the provisions set out in art. 3 of the Foundation’s Statute, DIS pursues institutional aims which include education and training; career guidance; continuing professional development; learning and studying; experimentation and research; as well as vocational training, encouraging the involvement of pupils, their families, and teachers in the educational planning and implementation of activities, promoting the link with the local community, and furthering the cultural and social development of students.

## Article 3 - Activities

1. DIS may promote or be part of network agreements, also pursuant to Decree of the Republic President No. 275/1999, become a member of an association or sign agreements with other entities, schools, public or private universities, and may participate in cultural, educational, vocational training activities, programmes and projects at regional, national, EU and international level, as well as in initiatives related to its aims and supported by other research, education and training bodies.

2. DIS promotes activities at different levels related to education and training; career guidance; continuing professional development; learning and studying; experimentation and research; as well as

vocational training in connection with other educational and cultural activities supported by the Foundation.

#### Article 4 – Resources, means and assets

1. In order to achieve the objectives set out in previous art. 2, and in particular:

1 Art. 3 of the Statute of the Genoa City Council

#### Main Objectives

The Council of Genoa supports and safeguards the interests of its community and promotes a balanced social, cultural and economic

development, in accordance with the National Constitutional values, as well as those enshrined in the Universal Declaration of Human

Rights, the European Charter of Local Self-Government, and in the framework of Community and National Law principles,

while respecting Genoa's seafaring, merchant, industrial, tourist and entrepreneurial vocation, and its century-old relations with the

peoples of Europe and the Mediterranean in pursuance of peace and disarmament.

2. In particular the Council of Genoa:

a) promotes ... the removal of all obstacles to each individual's personal development and equality among people...

b) promotes the right to study taking into account the independence and freedom of choice of families and students;

c) acts in conformity with the principle of solidarity and equal opportunities for all people regardless of sex, race, geographical

origin, language and religion. ...

d) encourages the integration of young people into the workforce with a focus, in particular, on weaker groups, and promotes the

development of cooperation;...

g) promotes and ensures the safeguarding of the local community's cultural and linguistic heritage; ...

n) enhances the democratic participation of citizens in the expression and fulfilment of the local community's needs and desires, ...

\*acknowledgement of the existence of schools that have not yet been granted legal recognition – lower or upper secondary schools.

- a) for the recruitment and management of staff – both employees and self-employed workers,
- b) for services management - logistics, purchasing and maintenance,
- c) for planning and development - management and control,

DIS avails itself of human and material resources, as well as estates and facilities provided by the Foundation.

2. The Foundation's budget includes revenues and expenditures for the management of DIS, and is organised in such a way that clearly distinguishes them from other revenues and expenses of the Foundation. The budget of the school's activities is public and accessible to all those in the school who wish to view it.

3. The Foundation's President represents it as Managing Body of the school.

#### Article 5 – School Management

1. Functions of Headteacher are performed by the Director of the Foundation, if he/she meets the necessary requirements. The Steering Council of the Foundation can assign these functions to a teacher of the school, upon recommendation of the Director, with a fixed-term mandate.

2. The Headteacher selects and appoints curriculum coordinators, generally one for each school level. The appointment of the coordinator is generally renewed each school year, unless a notice of at least two months prior to the end of the same school year is given.

3. The Headteacher ensures the implementation of decisions taken by the School Governing Bodies and performs the administrative functions he/she have been delegated, with the exception of bookkeeping and accounting tasks. The didactic secretary school office depends on him.

4. The Foundation's Director can participate in all the school bodies' activities and operations, and performs coordination, promotion, guidance and oversight duties in cooperation with the eventual teacher charged with directing the school and the curriculum coordinators.

5. The Director may appoint each coordinator or third party to take on specific educational or organisational

tasks through a general or special proxy.

#### Article 6 – School Governing Bodies

The bodies of DIS include:

- Headteacher;
- Curriculum Coordinators;
- School Council;
- Teachers' Assembly;
- Class Council;
- Parent-Teacher Assembly;
- Class Assembly;
- Student Committee.

#### Article 7 – School Council

The School Council is chaired by a parent, and consists of the following members by right:

- Headteacher and curriculum Coordinators
- Up to two delegated representatives appointed by the Executive Board of the Foundation.

In addition, the following elected members are part of the Council:

- six teachers (three of High School and three of Middle School),
- six parents (three of High School and three of Middle School),
- three students (of High School).

Also the Foundation's Responsibles for Administration and Procurement can participate in School Council, in any event giving a single valid vote.

The Foundation's director (if not Headteacher) is also member by right of the Council.

Article 8 – Nomination and term of office of the School Council. Termination of office. Seat vacancy.

1. The elected members of the School Council are elected according to the procedures established by the Internal Regulations of DIS, and serve a term of three years (teachers and parents) and one year (students). New elections are necessary if there is an increase or decrease of classes for more than a quarter, between a school year and the next.

2. Exclusion from the Council automatically occurs in the event of an absence of a council member

to three consecutive Council meetings, whereas it is announced by the Council in the event of serious and proven failures for which the Council member is to be held accountable, as defined by the disciplinary regulations in the case of students.

3. In case of termination of office of the School Council's elected member, a new member will be elected from among the lists of non-elected members. If such lists have been exhausted, early elections will be called to cover the vacancy.

Article 9 – Convening and functioning of the School Council. Council minutes and meetings.

1. The School Council is convened by the president by providing written notice containing the agenda to be sent to all members at least five days prior to the scheduled date of the meeting.

2. In particularly urgent cases, notification of the meeting may be done by telephone, telefax, or email.

3. The School Council is validly constituted by the presence of at least half plus one of its members, and approves decisions by an absolute majority of the votes cast by present members. In case of parity, the president has the casting vote.

4. The vote is open, with the exception of matters relating to individuals: in these cases, the voting procedure will be decided by the president, in consultation with the Council.

5. The School Council meetings' minutes shall be drawn up in chronological order in an appropriate register and shall be signed by the president and the Secretary, who will be appointed by the Council from among its members.

6. The Secretary has the task of drawing up the minutes of the Council's meetings.

7. The School Council has decision-making powers in the following matters: DIS's Internal Regulations (see art. 18), students' and parents' assemblies. It has advisory functions in all other matters.

The Council is not accountable for management issues.

8. The Director of the Foundation has to harmonize the decisions of School Councils for all the schools of the Foundation, in everything in which there are common subjects. The Foundation's Director may veto the deliberations of the School Council, provided this is motivated, in relation to decisions which are not consistent with Ministerial laws, or with the development and management

principles and guidelines.

9. The School Council may be called separately for each school level (High or Middle School), for better debate and decide about specific questions.

10. The meetings of the School Council, whether plenary or limited to a school level, shall be public.

In specific matters, the School Council may grant the privilege of the floor to invited guests, who may put forward proposals for discussion and deliberation.

#### Article 10 – Curriculum Coordination

1. The Coordinators have the responsibility of the educational preparation of students following curricula for the different classes.

2. Coordinators are learning through collaboration with the I.B.O. and the C.I.E. and ensure the formalities required by these affiliations.

3. The Coordinators have the task of planning and purchasing teaching equipment, and to inform the Headteacher about everything the school needs to achieve the expected results

4. In case of absence or impediment of the Headteacher, the Curriculum Coordinators replace him/her in the questions of their coordinated school levels, according to Foundation's director or its president. The Curriculum Coordinators should appoint school teachers as deputy coordinators, who can replace them in case of absence or impediment.

#### Article 11 – Teachers' Council and Teaching Departments

1. The Teachers' Council is chaired by the Headteacher, and is composed of the Curriculum Coordinators and teaching staff. According to Article 5 paragraph 4 the Foundation's Director may also participate in, if he not performs the duties of headteacher, with the right to speak.

2. It is responsible for the effective running of teaching activities and, in particular, for the planning of teaching programmes, in consideration of the schools' development and management principles and guidelines provided by the Foundation.

3. The Council promotes initiatives in the fields of experimentation; continuing professional development; research; participation in special projects; and suggests education criteria, make-up of classrooms and lessons timetable.

3. All teachers may be assigned educational and organisational tasks in relation to the School's educational plan and to the organisational needs deriving from legitimate decisions concerning the implementation of projects and participation in joint network initiatives.

4. The Teachers' Council may be called and deliberate about matters relating to the school levels where the teachers work, or to Teaching Departments.

5. Departments consist of teaching staff, and, if appropriate, external experts with no voting right. They organise and perform research and advisory activities in support of teachers' assembly meetings concerning teaching, education, service quality, educational planning, social activities, and interactions with the labour market.

5. The Teaching Departments are chaired by a Head, who is elected or confirmed every three years. They consist of teachers only, who are members representing the basic teaching body with binding decision-making powers with regard to educational planning, evaluation procedures and rules for attainment levels.

#### Article 12 – Class Council

1. The Class Council consists of teachers from each class, is chaired by the Curriculum Coordinator, or a delegated representative, or by the Teacher/Class Coordinator, who nominates the minutetaking secretary.

2. The Council meets to fulfil its functions relating to the planning of the teaching and learning activities; assessment and experimentation; periodic assessment reports; discussion of proposals to submit to the Teachers' Assembly concerning educational and teaching practices and experimental initiatives; facilitating and expanding relations among teachers, parents and students; assessing students' poor conduct and commitment and adopting disciplinary measures.

3. In matters relating to issues involving the entire class and requiring appropriate solutions, class representatives from among parents and students may be part of the Council.

#### Article 13 – Parent-Teacher Assembly

1. The Parent-Teacher Assembly may involve one or more classes, one school or the entire Institute.

2. The Assembly provides the context for discussion and analysis of educational aspects, initiatives and problems in general.

3. It is called and chaired by the Headteacher.

#### Article 14 – Student Assemblies and Student Committee

1. Student Assemblies are organised in line with that set out in DIS's Internal Regulations.

2. The Student Committee consists of class and student representatives elected by the School Council.

Here, students' proposals are discussed. The Committee too is held in accordance with that established by DIS's Internal Regulations.

#### Article 15 – Secretarial services, technical support, vigilance and cleaning

1. The school has a secretary for educational affairs of the students and their families. Personnel, purchasing and maintenance, and administration are provided by the Foundation with offices located in Via Bertani.

2. The school secretary's office, technical and janitorial staff is employed, contracted, or otherwise engaged according to the law, by the Foundation.

3. The same staff performs administrative, accounting, operational and oversight tasks, according to that established by the Director of the Foundation, in close cooperation with the headteacher, coordinators and teachers of the school.

#### Article 16 – School Educational Plan

1. The School Educational Plan details the school's educational curricular contents, and includes the education pact between the institution and the beneficiaries of the service in response to the local community's demand.

2. The Plan is professionally drawn up by the Teachers' Assembly, is subject to the opinion of the School Council, and is approved and published by the Foundation's Director, who decides about the priorities.

3. The Plan may be formulated and published separately for each school level, or jointly.

#### Article 17 – DIS's Internal Regulations

1. The Internal Regulations address the following issues:

- a) the functioning of the Governing Bodies and their related procedures, including electoral ones;
  - b) admission of students to the School;
  - c) education pact of mutual responsibility, discipline and relevant punishments;
  - d) educational trips and organisation of extra-, intra-, and para-curricular activities.
2. The Internal Regulations also contain further indications in relation to that set out in articles 13 – 14 – 15 of these Regulations.
3. It is subject to the decisions of the School Council, according to provisions set out in previous art. 9, paragraph 7.
4. The Internal Regulations may be formulated and published separately for Middle or High School, or jointly.

#### Article 18 – Service Charter

1. The School Service Charter is a service quality assessment tool for the safeguarding of the service user.
2. The Charter is developed and published by the Foundation's Director after having obtained the opinion of the School Council and informed the Teachers' Assembly. The Foundation's Director gives specific information and guidelines to staff of secretaries, technicians and any other employee.
3. The procedures of the Service Charter are binding on all employees of the school.

#### Article 19 – Modifications to the School Activities Regulations

1. These Regulations are adopted by the Steering Council of the Foundation in compliance with art. 11 of the Foundation's Statute. Any modifications thereof may be made by this same Council both in accordance with the law and based on proposals submitted by the various bodies of the different schools (see art. 6).

Genoa, \_\_\_\_\_