

SCHOOL REGULATIONS

Introduction

Every community requires clear and precise rules to function properly, and all its members must be aware of and accept them. In particular, within a school community, it is important that the legitimacy of a behavior is not determined by the individual judgment of teachers, but is instead codified by specific rules established by the Collegial Bodies. Therefore, the Teachers' Council approves the **School Regulations**, the **Educational Co-responsibility Agreement**, the **Smoking Policy**, the **Attendance Policy**, and the **Educational Plan (POF)**, which all members of the school community are required to know and follow.

Art. 1 GENERAL RULES

1.1. Everyone is required to observe the following general rules of conduct, valid in all school environments:

- Maintain polite and respectful behavior towards all members of the school community, both inside and outside the school, based on mutual respect.
- Keep all rooms, outdoor spaces, and school equipment clean and in good condition.
- Respect the principles of proper conduct and adhere to the school's entry and exit times.

1.2. All members of the school community and anyone present in the school premises must strictly observe the **smoking ban**, both inside and outside all school buildings. This is a rule of good conduct, civil coexistence, and a legal requirement. Anyone who observes violations of this rule is required to report them to the appropriate school authorities.

1.3. In accordance with current legislation on the smoking ban, the School Principal ensures:

- The widespread posting of appropriate no-smoking signs.

- The establishment of a **special anti-smoking committee** authorized to monitor compliance and to issue violation reports in accordance with current regulations. See the **Smoking Policy** for details on enforcement and penalties.

Art. 2 SCHOOL HOURS AND LESSONS

2.1. The school opens at 7:45 AM. The first bell rings at 8:00 AM. Lessons take place between 8:00 AM and 4:10 PM, unless specific educational needs require otherwise.

2.2. Class schedules vary depending on the subjects chosen. Students may have early or late entry and/or early or late dismissal. Any request for daily exceptions to entry or exit times, exclusively for transportation reasons, must be submitted and justified to the Principal or Academic Coordinator.

2.3. The first break is from 9:40 to 9:50 AM, and the second break is from 11:30 to 11:40 AM.

2.4. Attendance at remedial courses organized by the school is mandatory, unless a written exemption is provided by the family.

Art. 3 COMPLIANCE WITH SCHOOL HOURS AND ABSENCES

3.1. Late arrivals and/or early departures are not permitted unless authorized and confirmed by a family member via phone or email (for the European High School) or directly through ManageBac (for the International High School).

3.2. If a student arrives more than 10 minutes late for the first morning or afternoon lesson, they will still be admitted to class. However, if the delay is not justified by a family member, it will be recorded as an absence and reported to the family.

3.3. Late arrivals and early departures not included in the regular schedule must be justified with appropriate documentation. For the calculation of the total number of absences relevant to the school year's validity, refer to the Attendance Policy.

3.4. For students of the European High School, attendance in Physical Education classes is mandatory even if the student is unable to participate in physical activities, unless a medical exemption has been granted.

3.5. In cases of repeated tardiness, class coordinators will contact the student's family. Persistent failure to comply with school hours will negatively affect the final evaluation, including the conduct grade.

Art. 4 CODE OF CONDUCT AND SANCTIONS

4.1. Students are required to respect the established rules and are fully responsible for any consequences resulting from non-compliance. They must behave respectfully toward classmates, teaching staff, and non-teaching personnel.

4.2. In accordance with the regulations on students' rights and responsibilities (D.P.R. 249 of 24.06.98, Article 4, Paragraph 1) and the Educational Co-responsibility Agreement, the following behaviors are considered violations:

- a) Breach of the rules outlined in these Regulations
- b) Disruption of lessons
- c) Habitual negligence and frequent tardiness
- d) Failure to fulfill academic responsibilities
- e) Irregular attendance and unjustified absences
- f) Non-compliance with organizational and safety procedures
- g) Improper use of facilities, educational tools, equipment, and resources causing damage to school property
- h) Actions that disrupt the normal functioning of the school
- i) Defiance of disciplinary warnings
- j) Offensive behavior, disrespect toward institutions, school leadership, teaching staff, and all school personnel
- k) Serious offenses, such as bullying and cyberbullying

4.3.

a) Disciplinary violations by students may result, depending on the severity, in the following sanctions:

- Verbal reprimand by the teacher for minor infractions
- Recording of the infraction in the electronic register

- Temporary removal from class, recorded in the register, to highlight inappropriate behavior; the student will remain in the hallway under teacher supervision until readmitted
- Referral to the Principal or Coordinator, recorded in the register, to emphasize the seriousness of the behavior and initiate appropriate evaluation

b) Suspension from lessons:

- 1 to 2 days, decided urgently by the Principal in agreement with the Class Coordinator and Class Council. During suspension, the student will participate in school-based activities aimed at reflecting on the consequences of their behavior
- 3 to 15 days, decided by the Class Council. The student will engage in community service activities at institutions partnered with the school, based on principles of temporariness, gradualness, and proportionality. These activities may continue after the student returns to class. Suspension of this kind is applied in cases of serious misconduct, such as:
 - Serious disrespect toward peers, teachers, or staff
 - Excessive number of disciplinary warnings
 - Repeated violations of the smoking ban or mobile phone use during lessons
 - Repeated unauthorized exits from the classroom
 - Falsification of grades
 - Other serious incidents disrupting school operations

c) Permanent expulsion from the school for criminal acts or extremely serious behavior, as outlined in the Educational Plan (POF), proposed by the Class Council, approved by the School Council, reviewed by the Disciplinary Board, and enacted by the Principal.

d) In case of disciplinary issues, students may calmly and responsibly present their version of events to the Class Coordinator, the Principal, or, if necessary, the Disciplinary Board. It is the Principal's responsibility to initiate the appropriate procedures.

4.4. In accordance with Ministerial Note No. 3392 dated 16-06-2025, students who possess a mobile phone or smartphone must switch it off, store it in their personal locker, and refrain from using it during lessons and/or while in the classroom.

4.5. If this rule is not respected, the first infraction will be recorded in the electronic register. For subsequent violations, the device will be confiscated and returned by the Principal after 24 hours. In case of repeated infractions, an extended confiscation period and/or more severe disciplinary measures may be applied, including suspension from school activities.

4.6. In accordance with Ministerial Note No. 3392 dated 16-06-2025, the use of laptops/tablets in class during lessons is managed by each teacher according to the needs of the specific lesson. If the device is used inappropriately or without the teacher's permission, the first infraction will be recorded in the electronic register and visible to all. For subsequent infractions, the student will no longer be allowed to use a laptop or tablet at school. The use of earphones and smartwatches is also prohibited.

4.7. The use of IT resources to access websites not related to school activities is not permitted.

4.8. It is strictly forbidden to use classroom IT equipment (PCs, interactive whiteboards, and digital pens) and laboratory tools without the presence of a teacher.

4.9. In case of damage to electrical or electronic equipment or classroom furnishings, the cost of repairs will be charged to the class.

4.10. All students must wear clothing appropriate for a place of study and work. For clarity, the class coordinator will specify which types of clothing are not permitted at school.

4.11. Leaving the school premises during the school day is not permitted, even temporarily. Leaving the classroom during lessons is generally not allowed and may be authorized only in exceptional cases, one student at a time, at the teacher's discretion.

- 4.12.** Students must avoid disturbing the work of teachers and classmates.
- 4.13.** During the short break between teachers, students must remain in the classroom.
- 4.14.** At the end of breaks, students must promptly return to class and not arbitrarily extend the break time.
- 4.15.** During lesson changes and class time, it is not permitted to bring food or drinks into the classroom.
- 4.16.** When leaving a classroom, students must not leave behind personal items or objects that could be taken. The school is not responsible for any loss.
- 4.17.** To help students manage their personal belongings, the school provides lockers with secure locks. See the Locker Use Policy for details.
- 4.18.** Students must always leave the classroom clean and tidy and avoid causing harm to people or property within the school.
- 4.19.** Posting of flyers, posters, invitations, etc., in classrooms or on bulletin boards requires authorization from the Principal.
- 4.20.** In compliance with Law No. 71 of May 29, 2017, "Provisions for the protection of minors and the prevention and fight against cyberbullying," and its subsequent amendment (Law 70/2024), the school appoints a designated teacher responsible for monitoring and coordinating initiatives to prevent and combat bullying and cyberbullying.
- 4.21.** If a student uses devices to publish unauthorized content that damages the school's image or the dignity of classmates and school staff, the matter will be referred to the appropriate authorities.

Art. 5 USE OF SCHOOL FACILITIES

- 5.1.** The general disciplinary rules fully apply to the operation and use of school facilities.
- 5.2.** Everyone is required to comply with the rules for using equipment provided in laboratories and classrooms.

Art. 6 SAFETY

6.1. Any deficiencies in safety and protection devices or any hazardous conditions must be reported immediately to the designated staff.

6.2. During evacuation drills, students and teachers must strictly follow the instructions posted in classrooms and the directions given by the fire safety officer.

6.3. The use of emergency staircases is not permitted except in actual emergency situations.

Art. 7 COMMUNICATION AND SCHOOL-FAMILY RELATIONS

7.1. Information regarding school activities is published in the electronic register. Parents can access a private area using a password provided by the school to view their child's absences and grades in each subject. Communication between the school and families may also take place via email, and with students via Microsoft Teams.

7.2. The school invites families to meet with teachers twice a year, during the distribution of the two term report cards, unless otherwise communicated. Students are also encouraged to attend these meetings.

7.3. The dates and times of these meetings are sent to families via email and/or published in the electronic register.

7.4. To ensure maximum availability for dialogue with families, the school does not set fixed office hours for parent-teacher meetings. Individual appointments can be arranged by calling the school office or by contacting the teacher directly via email (name.surname@vittoriaweb.it).

Art. 8 EDUCATIONAL CO-RESPONSIBILITY AGREEMENT

8.1. The Educational Co-responsibility Agreement is shared by families, students, teachers, and the Principal, and is an integral part of the School Regulations.

8.2. For the International High School, the following policies are also considered integral parts of the School Regulations:

- Inclusion Policy
- Academic Honesty Policy
- Admissions Policy
- Assessment Policy
- Technology and AI Policy
- Language Policy

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