

# IC MEZZOLOMBARDO PAGANELLA ORGANIZATIONAL PLAN

School Year 2020/2021

## BINDING RULES OF CONDUCT IN INSTITUTE

1. The distance between people of at least one meter must always be respected;
2. in the classrooms the distance between pupils is at least one meter "from mouth to mouth" and between pupils and teachers the distance is two meters; this is guaranteed by the classroom layouts designed by RSPP, Ing Tarter;
3. pupils, students, teachers and ATA staff access school only if they are in good health;
4. access to school by families and any person external to the organization can only take place by appointment, wearing the mask correctly and filling in, at the entrance, the declaration relating to their state of health, as indicated in the information 3 , prot. 7345 / 3.1 - 6.3, dd 4 September 2020;
5. thorough hand washing and disinfection are constant and regular;
6. the ventilation of all the premises of the school is constant;
7. the cleaning of all rooms, of work and study surfaces, of mixed manipulation objects (e.g. door handles, windows, etc ...) is constant by the contingent of school collaborators. Ad hoc solutions or solutions based on sodium hypochlorite or ethyl alcohol (in the percentages indicated by the specific protocols) or other active ingredients are used, as indicated in the ISS COVID-19 Report n. 19/2020 "Interim recommendations on disinfectants of the current COVID-19 emergency: medical-surgical aids and biocides. Version of 13 July 2020 ", available at the following link: [https://www.iss.it/documents/20126/0/Rapporto+ISS+COVID-19+n.+19\\_2020+Rev.pdf/172274b8-0780-241b-55ab-c544fda6033c?T=1594651444216](https://www.iss.it/documents/20126/0/Rapporto+ISS+COVID-19+n.+19_2020+Rev.pdf/172274b8-0780-241b-55ab-c544fda6033c?T=1594651444216)

## PRECONDITIONS FOR ACCESS

*“ Anyone who has symptoms suggestive of Covid 19 and / or a body temperature above 37.5 ° C must stay at home. ”* (See Guidelines for the protection of health and safety I and II cycle school and training institutions)”

- pupils, students, teachers and ATA staff access the school only if:
  - in good health;
  - in the absence of symptoms suggestive of Covid-19 and / or a body temperature above 37.5 ° C, even in the previous three days;
  - have not been in quarantine or home isolation in the past 14 days;
  - not having been in close contact with Covid-19 positive people, even if on their own knowledge, in the last 14 days;
- upon entering the school, staff, parents and suppliers are subjected to body temperature checks;
- as an additional security measure, at the time of access to school, body temperature is also measured for students, compatibly with the tools available and if it can be detected without creating crowds;
- in any case, in the presence of flu symptoms, students are measured their temperature with a thermolaser thermometer, provided to the school by the Risk Prevention Service and Civil Protection of the Province of Trento;
- all, following the instructions provided by the school, are required to always and everywhere respect the interpersonal distance of at least one meter.

Please refer to the sense of individual responsibility and parental responsibility to protect the health of oneself, of one's own and that of others' children and of all those who attend school environments for various reasons.

## ACCESS TO THE INSTITUTE PLEXUSES

Access to the institutes and offices of the Institute is subject to specific rules and limitations.

Teaching, administrative staff and students access, respecting the service / lesson hours and through the access routes reserved for them, as indicated in the maps attached to this document.

Families and third parties can only enter by reservation.

To access the complexes in which there are administrative offices, the methods are those communicated in the information notice n ° 1 of 20 August 2020, prot. 6098 / 2.7, available on the institutional website.

To access the complexes where only didactic activities take place, it is necessary that there are proven reasons and mandatory requirements. Admission must be communicated and booked by email with a specific agreement with the plexus trustee.

Below is a summary handbook:

<b>Plexus</b>	<b>Procedure to be followed</b>	<b>address / link to use</b>
SSPG Mezzolombardo - administrative headquarters of the school	booking via link on the website: <a href="http://www.icmezzolombardopaganella.it">www.icmezzolombardopaganella.it</a> , <b>Parents</b> menu , <b>Access booking</b> item	<a href="http://www.icmezzolombardopaganella.it/index.php/genitori/udienze/sspg-mezzolombardo">http://www.icmezzolombardopaganella.it/index.php/genitori/udienze/sspg-mezzolombardo</a>
Plesso Andalo - administrative center	booking via link on the website: <a href="http://www.icmezzolombardopaganella.it">www.icmezzolombardopaganella.it</a> , <b>Parents</b> menu , <b>Access booking</b> item	<a href="http://www.icmezzolombardopaganella.it/index.php/genitori/udienze/sspg-andalo">http://www.icmezzolombardopaganella.it/index.php/genitori/udienze/sspg-andalo</a>
SP Mezzolombardo	request for an appointment via email to the trustee, ins. Brunella Dalmonego	dalmonego.brunella@icmezzolombardopaganella.it
SP Fai della Paganella	request for an appointment via email to the trustee, ins. Claudia Mion	mion.claudia@icmezzolombardopaganella.it
SP Molveno	request for an appointment via email to the trustee, ins. Elvira Donini	donini.elvira@icmezzolombardopaganella.it
SP and SSPG Spormaggiore	request for an appointment via email to the trustee, Prof. Alessia Wegher	wegher.alessia@icmezzolombardopaganella.it
SP Terre d'Adige	request for an appointment via email to the trustee, ins. Elisabetta Zanini	zanini.elisabetta@icmezzolombardopaganella.it

Anyone admitted to entry is required to issue:

- personal data (name, surname, date of birth, place of residence)
- telephone number
- to complete the declaration referring to the following elements
  - have not been in quarantine or home isolation in the past 14 days;
  - not having been in close contact with Covid-19 positive people, even if on their own knowledge, in the last 14 days.

Date and time of access will be marked on a special register.

All these procedures are provided for by current legislation available at the links above.

## **TEMPERATURE DETECTION AND SUSPECTED CASES MANAGEMENT:**

### Students

The aforementioned Guidelines give the school these indications: " *Covid-19 is a suspected case when a body temperature above 37.5 ° C and / or symptoms suggestive of Covid-19 are detected*";

In this case, the procedure is as follows:

- students who have flu symptoms are measured their temperature with a thermolaser thermometer, provided to the school by the Risk Prevention Service and Civil Protection of the Province of Trento;
- the student is then looked after, under the supervision of the plexus trustee, by the school staff (wearing the prescribed PPE) until the family member arrives, as soon as possible;
- the student is separated from the group / class in a room set up specifically in each complex;
- he is put on a surgical mask.
- the parent / manager, after taking the minor with him, must contact his or her free choice doctor as soon as possible and follow his / her instructions. If the doctor of free choice, after evaluating the case, confirms the hypothesis of a possible Covid-19 case, he will report it to the competent Hygiene Service, for the initiation of the epidemiological investigation and the application of quarantine and fiduciary isolation measures;
- further measures may be ordered by the health authorities and the school will strictly follow what is indicated.

### Workers

The matter is regulated by the GENERAL PROTOCOL FOR SAFETY AT WORK defined by the Committee set up by the Autonomous Province of Trento

([https://www.ufficiostampa.provincia.tn.it/content/download/168538/2949018/file/del\\_n.\\_739.pdf\\_protocollo\\_Aziende.pdf](https://www.ufficiostampa.provincia.tn.it/content/download/168538/2949018/file/del_n._739.pdf_protocollo_Aziende.pdf) )

The worker who begins to show flu symptoms, evocative of possible Covid-19, must immediately

- notify the employer;
- return to their home;
- put oneself in the position of not putting one's own health and that of others at risk, fulfilling the requirements regarding the use of PPE with punctuality and rigor;
- notify GP and follow the instructions that will be provided;
- further measures may be ordered by the health authorities and the school will strictly follow what is indicated.

Return to the Institute :

For the readmission to the Institute of staff and students who have already tested positive for Covid-19 infection, medical certification is required which shows "the negative" of the swab in the manner prescribed by the Prevention Department of the provincial company for health services.

**COVID REFERENT**

The role of Covid Referent is held by the teacher Fabio Cornella, formally appointed in this role by the Headmaster on 25 May 2020, prot. 3691 / 4.5.

Given the particular structure of the Institute, the Covid representative coordinates and actively collaborates, as well as with the Manager and the RSPP, with the trustees of the plexus and the other figures who deal with diversified and specific tasks of health and safety protection.

**USE OF PPE (Personal Protective Equipment)**

to be a useful prevention and protection tool, the mask must be properly worn, to perfectly cover the nose and mouth.

**Who wears it?**

- all those who enter the school for different reasons, starting from when they are in its appurtenances even outdoors, must wear a mask;
- all those who are less than 50 meters from the entrance or exit area, even if outside the school premises, must wear a mask during the time of entry and exit from the school;
- everyone (pupils, students, teachers, staff, third parties, etc.) must use the mask inside the institute, on the corridors, when on the move in the common areas and also outside as above indicated;
- PRIMARY SCHOOL pupils: the mask can be removed in a static condition with respect for the distance of at least one meter and "the absence of situations that foresee the possibility of aerosolization (eg singing) ".
- LOWER DEGREE SECONDARY SCHOOL students: the mask can be removed in a static condition with respect for the distance of at least one meter, the absence of situations that provide for the possibility of aerosolization (eg singing) and in an epidemiological situation of low circulation viral as defined by the health authority

**In short:**

<p><b>students</b> do not have to wear the "community" mask during their stay in the classroom in static conditions, but they must wear it when traveling outside the classroom or in the classroom if it is not possible to maintain the spacing of at least 1 meter</p>	<p><b>teachers</b> do not have to wear the surgical mask when they are seated at the desk, in a static condition, and in any case in full compliance with the required distance of at least 2 meters between the teacher and the first row of desks</p>
<p>NB! When the student or the teacher remove the mask, under the conditions set out above, they must place it in a suitable way in order to protect it from any contamination and ensuring that it does not come into contact with other people.</p>	

**What types of masks?**

Pupils wear masks provided by the family:

- they can be the so-called “community masks”, in fabric;
- such masks should be clearly identifiable through the affixing of distinctive signs in order to avoid exchanges or confusions;
- in case of suspicious symptoms, the school will provide a surgical mask.

Workers (teachers / ATA) wear surgical masks:

- they are provided by the school;
- each employee is periodically and regularly provided with a stock of 20 pieces;
- this supply takes place by means of the trustee based in the complexes and by the porter service staff in the SSPG of Mezzolombardo;
- the masks must be worn correctly to cover the nose and mouth and changed every day;
- in the immediate vicinity of the various exits of all the complexes there are special metal bins, well marked, in which PPE can be discarded at the end of the service. Anyone wishing to keep the PPE up to their home, then proceeds to the disposal in the correct way, throwing it in the unsorted collection, as unsorted urban waste (see Annex 3 Waste management - GENERAL PROTOCOL FOR SAFETY AT WORK defined by the Committee established at the Autonomous Province of Trento, already mentioned).

Staff handling suspicious cases:

- Uses school supplied FFP2 valveless facial filter, in addition to disposable gloves and goggles

## **ENVIRONMENT SANITIZATION**

- daily cleaning and periodic sanitation of all the rooms in the various buildings of the Institute;
- cleaning operations are intensified compared to normal ordinary operations and with particular attention to the parts in possible contact with the virus:
  - access areas
  - bathrooms: sinks and toilets
  - top and bottom of tables / desks / chairs,
  - chairs,
  - switches,
  - door handles and fixtures
  - handrails
  - lift / hoist buttons
  - desks
  - PCs, phones, keyboards
  - Plexiglas barriers in the front offices / concierge
- in the case of use of the same classroom / laboratory / gym between several classes on the same day, the classroom and equipment must be sanitized between one use and another;
- disinfection of the spaces and furnishings indicated above, as well as any equipment used by each class at the end of the day;
- the rooms must be ventilated frequently before, during and after sanitization
- frequent cleaning and in any case always at the end of the day with water and ad hoc detergents followed by disinfection.

## **PROGRAMMING AND DOCUMENTATION OF CLEANING ACTIVITIES**

- The cleaning interventions of the bathrooms, corridors, and other transit areas are constant throughout the entire service hours of the school Collaborators, throughout the entire period of opening of the complexes;
- the cleaning of the classrooms takes place at the end of the teaching activities, and in any case at times when pupils / students are not present;
- the cleaning of the offices is done at the end of the staff working hours;
- each school collaborator compiles, as required by current legislation, a register. In it, he documents at least every two days what has been the subject of care and cleaning in each shift of service.

### **COVID BIOLOGICAL RISK ASSESSMENT**

The CoViD-19 biological risk assessment document has been drawn up in compliance with art. 17 and 28 of Legislative Decree 81/2008 and subsequent amendments

### **TRAINING AND INFORMATION ON COVID CONTAINMENT MEASURES**

It is absolutely essential to provide and guarantee adequate information and training for all those who work, study, have relationships with our school.

The Institute has already scheduled the first interventions, held by the Institute RSPP ing. Marzia Tarter. Below is the calendar:

<b>day</b>	<b>from to</b>	<b>place</b>	<b>professional profiles called</b>
1 September 2020	9.00 - 10.00	Aula Magna SSPG Mezzolombardo	RAS, AAS, CAS, CS
	10.00 - 11.00	Aula Magna SSPG Mezzolombardo	School Collaborators
2 September 2020	9.00 - 10.00	Via Meet	All teachers of all plexuses
	10.00 - 11.00	Via Meet	SP Molveno teachers
	11.00 - 12.00	Via Meet	SP Fai teachers from Paganella
	12.00 - 13.00	Via Meet	SP Terre d'Adige teachers
	14.30 - 16.00	Via Meet	SP and SSPG Andalo teachers
	16.00 - 17.30	Via Meet	SP and SSPG Spormaggiore teachers
September 3, 2020	9.00 - 11.00	Via Meet	SSPG Mezzolombardo teachers

	11.00 - 13.00	Via Meet	SP Mezzolombardo teachers
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The training / information of pupils / students will start from 14 September 2020 and will be at the center of all the didactic activity during the first week of lessons. Other specific moments will follow.

There will also be a moment dedicated to families, a useful opportunity to make an educational alliance in such a delicate moment.

## **SPACES AND TIMES OF SCHOOL**

### **ENTRY AND EXIT**

Clear and rigorous access and outflow protocols have been defined from all the buildings of our Institute, to avoid crowds. Each plexus uses multiple ways of entry and exit.

Primary school teachers starting from third grade and first grade secondary teachers wait for pupils in the classroom 10 minutes before the start of lessons. This is to facilitate a drop-off of the boys, without crowds. The access routes to the classrooms will be supervised by school staff.

The teachers of classes 1 and 2 of primary school, on the other hand, usually wait for the children outside the buildings, in dedicated and strictly distinct areas for the various groups and, having ensured interpersonal distancing and compliance with the other safety measures, they reach your classroom.

### **CURRICULAR TIMETABLE**

The resources available to the Institute make it possible to guarantee the school curricular time envisaged by the training offer:

- 26 hours per week in primary school
- 30 hours per week at lower secondary school

without any modification, for both school levels.

The start and end times of the lessons are the same as the pre-COVID time.

### **AFTERNOON ACTIVITIES**

The compulsory school time is implemented with supplementary activities to support the study, recovery, deepening, enrichment of the training offer.

During the first days of school, families will receive the necessary forms to eventually enroll their children in these educational moments, which will start at the beginning of October 2020.

Given the current situation, the curriculum integration activities (former AFO)

- will be organized and created by the class teachers,
- will be addressed only and exclusively to pupils / students of that class group, so as to allow compliance with the principle of invariance of the group / classroom / class.

In primary school these activities will have a quarterly and / or annual scan.

In lower secondary schools, a bimonthly modular structure is envisaged: approximately October / December, February / March, April / May.

### **LESSONS AND BREAKS**

The lesson start and end times are the same as in previous years.

However, the organization of school time has necessarily been reshaped:

- lesson time is punctuated by constant attention to ventilation: the last 5 minutes and other moments will be dedicated to air exchange. Its quality will be controlled by a carbon dioxide level monitoring

device which, with an acoustic-light signal, will indicate the need to ventilate, to guarantee compliance with safety protocols. This equipment is supplied, at the request of the Education and Culture Department, by the PAT through the Risk Prevention and Civil Protection Service;

- the time of the morning recreation will be diversified class by class. Through a precise shiftwork designed to ensure that there are no gatherings, neither during transfers nor in the spaces dedicated to the break, each class group will have time to go down to the courtyards to consume their snack;
- both in the moment of recreation and in the break (the time that precedes and follows the consumption of the meal at the end of the morning lessons) each class group will remain in its own dedicated space in the various courtyards of our complexes. It will not be possible for pupils / children of different classes to stay in the same place. Even this moment must respect the principle of invariance of the group / classroom / class;
- during recess the pupils / children can have the snack they have brought with them from home.

### **MEETINGS AND PARENT - TEACHER'S TALKS**

As a rule, all collegial meetings of the school's bodies and offices take place online.

Interviews with families also favor the remote mode, according to specific provisions that will be communicated.

### **SCHOOL MATERIALS**

To date, it is not compatible with current safety protocols to allow students to leave school materials at school. Books, notebooks, pencil case, bag with sneakers etc. must be brought with you, without the possibility of depositing them in lockers or other common areas.

You can eventually leave only very few things in the space under your counter.

### **USE OF CLASSROOM DEVICES**

Each classroom of our Institute is equipped with a PC and IWB. In order to minimize the risks associated with the mixed use of the PC keyboard, alongside the sanitation measures entrusted to school collaborators, the school has provided each teacher with a roll of transparent film with which each covers the keyboard and mouse. at the beginning of the lesson to proceed with the signing of the electronic register and the use of online or offline IT resources accessible from a PC. This protection at the end of the lesson is thrown into the special container in each classroom, so as to reduce the risk caused by the contact of the same surfaces by different people.

### **SANITIZING HAND GEL**

Each classroom is equipped with a wall-mounted gel dispenser, located next to the entrance. In this way it is possible to frequently and regularly sanitize the hands by all those who are inside that didactic space.

The gel is provided to the school by the Risk Prevention Service and Civil Protection of the Province of Trento.

### **FURNITURE**

The furnishings of the classrooms of all the plexuses have been reduced. In the classroom there are single-seat desks (already equipped for years throughout the Institute), the chair, the IWB, the PC and a single small locker in which to store a little essential documentation concerning the class, this to make the whole surface available designed to ensure maximum safety for students and teachers. The study of spaces was made plexus by plexus, space by space by the RSPP.

The same work of reducing the furnishings to the essentials and rationalizing the spaces was done in all the common areas as well as in the offices.

### **COAT HANGERS**



They cannot be used to avoid contact between different people's clothing. Everyone will have to keep their jacket on the back of their chair.

### **TEACHERS' LOUNGE**

Lockers are available to teachers in the teaching rooms of the SSPG. They can contain essential teaching materials and documents of administrative value. Access to the teachers' room and to one's locker must be carried out with scrupulous attention to prevention measures using the mask, paying attention to spacing, absolutely avoiding gatherings. In the teaching rooms, interpersonal distances must be respected, the mask must be worn and gatherings must be avoided. Alternative spaces will be made available in which to work, study, use PCs in complete safety.

On the entrance door and inside each teacher room there is a sign indicating the maximum number of people admitted at the same time:

San Rocco / Terre d'Adige ship: 3

Mezzolombardo SSPG: 5

Mezzolombardo SP: 3

Spormaggiore SSPG: 2

Spormaggiore SP: 3

Andalo SSPG: 5

Andalo SP: 2

Molveno: 2

Make Paganella: 3

### **GYMS**

The activity in the gym will be done according to the health protocols in force, respecting the interpersonal distance of at least 2 meters.

The changing rooms cannot be used. The pupils / children change their shoes, put on the gym shoes, in the dedicated space indicated by the teacher, respecting the interpersonal distances and keeping the bags in which the shoes are to be stored away. The bag with trainers CANNOT be left at school.

Before starting the activity, hands are disinfected. The use of tools cannot be mixed. The Department of Motor Education, in the planning phase, defines an organizational modality of the didactic activity consistent with what is imposed by health protocols.

### **DEDICATED CLASSROOMS - LABORATORIES**

The use of dedicated laboratories and classrooms will necessarily be limited, both because some spaces have been converted into classrooms for classroom teaching and because health protocols require promiscuity to be avoided as much as possible.

Therefore, where the conditions exist, the exclusive use of these spaces will be planned on a weekly shift basis, as decided by the disciplinary departments.

For pupils with special educational needs, spaces that respect specific protocols will be identified.

### **CLASSROOM FOR SUSPECTED CASES**

In each complex, a classroom was identified by the Institute's RSPP which, due to its location and its characteristics, proved to be suitable for being the space in which to welcome those who may show symptoms of malaise. These spaces are usually located in the immediate vicinity of well-protected entrances, so as to allow families to quickly and safely reach their child to take him home.

### **USE OF ELEVATOR**

The use of the lift is limited to one person at a time, even with the transport of accompanied things; in the event that it is necessary to accompany a person or a student who needs transport in the lift, only one companion may be present.

## **CANTEEN**

For students enrolled in the school time organized over five days, it is possible to have a meal at school, using the canteen service.

From an administrative - procedural point of view, the methods of use are the same as in previous years: the service is provided by the Community of Valle Rotaliana Königsberg through the company Risto3.

On a logistical-organizational level, the consumption of meals undergoes the necessary changes in terms of time and space. In order to ensure strict adherence to spacing-based safety protocols, a shift system was built.

In each reality, the use of lunch takes place with distances of at least one meter, in ventilated rooms, regularly cleaned by the service staff, according to staggered times, always strictly maintaining the subdivision of groups / class, based on the indications of the Community of the Valley, after hearing the opinion of the RSPP.

The service is at the table and the diners wait for the meal regularly seated in their assigned seat. This position must be respected for the entire school year.

## **IDENTIFICATION OF THE ROOMS AND DEDICATED ROUTES**

In order to prevent gatherings and to ensure orderly and safe movements within all the buildings of the Institute, special signs have been placed and specific maps have been created with all the information necessary to facilitate movement within the buildings. These materials are an integral part of this Organizational Project, as attachments.

## **TIMETABLES**

**SCUOLA SECONDARIA PRIMO GRADO ANDALO**

	<b>LU</b>	<b>MA</b>	<b>MER</b>	<b>GIO</b>	<b>VE</b>
<b>CURRICOLARE</b>	8.00/13.30	8.00/13.30	8.00/13.30	8.00/13.30	8.00/13.30
MENSA		13.30/14.30		13.30/14.30	
<b>CURRICOLARE</b>				14.30/17.00	
attività integrative		14.30/17.00			

**SCUOLA SECONDARIA PRIMO GRADO SPORMAGGIORE**

	<b>LU</b>	<b>MA</b>	<b>MER</b>	<b>GIO</b>	<b>VE</b>
<b>CURRICOLARE</b>	8.00/13.30	8.00/13.30	8.00/13.30	8.00/13.30	8.00/13.30
MENSA		13.30/14.30		13.30/14.30	
<b>CURRICOLARE</b>		14.30/17.00			
attività integrative				14.30/17.00	

**SCUOLA SECONDARIA PRIMO GRADO MEZZOLOMBARDO (orario su cinque giorni)**

	<b>LU</b>	<b>MA</b>	<b>MER</b>	<b>GIO</b>	<b>VE</b>
<b>CURRICOLARE</b>	8.00/13.10	8.00/13.10	8.00/13.10	8.00/13.10	8.00/13.10
MENSA	13.10/14.30	13.10/14.30	13.10/14.30	13.10/14.30	
<b>CURRICOLARE</b>	14.30/16.10	14.30/16.10	14.30/15.20		
attività integrative			15.20/16.10	14.30/16.10	

**SCUOLA SECONDARIA PRIMO GRADO MEZZOLOMBARDO (orario su sei giorni)**

	<b>LU</b>	<b>MA</b>	<b>MER</b>	<b>GIO</b>	<b>VE</b>	<b>SA</b>
<b>CURRICOLARE</b>	8.00/13.10	8.00/13.10	8.00/13.10	8.00/13.10	8.00/13.10	8.00/12.20
attività integrative	1A/1D 14.30/16.10	2A/2D 14.30/16.10	3A/3D 14.30/16.10			

**SCUOLA PRIMARIA MEZZOLOMBARDO (orario su cinque giorni)\***

	<b>LU</b>	<b>MA</b>	<b>MER</b>	<b>GIO</b>	<b>VE</b>
<b>CURRICOLARE</b>	7.55/12.15	7.55/12.15	7.55/12.15	7.55/12.15	7.55/12.15
MENSA	12.15/13.15	12.15/13.15	12.15/13.20		
<b>CURRICOLARE</b>	13.15/15.35	13.15/15.35			
attività integrative	15.35/16.10	15.35/16.10	13.20/16.10		

\* considerata la necessità di articolare la mensa su più turni, l'orario del pranzo è indicativo

**SCUOLA PRIMARIA MEZZOLOMBARDO (orario su sei giorni)**

	<b>LU</b>	<b>MA</b>	<b>MER</b>	<b>GIO</b>	<b>VE</b>	<b>SA</b>
<b>CURRICOLARE</b>	7.55/12.15	7.55/12.15	7.55/12.15	7.55/12.15	7.55/12.15	7.55/12.15
attività integrative			13.30/16.10			

**SCUOLA PRIMARIA MOLVENO**

	<b>LU</b>	<b>MA</b>	<b>MER</b>	<b>GIO</b>	<b>VE</b>
<b>CURRICOLARE</b>	7.50/12.50	7.50/12.50	7.50/12.50	7.50/12.50	7.50/12.50
<b>CURRICOLARE</b>				14.15/15.15	
attività integrative		14.15/16.45		15.15/16.45	

**SCUOLA PRIMARIA SPORMAGGIORE**

	<b>LU</b>	<b>MA</b>	<b>MER</b>	<b>GIO</b>	<b>VE</b>
<b>CURRICOLARE</b>	7.55/12.20	7.55/12.20	7.55/12.20	7.55/12.20	7.55/12.15
MENSA	12.20/13.20	12.20/13.30	12.20/13.20		
<b>CURRICOLARE</b>	13.20/15.20		13.20/15.20		
attività integrative	15.20/15.45	13.30/15.45	15.20/15.45		

\* considerata la necessità di articolare la mensa su due turni, l'orario del pranzo è indicativo

**SCUOLA PRIMARIA TERRE D'ADIGE \***

	<b>LU</b>	<b>MA</b>	<b>MER</b>	<b>GIO</b>	<b>VE</b>
<b>CURRICOLARE</b>	8.00/12.20	8.00/12.20	8.00/12.20	8.00/12.20	8.00/12.20
MENSA	12.20/13.20	12.20/13.20	12.20/13.40		
<b>CURRICOLARE</b>	13.20/15.20	13.20/15.20			
attività integrative	15.20/16.00	15.20/16.00	13.40/16.00		

\* considerata la necessità di articolare la mensa su due turni, l'orario del pranzo è indicativo

**SCUOLA PRIMARIA ANDALO**

	<b>LU</b>	<b>MA</b>	<b>MER</b>	<b>GIO</b>	<b>VE</b>
<b>CURRICOLARE</b>	8.00/13.00	8.00/13.00	8.00/13.00	8.00/13.00	8.00/12.00
MENSA	13.00/14.00	13.00/14.00			
<b>CURRICOLARE</b>		14.00/16.00			
attività integrative	14.00/16.00				

**SCUOLA PRIMARIA FAI DELLA PAGANELLA**

	<b>LU</b>	<b>MA</b>	<b>MER</b>	<b>GIO</b>	<b>VE</b>
<b>CURRICOLARE</b>	8.00/12.20	8.00/12.20	8.00/12.20	8.00/12.20	8.00/12.20
MENSA	12.20/13.30	12.20/13.30		12.20/13.30	
<b>CURRICOLARE</b>	13.30/15.30			13.30/15.50	
attività integrative	15.30/16.15	13.30/16.15			

**INSTITUTE FUNCTIONAL CHART**

<b>Headmaster</b>		<b>e-mail address</b>
Prof. Cinzia Casna	LP 5/06, art 23	<a href="mailto:dirigente@icmezzolombardopaganella.it">dirigente@icmezzolombardopaganella.it</a>
<b>Vicar Collaborator</b>		

<p>Ins. Brunella Dalmonego</p>	<ul style="list-style-type: none"> <li>● replaces the DS in case of absence for institutional commitments, holidays, leave with delegation to sign the documents;</li> <li>● presides over the collegial meetings in case of absence or impediment of the DS;</li> <li>● collaborates with the DS in the management and reception of staff, students and in relations with families;</li> <li>● records the sessions of the teaching staff;</li> <li>● coordinates, on a technical / professional level, the activity of the primary school complexes;</li> <li>● supports the DS in relations with the territory;</li> <li>● is responsible for the school integration and inclusion project of the Institute</li> <li>● supervises the BES area from the organizational and educational management point of view at the Institute level</li> <li>● is the BES referent for the students of the SP Mezzolombardo and Terre d'Adige complexes</li> </ul>	<p><a href="mailto:dalmonego.brunella@icmezzolombardopaganel.it">dalmonego.brunella@icmezzolombardopaganel.it</a></p>
<p><b>Management Team</b></p>		

<p>Prof. Simona Costanzo</p>	<ul style="list-style-type: none"> <li>● coordinates, on a technical / professional level, the didactic, managerial and organizational activities of the Andalo complex, both as regards primary and lower secondary schools, and supervises its correct functioning;</li> <li>● manages substitutions in the plexus;</li> <li>● is the BES referent for the pupils of the Plateau complexes;</li> <li>● supports the DS in relations with the territory;</li> <li>● prepares forms and preparatory documentation for the meetings of the planning-teaching bodies of the Institute;</li> <li>● updates the calendar of commitments of the Andalo complex;</li> <li>● collaborates in the management of procedures relating to safety and prevention</li> </ul>	<p><a href="mailto:costanzo.simona@icmezzolombardopaganella.it">costanzo.simona@icmezzolombardopaganella.it</a></p>
<p>ins. Noemi Cristofolletti</p>	<ul style="list-style-type: none"> <li>● oversees the implementation and updating of the Institute's institutional website;</li> <li>● is the contact person for the organization of the updating activities of the teachers and parents of the IC;</li> <li>● is responsible for the welcoming project for new teachers;</li> <li>● deals with Calls and proposals for study, research, funding for schools</li> </ul>	<p><a href="mailto:cristofolletti.noemi@icmezzolombardopaganella.it">cristofolletti.noemi@icmezzolombardopaganella.it</a></p>

<p>prof. Samuele Monegatti</p>	<ul style="list-style-type: none"><li>● is responsible for the timetable, in particular for the complexes of the SSPG of the Plateau;</li><li>● coordinates of organizational actions of the Institute's supplementary SSPG activities;</li><li>● preparation of management materials for remote collegiate activities</li><li>● management of the MASTERCOM program<ul style="list-style-type: none"><li>○ for the didactic and organizational functions of the OCCC's work</li><li>○ for monitoring absences in terms of health prevention</li><li>○ for the control of signatures aimed at monitoring attendance in class groups with a view to prevention</li></ul></li></ul>	<p><a href="mailto:monegatti.samuele@icmezzolombardopaganella.it">monegatti.samuele@icmezzolombardopaganella.it</a></p>
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<p>Prof. Claudia Paternoster</p>	<ul style="list-style-type: none"><li>● coordinates, on a technical / professional level, the didactic, management and organizational activities of the SSPG Mezzolombardo complex and supervises its correct functioning;</li><li>● is responsible for the “Officina dei Saperi” project;</li><li>● is responsible for outgoing orientation activities and for the enhancement of excellence;</li><li>● supports the DS in relations with the territory;</li><li>● prepares forms and preparatory documentation for the meetings of the planning-teaching bodies of the Institute;</li><li>● updates the calendar of commitments of the SSPG di Mezzolombardo complex;</li><li>● manages substitutions in the plexus;</li><li>● takes care of the drafting of the minutes of the collective meetings of the SSPG;</li><li>● collaborates in the management of procedures relating to safety and prevention</li></ul>	<p><a href="mailto:paternoster.claudia@icmezzolombardopaganella.it">paternoster.claudia@icmezzolombardopaganella.it</a></p>
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<p>prof. Francesco Triolo</p>	<ul style="list-style-type: none"><li>● Digital animator;</li><li>● in charge of the timetable, in particular for the Mezzolombardo SSPG complex;</li><li>● manages of the MASTERCOM program<ul style="list-style-type: none"><li>○ for the didactic and organizational functions of the OOCC works;</li><li>○ for monitoring absences in terms of health prevention;</li><li>○ for the control of signatures aimed at monitoring attendance in class groups with a view to prevention;</li></ul></li><li>● collaborates in the management of substitutions in the complex;</li><li>● interfaces with the secretariat to coordinate school-family communications;</li><li>● is responsible for the “digital coffee” training courses;</li><li>● collaborates in the management of procedures relating to safety and prevention</li></ul>	<p><a href="mailto:triolo.francesco@icmezzolombardopaganella.it">triolo.francesco@icmezzolombardopaganella.it</a></p>
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<p>Prof. Alessia Wegher</p>	<ul style="list-style-type: none"> <li>● coordinates, on a technical / professional level, the didactic and organizational management activities of the Spormaggiore complex, both as regards primary and lower secondary schools and supervises its correct functioning;</li> <li>● manages substitutions in the plexus;</li> <li>● is responsible for outgoing orientation activities and for the enhancement of excellence;</li> <li>● supports the DS in relations with the territory;</li> <li>● prepares forms and preparatory documentation for the meetings of the planning-teaching bodies of the Institute;</li> <li>● updates the calendar of commitments of the Spormaggiore complex;</li> <li>● collaborates in the management of procedures relating to safety and prevention</li> </ul>	<p><a href="mailto:wegher.alessia@icmezzolombardopaganella.it">wegher.alessia@icmezzolombardopaganella.it</a></p>
<p><b>Deputy heads</b></p>		



<p>master Fabio Cornella</p>	<ul style="list-style-type: none"> <li>● complies with the provisions of current legislation on prevention and safety relating to Covid 19;</li> <li>● actively collaborates with the DS, with Risk manager and RSPP, ing. Marzia Tarter;</li> <li>● regularly interfaces with trustees and contacts to actively monitor the internal situation of the IC</li> <li>● analyzes absence data for Covid monitoring</li> </ul>	<p><a href="mailto:cornella.fabio@icmezzolombardopaganella.it">cornella.fabio@icmezzolombardopaganella.it</a></p>
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**Attachments :**

Institute premises layouts

1. SP Mezzolombardo
2. SSPG Mezzolombardo
3. SP Nave San Rocco / Terre d'Adige
4. SP Fai della Paganella
5. SP Molveno
6. Spormaggiore Plexus (SP + SSPG)
7. Plesso Andalo (SP + SSPG)