



Istituto Istruzione Superiore
don Milani
Rovereto

MEMORANDUM FOR STUDENTS AND FAMILIES

School Year
2012 - 2013

SCHOOL CALENDAR

Beginning of lessons 12/09/2012
End first term 18/01/2013
End school year 11/06/2013
Holiday 1/11/2012 – 3/11/2012
 8/12/2012
 22/12/2012 – 5/1/2013
 11/2/2013 – 12/2/2013
 27/03/2013 - 3/04/2013
 25/04/2013
 1/05/2013 – 4/05/2013

Settembre 2012						
L	M	M	G	V	S	D
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Ottobre 2012						
L	M	M	G	V	S	D
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Novembre 2012						
L	M	M	G	V	S	D
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Dicembre 2012						
L	M	M	G	V	S	D
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Gennaio 2013						
L	M	M	G	V	S	D
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Febbraio 2013						
L	M	M	G	V	S	D
					1	2
				3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Marzo 2013						
L	M	M	G	V	S	D
					1	2
				3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Aprile 2013						
L	M	M	G	V	S	D
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Maggio 2013						
L	M	M	G	V	S	D
			1	2	3	4
			5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Giugno 2013						
L	M	M	G	V	S	D
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Luglio 2013						
L	M	M	G	V	S	D
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Agosto 2013						
L	M	M	G	V	S	D
					1	2
				3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

RELATION WITH FAMILIES

	I TERM	II TERM
General Talkings	6/12/2013 BES A: 6/12/2013	19/04/2013
Individual Talkings	15/10/2012-7/12/2012	BES A: 18/04/2013
Meeting at the end of the first term	6/02/2013	17 or 18/06/2013

LESSON TIME TABLE

weekly time table: from Monday to Friday¹

daily time table

Morning	
First bell	7.50
1 hour	7.55 - 8.45
2 hour	8.45 - 9.35
3 hour	9.35 - 10.25
Break	10.25 - 10.35
4 hour	10.35 - 11.25
5 hour	11.25 - 12.15
6 hour	12.15 - 13.05
Afternoon**	
1 hour	14.00 – 14.50
2 hour	14.50 – 15.40
3 hour	15.40 – 16.30

¹ For special activities it is possible to schedule classes on Saturday mornings or during other afternoons

Secretay offices are open:

for day courses	from Monday to Friday	from 10.00 to 12.00
for evening courses	from Monday to Thursday	from 18.30 to 20.30

CONTACTS:

Didactical office:	0464/485519 - 0464/485520
Staff office:	0464/485523 - 0464/485524
Evening courses office:	0464/485521

REFERENCE PEOPLE

SCHOOL MANAGEMENT

SIMONCELLI DANIELA: SCHOOL PRINCIPAL

PASSERINI ANNALISA: school vice-principal

CONTACTS e-mails

School Principal	dirigente@domir.it
Vice-collaborators	vicepresidenza@domir.it
Teachers	First letter of name.surname@domir.it

TEACHERS-CLASS COORDINATORS

	COORDINATORS
1A	Barozzi
1B	Gretter
1C	Marcomini
1D	La Micela
1E	Caroli
1F	Zanvettor
1L	Toto
1M	De Luca
2A	Zandonai
2B	Trentini
2C	Bresciani
2D	Catoni
2E	Tappa
2F	Astolfi
2I	Comper
2L	Marchi
2M	Eccli
3A	Chiusole
3B	Candioli
3C	Di Tommaso
3D	Soda
3E	Caforio
3L	De Rosa
4A	Vettori
4B	Bianchi
4C	Manica
4D	Vasari
4E	D'Alessandro
4F	Carrucoli
4G	D'Amario
4H	Agrello
4L	Modena L.
5A	Stabili
5B	Fioranti
5C	Bombardelli
5D	Scoppa
5E	Forziati
5F	Carullo
5G	Morello
5H	Bisoffi
5L	Zarbo

EDUCATIONAL OFFER

Day Courses:

TECHNICAL ECONOMICAL INSTITUT

1A - 1B – 1D -1F

2A - 2B – 2D – 2F

3A- 3B- 3D

PROFESSIONAL INSTITUT FOR SOCIAL-SANITARY SERVICES

1C – 1E – 1L – 1M

2C – 2E – 2L – 2I - 2M

3C - 3E - 3L

Evening courses: Referente prof.ssa Patisso Sonja

TECHNICAL ECONOMICAL INSTITUT

1Sec – 2Sec – 3s Tur

PROFESSIONAL INSTITUT FOR SOCIAL-SANITARY SERVICES

1Sps – 2Sps – 3Sps

Technical Economical Institute don Milani – **Tourism**
Time table

Common Area	1°	2°	3°	4°	5°
Italian language and literature	4	4	4	4	4
History	3	3	2	2	2
Foreign language: German or French	3	3			
English	3	3	3	3	3
Maths	4	4	3	3	3
Science	2	2			
P.E.	2	2	2	2	2
Catholic Religion or alternative activities	1	1	1	1	1
Total common area	22	22	15	15	15

Socialization					
Science (Physics)	2				
Science (Chemistry)		2			
Geography	3	3			
Computer science	2	2			
German			3	3	3
Third foreign language			3	3	3
Economy	4	4			
Right and economy	2	2			
Tourism and management disciplines			4	4	4
Tourism and Geography			2	2	2
Right and touristical laws			3	3	3
Art and land			2	2	2
Total area of specialization	13	13	17	17	17

At disposal of the school institutions, of which two hours with the technical practical teacher			3	3	3
---	--	--	---	---	---

TOTAL WEEKLY HOURS	35	35	35	35	35
---------------------------	-----------	-----------	-----------	-----------	-----------

Professional possibilities:

- tourism and services;
- activities to promote cultural heritage, arts, crafts, food and wine, landscape and environment.

Istituto Istruzione Professionale don Milani – Social-sanitary services

Time table

Common Area	1°	2°	3°	4°	5°
Italian language and literature	4	4	4	4	4
History	3	3	2	2	2
German	2	2	3	3	3
English	3	3	3	3	3
Maths	4	4	3	3	3
Science	2	2			
P.E.	2	2	2	2	2
Catholic religion or alternative activities	1	1	1	1	1
Total common area	21	21	18	18	18

Specialization					
Science (Physics)	2				
Science (Chemistry)		2			
Law and economy	2	2			
Computer science	2	2			
Human and social science*	4 [2]	4 [2]			
Elements of Art History and graphical expression*	2 [1]				
Music*		2 [1]			
Operative methodology with ITP	2	2	3		
Hygiene and medical-sanitary culture			4	4	4
General and practical Psychology			4	5	5
Law in social sanitary sector			3	3	3
Administrative Technique and social economy				2	2
Total specialization area	14	14	14	14	14

At disposal of the school institution, of which two in the lab with the technical practical teacher			3	3	3
---	--	--	---	---	---

TOTAL WEEKLY HOURS	35	35	35	35	35
--------------------	----	----	----	----	----

* Some hours are held in coexistence with the technical and practical teaching, with [] the number of hours in the presence.

Professional possibilities:

- figures involved in early childhood, social cooperatives, facilities for disabled and elderly people,

- children in difficulty;
- assistant teacher in the public and private;
- teaching methodologies.

REQUIRED EDUCATION AND TRAINING REQUIRED

Until the age of 16 years of age, boys are required to attend a course of study [...] The prolonged absence from classes is not justified and reported to local services from the school authorities (Municipality).

Project summary of organization and regulation school year 2012 - 2013

ENTERING STUDENTS

Referenti teachers: Prof. Pizzini Tomas, prof.ssa Modena Laura

Upon arrival at the Institute students and families are welcomed by representatives who gathered for the appearance of administrative / bureaucratic

- biographical data and educational history: age, class and school attended in the country of origin, duration and timing of the school system of origin, information on schools in the country of origin, language skills.

- ascertain the state of health, the legal situation and the family (household composition, causes of migration, migration project)

For a better integration:

- in the first moments of knowledge you can make use of interpreters and cultural mediators to facilitate communication and overcome language difficulties
- The school offers its students the project "Tom Tom" every foreign student is accompanied by an older student who will help him move around the school.
in the educational / teaching a foreign student of recent immigration has the right to an individualized didactic, note that the language difficulties and that teachers must be prepared by the class
- have provided basic and advanced Italian courses for foreign students. These courses are held at the Institute Don Milani and times of classes, defined by the contact persons, may be in the morning and / or afternoon.

PERMEMENT CENTRE FOR THE TERRITORY

Referent teacher: Prof.ssa Gritti Irene

Courses

Italian language courses and preparation for certification examinations (CILS 1, 2, 3, 4);

State diploma at the end of lower secondary school degree ("middle school");

Open courses in computer science, foreign languages, writing workshop, knowledge area;

Collaboration with the Network of colleges citizens for Italian language courses to overseas students enrolled in daytime;

training courses (modules of the Italian language and "society and work") for unemployed / unemployed / people on the move etc.. registered with employment centers, in collaboration with the Agency's Work

The activity of reception / orientation, especially for foreign students, held in September and February, while the interviews and enrollments are open all year.

The EDA Center Institute has also been identified as a venue for the test of knowledge of Italian language for issuing a residence permit for EC long-term residents, as well as art. 9, paragraph 2 bis of Legislative Decree no. July 25, 1998, n. 286.

ASSISTANCE GIVEN TO PUPILS WITH DIFFICULTIES (B.E.S.)

Referent teacher Prof. Loncini

Livio

Regarding interventions in favor of students with disabilities, disorders and learning disabilities.

RULES CONCERNING BEHAVIOUR OF PUPILS

- Students are required to respect the schedules, facilities, equipment.
- In case of damage will be held responsible for damages.
- During the lessons students can not leave the courtroom except for compelling reasons, after obtaining the permission of the teacher.
- For the quarterly assessment is necessary that the student has incurred more than 50% of audits assigned to the class.

MODES OF INTERNAL COMMUNICATIONS

The main communications regarding the Institute's activities will also be available on the school website (www.domir.it)

COMMUNICATIONS WITH THE FAMILIES

For the parent-teachers each teacher provides one hour per week (individual interviews) and participates in a meeting in four months (general audiences: All teachers are available to parents on the same day). You can book directly to the hearing individual school, at the copy shop, or phone number from 8.00 to 12.00 in 0464/485517.

The communications made through extraordinary personal transcript.

Other meetings may be organized in case of specific problems.

PERSONAL BOOK

The student record is an important educational document, to be kept in order and take with him.

the booklet should be a photograph of the student with the school stamp;

both parents (or his guardian) must sign the cover page.

Parents are required to systematically check the book and to sign notices of the school to the family.

ATTENDANCE, FREQUENCY, ABSENCES, BEFORE OR AFTER HOUR

The number of absences have a negative impact on the overall judgment.

"For admission to the next class or the state exam, students must have attended no less than three-quarters of the annual planned instruction from the curricula of the school, under the advice of the hourly fee class declares the impossibility of carrying out the assessment of the student. "

Explanations

- There are no excuses accepted fill in the instruction.

- All requests for justification (of absence, late entry, early exit) the student's minor must be completed and signed by the parent who has affixed his signature on the booklet.

- Students exempted from the teaching of the Catholic religion (IRC) that have opted for an alternative activity may not be removed by the Institute, if not in possession of a valid permit, students who have opted instead for the "left school" exit by the IRC at the time: it is not due vigilance against them.

Entrances and exits out of hours

- The entry permit must be delivered to the front desk before entering the classroom (at 7.50) and must be endorsed by top management.

- The exit permit must be handed in after-hours concierge before classes for the afternoon classes and must be endorsed by top management.

- Delays of a few minutes are considered revenue-hours, they must be justified. Students who, without justifiable reason, come late in the first hour of class will be admitted to the second hour lessons: remain in the library until the end of the first hour. Students who, for particular reasons of public transport, regularly arrive later than the start time of classes, are required to obtain, on request in writing to the Head of School of the parents, the permission permanent. This procedure also applies for permits permanent early exit.

Absences

- Students must justify the absences on the day after the return to class.

- The absence from lessons in the afternoon sun is considered to be out after hours.

- Foreseeable periods of absence longer than five days must submit a written request for authorization to the Coordinator of the Leadership class and the first 15 days of absence, specifying the reasons.

USE OF MOBILE PHONE AND WI FI NET

• **Nobody is allowed to use the mobile phone in the class room.**

• **Only in case of urgency the school phone can be used to communicate with the family.**

SCHOOL SPACES AND TOOLS

Nobody is allowed to eat or drink in the laboratories, neither during the break.

SMOKE

In accordance with current regulations, smoking is prohibited inside school buildings and the outdoor area of relevance of the Institute

For offenders is due to an administrative penalty equal to 59 €

PHOTOCOPIES

- A copy machine, coin-operated, is available to students in the atrium of the seats and you can only use it during school hours or in the interval.

SCHOOL WARDROBE

- **At the beginning of the school year, each student is assigned a locker.**

BREAK

- During breaks, students can not get away from the Institute.
During the lunch break students can stay inside the building (lobby area) or exit.

SCHOOL TRAVELS

Students who participate in study trips are required to communicate to the teacher responsible for allergies, dietary habits, diseases ... The students are also required to bring all necessary documents (identity card, residence permit, passport ...)

You can not cancel the membership of the trip if not for serious reasons.

Students who participate are not required at the frequency of lessons.

CANTEEN

- The canteen service is for students who attend afternoon classes;
All interested students may purchase meal tickets directly from the branches of rural banks of the district offices or at C10 comprensoriali via Tommaseo 5, in Rovereto, in this case upon payment by postal order.
- Access to the table is allowed only if the student is provided with a special meal voucher.
- **To take advantage of the preferential tariff must be present at the service tax credited (CAAF) the appropriate "Application of reduced-rate services for the right to study with assessment of economic status and family" prepared on the basis of the indicators ICEF.**

POINT OF "LISTENING"

At our Institute has been activated, following the law n. 309/90, Art. 106, the service "SpazioAscolto". The project provides listening and support for students, parents and teachers who find themselves in difficulties within the school context of our Institute.

Students can make an appointment with the coordinator class or inserting a note in one of two red boxes that are located within the Institute (one ground floor of the atrium, near the pay phone, the other near the Listening S2.3 reserved for studio space, down the hall of the II Plan - area C)

Parents may call school and leave a message to the referent that they will call soon to schedule an appointment.

CLASS COORDINATOR

The teacher coordinator has the task of being a point of reference from colleagues, parents and students to incorporate requests, proposals, issues to be submitted to the Faculty Council or the School Director and co-ordinate and strengthen the implementation of agreed initiatives.

ENTERING OF STUDENTS COMING FROM OTHER SCHOOLS (classes I and II)

The passages can be asked within the first two years:

- may be required by the month of December, the steps for admission to the second class may also be required after a positive evaluation after the first year, before June 30, and in this case can only occur before classes.

REMEDIAL ACTIVITIES/CONSUELLING AND EDUCATIONAL DEFICIENCIES

- in June, after the publication of the results of the ballot, teachers meet parents and students to deliver tasks and material recovery. Students are required to collect the material being made available in voice teaching, in June, after the publication of the results of the ballot, teachers meet parents and students to deliver tasks and material recovery. Students are required to collect the material being made available in voice teaching;
- by late September (and from late August) will carry out remedial courses culminating in a final test.

SCHOOL AND EDUCATIONAL CREDITS

The credit allocation applies to all students of the third, fourth and fifth.

Students wishing to apply for recognition of work experience or training, must complete and deliver didactic secretariat by 30 April a special form, delivering the necessary documentation.

For information contact the Secretary Office, employees of the Manager class and coordinators.