



VIS INTERNATIONAL SCHOOL SCHOOL REGULATIONS

Introduction

Every community needs clear and accurate rules that its members are aware of and accept in order to function properly.

In particular, in a school community the lawfulness of a behavior should not be established on the basis of a teacher's opinion but should be codified by accurate rules defined by the School Board. For this reason the Teachers' Board has approved the School Regulation an integral part of which is the Educational Agreement (Ethical Practice) that everybody must respect.

Art. 1 – Schedule and Classes

School opens at 7.30 am. The first bell rings at 7.55 am. Classes begin at 8 am. The weekly schedule is given directly to the students. The schedule varies according to the subjects chosen by each student with mandatory curricular classes in the afternoon.

Any request for a waiver of daily time entry and exit at the end of the class, only for transportation reasons, must be presented to the Dean's office and justified.

The first break is from 9.40 am to 9.50 am, the second break is from 11.35 am to 11.45 am.

Classes for additional support, catch-up and extra-curricular activities are held in the afternoon usually from 2/2.20 pm to 3.40/4 pm. Attendance at refresher courses organized by the school is compulsory, unless a written exemption is provided by the family.

Art. 2 – Observance of the schedule

Late entries and/or early exits are not permitted unless a written authorization is provided on Managebac. In case of entry between 8 and 8.05 am a late message will appear on Managebac.

Delays over 5 minutes must be justified by a family member and will count as one hour of absence.

Arrivals later than 8.05 which have not been previously justified by a family member will result in the student not being admitted to classes for the whole day (morning and afternoon). The school will contact the family to decide whether the student will remain at school in the Resource Center or will be allowed to return home. In both cases the student will be marked absent.

Deferred entries after 8.50 am must be justified with proper documentation. There is no 5 minutes tolerance on periods after other than the 1st.

In the event of repeated delays by a student, the school coordinator, will call his/her family. The repeated disregard of the time schedule by a student may adversely affect his/her school performance and results.

Art. 3 – Absences

Absences are recorded by teachers on the electronic register on a daily basis, published on Managebac and communicated to parents by email.

In case of absence that lasts more than 3 consecutive days, families will be contacted by phone by the school office.

It is necessary for parents to give the school office their office phone number and their mobile phone number on which they wish to receive communications from the school.

If the absence of a student extends beyond five consecutive days, upon his/her return to school, the student will have to produce a medical certificate issued by a doctor who stating his/her condition is compatible with

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readmission to classes.

Excessively frequent and unexplained absences have a negative impact on the final evaluation.

The school coordinator will report to families when a student exceeds 10 hours of absence per subject.

Language exchange programs to foreign countries, study visits, school trips are considered part of the didactic activity and therefore they do not count as absences.

Art. 4 – Rules of conduct

Smoking is strictly prohibited in all school areas. As provided for by the new legislation the school has drawn up an appropriate regulation.

All students are required to behave politely towards their classmates, the staff and faculty members of the school.

Everybody is required to wear appropriate clothing in the place of study and work.

Students who possess a mobile phone or a smart-phone are required to turn it off during school hours. If this rule is not fully respected, the phone will be collected and returned only to a family member by the Head.

The school bans the use of ICT equipment to browse websites which are not relevant to the scholastic activity and thus such sites are made inaccessible on the school premises. It is furthermore prohibited to use ICT equipment present in the classrooms (PC, smart-board, smart-board pen) without a teacher's supervision.

During class-time, it is prohibited to leave the school area even temporarily. Leaving the class during school hours is not generally allowed. It can be permitted only in exceptional cases, a student at a time, and at the discretion of the teacher. In the short break in between classes, students cannot leave their classroom. At the end of the breaks students must return to their class without arbitrarily extending their duration.

The class will be held liable for any costs incurred upon due to damage to the ICT equipment, electronic devices or furniture present in the classroom.

Students should avoid disturbing the work of teachers and classmates as much as possible.

When the class leaves the classroom to go to workshops and/or to the gym, students are requested not to leave valuable possessions or things that can be removed in the classroom: the school cannot be held responsible for these items.

At the end of the school day students will leave the classroom clean and tidy and make sure they do not damage people or property within the school area.

Posters, flyers, invitations, etc. have to be authorized by the Dean before being posted in the classroom or on bulletin boards.

If students use devices for unauthorized publications and in any way damaging the image and dignity of their schoolmates and of the school staff and faculty, they will be reported to the competent authorities.

Disciplinary sanctions for disrespect of the rules of conduct Students' disciplinary misconduct will result in the application of the following sanctions depending on its gravity:

- verbal reprimand by the teacher for minor transgressions;
- written note on the diary and, at the teacher's discretion, annotation of the violation on the class register;
- temporary dismissal from class. This penalty must be annotated on the class register and on the student's personal diary;
- temporary dismissal from school in case of serious misconduct, such as an excessive number of disciplinary warnings on the class register, repeated violation of the smoking prohibition, use of mobile phones during lessons, repeated exits from the classroom without permission, falsification of marks or registers, etc., and any other misconduct even if not specifically described;
- expulsion of a student from the school community can be decided upon if criminal offenses are committed and personal safety is at risk. In this case, the duration of the dismissal is proportionate to the seriousness of the offense or the risk of danger (Article 9 "Statute of female students and male students");

- application of the legally binding provisions for the disrespect of the smoking ban and the use of devices for unauthorized publications that can be injurious to the image and dignity of the schoolmates and school staff and faculty.

The Class Council chaired by the Head is the body entitled to deliberate the dismissal of a student from the school.

Art. 5 – Safety regulation

The article confirms what already stated in article 4: SMOKING IS STRICTLY FORBIDDEN IN THE ENTIRE SCHOOL AREA, INCLUDING HALLS, THE TERRACE, AND STAIRWAYS.

Students are required to respect the terms of use of the equipment provided in laboratories and/or classrooms. Everybody is required to immediately report to the staff any deficiencies of the devices, of the protection and safety facilities, and any dangerous conditions of which they have acquired knowledge.

During the evacuation tests, students and teachers must strictly follow the rules indicated in the classrooms and the instructions of the person in charge of fire emergencies.

Emergency staircases must not be used for reasons not concerning emergency situations.

Art. 6 – Communications and school-parents relations

All information about school activities is published on the school website: www.vittoriaweb.it . Parents may access the restricted area *Managebac* to view their children's absences and assessments in each subject with the password provided by the school. Formal communications from the school are published on the website in the restricted area known as "school bulletin board".

The school invites families for interviews and meetings with teachers three times a year: at the end of each trimester. Students are invited to participate to the those meetings. The communication of the dates and times of these meetings is forwarded to the family via SMS and posted on the school website.

In order to offer greater flexibility and openness to dialogue with families, the school does not have fixed hours for receiving the parents. Individual appointments can be set with the administrative secretary.

Art. 7 –Educational Agreement (Ethical Practice)

As per article 3 of DPR 235/2007, the Educational Agreement (Ethical Practice) attached is an integral part of this Regulation.