



SCHOOL REGULATIONS

The school is a place of encounter for students, teachers, and non-teaching staff, as well as a space for personal and civic growth for all. To fulfil this mission, it is essential that all activities carried out within the school environment are properly regulated.

The School Regulations constitute the institutional legislative framework that all members of the school community (Teachers, Students, and Parents) are required to know and comply with. They establish clear and precise rules designed to ensure the implementation of the PTOF (Three-Year Educational Plan of the School) in accordance with principles of transparency and coherence. Sharing these rules fosters dialogue and collaboration among students, teachers, and the School Leadership; respecting them—and ensuring they are respected—is a responsibility shared by every member of the school community.

Its purposes are to:

- ✓ establish rules for the general functioning of the School Institution;
- ✓ regulate individual and collective behaviour;
- ✓ contribute, through the observance of the obligations inherent in civil coexistence, to achieving the educational and formative goals of our School.

The present Regulations are periodically updated and reviewed by the Teaching Board to ensure alignment with current laws and educational regulations.

At the beginning of each school year, the Regulations are presented to students and families together with the Educational and Co-Responsibility Pact. All parents, within the school enrolment and attendance contract, sign these documents and formally commit to ensuring compliance with the established rules.

Both documents are available for consultation on the school's official website.

Art. 1 GENERAL RULES

All individuals are required to observe the following general behavioural rules, which apply in all School environments:

- maintain polite and respectful behaviour towards all members of the School community, both inside and outside the premises, in a spirit of mutual respect;
- refrain from smoking (including electronic cigarettes and similar devices) and from using smartphones during School hours and during curricular and extracurricular off-site activities;
- strictly comply with attendance rules and with the established times for entering and leaving the School;
- keep all rooms, outdoor areas, and equipment of the School clean and in good condition.

Art. 2 – SCHOOL HOURS AND LESSON SCHEDULE

School hours are as follows:

TIME	DESCRIPTION	NOTES
7:45	Opening of the School premises	
8:00	Start of lessons	Lesson schedules may include entry times later than 8:00 (2nd or 3rd period)
9:40-9:50	First break	
9:50	Latest permitted entry time	Applied even when the schedule indicates a 3rd-period start

11:30-11:40	Second break	
12:40 / 13:20 / 14:10	End of morning lessons	End of 5th / 6th / 7th period
16:10	End of afternoon lessons	Students with afternoon classes finish by the 6th period
17:30	Closing of the School premises	

LESSON SCHEDULE

The lesson schedule varies according to the programme and year group and normally runs from Monday to Friday, in accordance with the School Calendar issued by the Region of Piemonte regarding suspensions, holidays, and vacation periods.

Attendance may be required on Saturday mornings for catch-up activities, exam simulations, language certification sessions, or extraordinary meetings.

Depending on the class and the chosen subject options, the schedule may include early or late entry/exit times compared to those indicated in the table and may also require supervised independent *study periods* between lessons for students enrolled in the IBDP.

Art. 3 – GENERAL ATTENDANCE RULES

Regular attendance is an essential requirement for the educational success of every student.

All absences, including those of students who are of legal age, must be justified by the family through the electronic register (Argo-Didup for the European High School and 1 ICE; ManageBac for 2 ICE and the IBDP).

In accordance with current regulations (DPR 135/2025), students must attend at least three quarters – 75% – of the annual timetable to be assessed and admitted to the following school year. Consequently, the **maximum number of permitted absences corresponds to 25% of the total number** of annual hours.

For the IBDP, this limit is calculated for each individual subject rather than on the overall annual timetable.

Failure to meet the minimum attendance requirement results in exclusion from the final assessment and non-admission to the next grade or to the final cycle examination.

Attendance includes not only lessons, but also all other activities, projects, educational trips, language study trips, and similar initiatives organised within the School's educational programme by the Teaching Board and/or the Class Councils.

When participation in such activities is prevented by objective factors linked to family decisions, or by disciplinary measures issued by the Class Council, the student is required to attend School. In these cases, a specific attendance schedule and assignment to a parallel class will be communicated. Failure to attend these activities will be recorded as absence and must be duly justified.

Attendance exemptions

Certain exemptions from the maximum permitted absence limit (25% of annual hours for the European High School; per-subject for the IBDP) may be granted.

Requests for exemption must be submitted to the relevant academic office, preferably by 30 October each year.

Requests are evaluated by the Class Council and may be granted only if it remains possible to assess the student's learning progress.

- **Daily exemption** from the School schedule, allowing late arrivals or early departures on a continuous basis, may be granted exclusively for **documented transportation reasons**.
- **Competitive athletes and performing arts** students: pursuant to DPR 122/2009 (art. 14), absences due to participation in sports competitions or artistic events will not count towards the 25% limit, provided that such absences do not interfere with official assessment moments. Eligible students

include competitive athletes certified by C.O.N.I.-recognised bodies/federations and performing arts students enrolled in conservatories, academies, or similar institutions.

For periods of particularly intensive commitments or continuous training, duly certified and confirmed by the relevant federation, a personalised educational plan (Piano Formativo Personalizzato – PFP) may be arranged through the School's Physical Education teacher and Inclusion Coordinator.

- **Certified health conditions:** exemptions are authorised automatically. In such cases, with the family's approval and the student's consent, the Class Council may assign a teacher as tutor to support the student's return to class and facilitate the recovery of missed activities.

Art. 4 – PROTECTION OF SAFETY AND HEALTH

The School assumes full responsibility for the safety and health of every student during their entire presence on School premises, including lessons, breaks, and all other moments of School activity.

The duty of supervision ends when students leave the School building, according to the lesson schedule (or any communicated changes).

The Head of School, teachers, and auxiliary staff collaborate in supervising students by monitoring their regular access to classrooms, bathrooms, corridors, and stairways.

All School staff are authorised to intervene directly in emergencies and, in the event of behaviour not compliant with these Regulations, are required to report it to the Class Coordinator and/or the Head of School.

In accordance with DL 104/2013, **smoking is prohibited** inside the School premises as well as in its external areas (terrace, emergency stairways, entrance hall, etc.). The ban also applies to electronic cigarettes and concerns anyone present within the School: students, teachers, administrative staff, parents, and external visitors.

The School provides all students with a **first-aid service**, delivered by trained staff in accordance with legal requirements and periodically updated. A dedicated and properly equipped infirmary is available on School premises. In cases of discomfort or minor (non-serious) incidents, parents are notified and must arrange for the student to be picked up from School.

In cases of **more serious injury or illness**, the School contacts the Emergency Department and subsequently the family. If immediate transport (ambulance) is required and no parent is present, a teacher or School staff member will accompany the student to the Emergency Department and wait for a family member to whom the minor can be entrusted.

All students are covered by mandatory INAIL accident insurance as well as by a private insurance policy contracted with Reale Mutua Assicurazioni.

In the event of an accident, with or without subsequent hospitalisation, the family must submit the Emergency Department certificate—including diagnosis and prognosis—to the School within 24 hours of the incident. Without this document, the necessary insurance procedures cannot be activated, and the School will not be able to guarantee coverage for any damages and/or medical expenses.

To safeguard students' health, any medical condition must be communicated by the family to the School, with clear indications regarding **intolerances, allergies, or specific conditions**, in order to ensure appropriate protection.

Students will not be administered **medication**, nor permitted to take any medication, without a medical certificate containing full instructions for use and administration, which parents must submit to the relevant academic office.

After five consecutive days of absence due to illness, the School may request a medical certificate confirming fitness to attend, to ensure adequate health protection for all.

To ensure that lessons take place in safe environments, the School is equipped with emergency detection systems and **protective devices**. These systems are periodically inspected and continuously updated. All individuals are required to immediately report any deficiencies in safety devices or protective equipment, as well as any hazardous conditions they become aware of, to the designated staff.

Use of emergency stairways is not permitted except in emergency situations or during evacuation drills.

Access to laboratories (science and computer labs) is not permitted without teacher supervision.

For Physical Education lessons in the gym, students must wear appropriate and clean footwear.

The School entrances and certain common areas are monitored by a video-surveillance system to protect the safety of all individuals present in the building. This activity is carried out in full compliance with current regulations and privacy requirements.

Art. 5 – STUDENTS’ RIGHTS AND DUTIES

Every student has the right to be informed about the decisions and the Regulations governing School life, as well as the right and the duty to participate actively and responsibly in the School community.

Students have the right to be treated with respect by all School staff, without any ideological, religious, gender-based, or social discrimination.

Foreign students have the right to have the cultural life of the community to which they belong respected. The School promotes and supports initiatives aimed at welcoming them, safeguarding their language and culture, and fostering intercultural activities.

Everyone has the right to express their opinion freely within the School, provided it is expressed in a civil manner and with respect for the dignity of others and for institutional roles.

The School community promotes solidarity among its members. Students are guaranteed the right to elect their representatives in the Class Council, in the School Council, and in the Provincial Students’ Assembly. Representatives are elected annually, normally at the beginning of each School year, by the end of October.

Students have the right to an impartial, timely, clear, and well-motivated assessment.

They also have the right to a balanced distribution of tests, ensuring adequate time for personal study and rest.

Personal data, family circumstances, assessment records, and inclusion pathways — including DSA (Specific Learning Disorders), BES (Special Educational Needs), and provisions under Law 104 for students with certified disabilities — are protected by professional confidentiality and by the School’s Privacy Policy. No sensitive information may be disclosed publicly.

BEHAVIOURAL REGULATIONS

All students are required to maintain respectful **behaviour** towards all individuals working within the School — the Head of School, teachers, non-teaching staff, and classmates — and to respect institutional roles.

Students must **attend lessons regularly**, fulfil their study commitments consistently, respect the lesson, and arrive at School with all necessary materials as indicated by their teachers.

In accordance with DL 104/2013, **smoking is prohibited** inside the School as well as in its external areas (terrace, emergency stairways, entrance hall, etc.). The ban also applies to electronic cigarettes and concerns anyone present within the School: students, teachers, administrative staff, parents, and external visitors.

The use of mobile phones, smartphones, smartwatches, earphones, and headphones is prohibited throughout the School (corridors, bathrooms, and common areas).

As personal belongings, these devices may be brought to School, but they must remain switched off or silenced during School hours (including breaks and *study periods*) and stored in the student’s personal

locker.

Students who require such devices for therapeutic reasons are exempt from this rule.

Filming or photographing any individual within School premises is not permitted without official authorisation. Photos, video recordings, or audio recordings are allowed only when authorised by a teacher for educational purposes and under the teacher's direct supervision.

Students must uphold the principle of **academic honesty** and complete their work with integrity, transparency, and autonomy. This principle requires students

- to produce assignments and assessments that reflect their own effort
- to acknowledge authors and sources when using others' ideas, and
- to complete examinations without unauthorised support.

For students enrolled in the IBDP, the specific **Integrity Policy** published on the School website must also be observed.

Students may not bring to School **objects** unrelated to educational activities or materials that could endanger their own or others' safety (e.g., laser pointers, cutting tools, harmful substances).

Students may not **leave** the School premises during the lesson cycle, even temporarily.

Each student is responsible for their own **money and valuables**. To ensure proper storage of personal belongings (including smartphones), each student is assigned a personal locker every year.

In the event of loss or theft, the School may take appropriate measures to identify and sanction those responsible.

Students must wear **clothing appropriate for an institutional environment**. Excessively revealing garments, flip-flops, and clothing with offensive or inappropriate prints are not permitted.

During lesson changes and throughout class time, consuming **food or beverages** in the classroom is not allowed. Chewing gum is also prohibited during lessons and formal activities.

Students must use all School spaces, furniture, personal lockers, and equipment with the care required for shared facilities, and must leave classrooms clean and orderly after use. The School reserves the right, in cases of non-accidental damage to **School or personal property**, to request reimbursement from the family.

For communication within the School community, students must use only authorised communication tools for which they receive access credentials from the School: the **institutional email account and the Teams platform**. Other messaging applications or non-institutional email accounts are not considered valid or authorised for communication with teachers or the School office.

Posting notices, flyers, invitations, or similar materials in classrooms or on bulletin boards requires authorisation from the Head of School's Office.

All behaviour regulations listed above also apply when students travel to and from the gym, participate in educational trips, attend events, or in any situation connected to their School attendance.

ATTENDANCE AND SCHEDULE COMPLIANCE

Students are required to enter the classroom at the time established by their lesson schedule and to follow their academic commitments scrupulously. Teachers must be in the classroom by the start of their period to ensure proper supervision.

Accuracy and punctuality contribute to the grade for behaviour assigned by the Class Council.

Students may not enter the School after 9:50 (the start of the third period), even if their personal schedule begins at that time. Any exceptions must be authorised by the Class Coordinator and/or the Head of School.

Late arrivals and early departures from the regular School schedule are not permitted unless authorised and confirmed via e-mail by a family member (or directly through ManageBac for the IBDP).

Students without such authorisation may not be admitted to class by the teacher of the first period. To discourage late arrivals and ensure supervision and student safety, an **attendance detention** is organised **from 8:00 to 8:50** in a designated room under staff supervision.

During detention, all behaviour regulations apply, including the prohibition on digital devices and

smartphones. Detention results in the recording of one hour of absence in the electronic register, which must be justified and will count towards the permitted absence limit.

Students may not leave School premises, even temporarily, during the school day, including during *study periods* indicated in their schedule, unless prior written authorisation from parents has been provided. In urgent family situations, a telephone request may be made in advance, but written justification remains required.

Leaving the classroom during periods is generally not permitted. It may be authorised only in exceptional circumstances, for one student at a time, at the teacher's discretion.

During the short interval between periods, students must remain in the classroom. At the end of breaks, students must return to class promptly and may not extend the break arbitrarily.

At the end of their daily schedule, students may normally return home independently, unless parents provide different instructions in writing to the academic office. In such cases, the student must wait in reception and may be picked up only by parents or authorised delegates.

Access to laboratories and other specialised rooms (e.g., science labs, computer labs, library) is permitted only in the presence of a teacher.

Physical Education periods require mandatory attendance even when a student is unable to participate in physical activity, unless a temporary exemption for health reasons is requested and granted, with appropriate documentation.

Class Coordinators inform families in cases of repeated lateness or absences, and the Class Council may apply disciplinary measures when necessary.

In cases of anticipated prolonged absences, families are required to inform the School promptly so that appropriate recovery activities can be planned.

LUNCH BREAK AND AFTERNOON LESSONS

In the case of afternoon lessons, the morning schedule normally ends by the sixth period to allow an adequate lunch break.

Students may leave the School at the end of the morning schedule or during the lunch break established by the lesson schedule, unless families provide different written instructions to the relevant academic office by 30 September of each School year.

Students may consume lunch in designated areas within the School building, indicated by the academic office on the School noticeboards. It is not permitted to use the School as a delivery point for meals or snacks from external vendors.

Art. 6 – TEACHERS' AND SCHOOL STAFF DUTIES

All School staff are committed to establishing a constructive dialogue with students and to respecting and ensuring compliance with the Regulations through exemplary behaviour.

All staff members must use appropriate, respectful, and non-discriminatory language when interacting with students, parents, and colleagues. Teaching and non-teaching staff are required to comply with DPR 62/2013, which establishes criteria of integrity, fairness, objectivity, and protection of the public image of the School.

To ensure proper reception and supervision of students, teachers must be in the classroom punctually at the beginning of the scheduled period and must supervise students' exit at the end of the period.

During periods, teachers must not allow more than one student at a time to leave the classroom, except in cases of absolute necessity.

Teachers ensure adequate supervision during breaks established by the School schedule, with particular attention to corridors, chill-out areas, and restrooms.

Each teacher must assess students according to criteria of impartiality, timeliness, and clarity, and must adhere to the assessment grids and criteria agreed upon by the Class Council.

Teachers must schedule written tests and oral assessments in accordance with the overall planning of the class and other subjects, avoiding excessive workload and closely spaced deadlines.

Particular attention must be given to students with Special Educational Needs to prevent undue strain.

As a general principle, every student must be granted the opportunity to recover insufficient assessments. Exceptions apply to tests or examinations administered by external certifying bodies (e.g., IGCSE, IBDP, language certifications).

Teachers must inform families of all written and oral assessments by recording them in the electronic register on the same day the assessment is assigned.

Teachers have the legal and professional obligation to respect and implement the measures established for students with Special Educational Needs once formalised by the Class Council or the teaching team.

For each subject taught, teachers must submit to the academic office the specific programme to be delivered, the assessment criteria, and must remain informed about calendars and events related to School life.

Authorised communication tools include the institutional e-mail account and the Teams platform. Other messaging applications are not considered valid or authorised for sending or receiving School communications.

Teachers meet parents or legal guardians upon request and by appointment, and during scheduled School meetings at the beginning of the academic year (including parent representative elections) and at the end of the first two terms, outside teaching hours, for the delivery and discussion of report cards. Parents may not enter classrooms for personal meetings during periods.

Each teacher is required to maintain strict confidentiality regarding personal, family, health-related, or ethical-religious information shared by families or colleagues during School meetings, in accordance with the School's Privacy Policy.

Art. 7 – COMMUNICATION BETWEEN THE SCHOOL AND FAMILIES

Parents or legal guardians are the primary figures responsible for the education and instruction of students and therefore share with the School this important and demanding responsibility.

Families are encouraged to collaborate with the School by:

- conveying to students that School is essential for building their future and cultural development;
- valuing their commitment and supporting them in facing with confidence and responsibility the challenges proposed by the School;
- establishing correct and respectful relationships with teachers, staff, and the Head of School, fostering an environment of mutual trust, understanding, respect, dialogue, and constructive support;
- encouraging students to respect their academic commitments, schedules, and School Regulations;
- reading and checking communications sent via the electronic register and/or email in a timely manner;

- staying informed about students' academic progress and participating regularly in scheduled meetings;
- maintaining ongoing dialogue with teachers, supporting their educational role, and agreeing on how to address moments or situations of difficulty;
- staying informed about the School's educational offer — including through the School website — and encouraging students to participate in all activities organised by the School.

Official communication from the School is carried out through the following authorised channels:

- institutional e-mail for official circulars, notices, and general communications, including communication with teachers (name.surname@vittoriaweb.it) and the Head of School;
- the electronic register for absences and justifications, access to teaching plans, verification of assigned homework and received assessments, and disciplinary notes or measures;
- meetings with class teachers, held three times per academic year (beginning of the year, and delivery of first and second term report cards). Students are also invited to attend these meetings. Dates and times of meetings are communicated to families via institutional e-mail — provided to teachers and students — and/or published on the electronic register.

Personal e-mail accounts of teachers and phone messaging applications (such as WhatsApp) are not considered valid or authorised channels for School communication.

To ensure maximum availability for dialogue with families, the School does not set fixed office hours for parent-teacher meetings. Upon telephone request to the academic office or by contacting the teacher directly via institutional e-mail (name.surname@vittoriaweb.it), an individual appointment may be arranged.

Art. 8 – DISCIPLINARY REGULATIONS

Misconduct, Educational Interventions, and Disciplinary Measures

The School applies the general principle that mistakes are always possible and should be regarded as opportunities for change and personal growth.

Based on this premise, infractions and violations may lead to educational interventions, sanctions, and disciplinary measures with an educational purpose, aimed at strengthening students' sense of responsibility and restoring correct relationships within the School community.

No student may be subjected to disciplinary sanctions without first being invited to present and explain their reasons.

In accordance with DPR 235/2007, the School has established the Board of Guarantee, composed of the Head of School, the two Vice-Heads of School, and the elected representatives of students and parents serving on the School Council. This body oversees the correct application of the present Regulations, proposes periodic updates, and is responsible for responding to appeals submitted by students or families regarding disciplinary sanctions.

Sanctions are always temporary, proportionate to the disciplinary infraction, and inspired, where possible, by the principles of repairing harm and acquiring appropriate behaviour norms, considering the student's personal situation.

Violations of disciplinary duties may lead, depending on the severity of the infraction, to the following measures:

- an oral reprimand;
- a written note recorded in the electronic register;
- temporary removal from the classroom with a corresponding note in the electronic register to highlight behaviour inappropriate to the School context, during which the student remains in the corridor under the teacher's supervision until readmission;

- referral to the Head of School or a Vice-Head of School with a disciplinary note in the electronic register and subsequent parent meeting;
- in particular cases such as smoking or use of a mobile phone, confiscation of the device for 24 hours and return following communication to the family.

If violations are repeated or considered particularly serious, they may negatively affect the grade for behaviour.

Depending on the severity and recurrence of inappropriate behaviour, sanctions may include suspension from School periods, as follows:

- ✓ Suspension from one to two days may be decided, in urgent situations, by the Head of School in agreement with the Class Coordinator and the Class Council. Suspensions of up to two days involve the student in School-based activities encouraging reflection on the consequences of the behaviour that led to the disciplinary measure.
- ✓ Temporary removal from the School community for more than two days and up to fifteen may be decided by the Class Council. In such cases, the student carries out solidarity-based citizenship activities at partner organisations, following principles of temporariness, graduality, and proportionality. These activities may continue even after the student returns to class.

Temporary removal from the School community is applied in cases of serious misconduct, such as:

- serious disrespect towards classmates, teachers, or staff;
 - an excessive number of disciplinary notes recorded in the electronic register;
 - repeated violations of the ban on smoking or using mobile phones during periods;
 - repeated exits from the classroom without explicit permission;
 - falsification of assessments;
 - actions of particular gravity that disrupt the regular functioning of the School.
- ✓ Permanent removal from the School may be applied for offences or behaviours of particular seriousness, as indicated in the PTOF. It is proposed by the Class Council, approved by the School Council, reviewed by the Board of Guarantee, and enacted by the Head of School.

The behaviours listed in the following table are considered disciplinary infractions and are provided as examples, not an exhaustive list, together with the corresponding disciplinary measure. In all cases involving disciplinary measures, the family is always invited for an appropriate meeting and discussion of the decision taken.

Violation	Disciplinary measure
Disturbance of the regular conduct of School activities and failure to comply with academic obligations, including missed deadlines or refusal to sit written tests or oral assessments	Oral reprimand; disciplinary note recorded in the electronic register. This violation may result in a penalty affecting the grade for behaviour. Particular attention should be drawn to Year 2 IBDP students – failure to meet deadlines relating to final examination requirements may result in non-admission to the final examination.
Repeated lateness at the start of the school day	In the event of repeated lateness, including when duly justified, the student's parents or legal guardians will be contacted by the Class Coordinator or the Head of School and may be asked to provide appropriate explanations regarding the recurring delays.
Violation of the principle of academic honesty, including plagiarism (copying content from books or online sources without proper citation), cheating (consulting notes, mobile devices, or copying from classmates)	Targeted educational intervention by the teacher, as the required knowledge, skills, or competencies assessed by the task or assessment have not been demonstrated.

during written tests, assessments, or examination sessions), misuse of artificial intelligence tools (submitting AI-generated content as one's own work), and falsification (altering grades, parental signatures, or justification records)	The teacher may apply one or more of the following measures: - Negative assessment: invalidation of the task and/or requirement to repeat the assignment or assessment under controlled conditions. - Disciplinary measures: disciplinary note recorded in the electronic register, communication with the family, and, where appropriate, a recommendation to the Class Council for suspension from lessons. - Impact on the grade for behaviour: at the discretion of the Class Council. - IBDP: where the IBO identifies or suspects academic malpractice in relation to mandatory assessment components required for the award of the diploma (e.g., Internal Assessment, Extended Essay, or TOK Essay), the student may be subject to sanctions determined by the IBO according to the severity of the case. Such sanctions may include the withholding of grades and/or the non-award of the IB Diploma, even where sufficient academic performance has otherwise been achieved.
Offensive language, gestures, or actions directed towards classmates or members of the School staff	Disciplinary note in the electronic register; parental notification and meeting; educational intervention by the Head of School; assignment of educational tasks. Penalty affecting the grade for behaviour. In serious cases, suspension from lessons, removal from the School community, and/or referral to the competent authorities.
Episodes of violent behaviour or uncontrolled aggression towards oneself or others	Disciplinary note in the electronic register; parental notification and meeting; possible immediate removal from lessons for the remainder of the school day; possible suspension from lessons by decision of the Class Council. Penalty affecting the grade for behaviour. In serious cases, removal from the School community and/or referral to the competent authorities.
Smoking in the school premises	Oral reprimand and educational intervention by the Class Coordinator; prompt communication with the family; disciplinary note recorded in the electronic register; confiscation of any electronic cigarette for a minimum of two school days; possible administrative sanction in accordance with applicable legislation. In cases of repeated violations, the Class Council may, upon the third infraction, impose suspension from lessons for one to two days. This violation may result in a penalty affecting the grade for behaviour.
Use of smartphones or unauthorised electronic devices	Disciplinary note recorded in the electronic register. From the second occurrence onwards, the device will be confiscated and returned by the Head of School or a designated representative after one working day. The device will be kept securely on School premises and remain switched off. In the event of confiscation of a personal device, the School will promptly inform the family and, where necessary, arrangements may be made for its collection on a different day.

	In cases of repeated violations, an extended period of confiscation and/or more severe disciplinary measures may be imposed, including suspension from lessons for up to two days. This violation may result in a penalty affecting the grade for behaviour.
Inappropriate use of computers or tablets authorised for educational purposes	Disciplinary note recorded in the electronic register. In the event of repeated violations, the student may be prohibited from using a computer or tablet during lessons for a period determined by the teacher who identified the infraction.
Failure to comply with the school dress code	Oral reprimand; warning issued by the Class Coordinator; disciplinary note recorded in the electronic register; communication with the family. Where agreed with the parents or legal guardians, students may be required to return home to change into appropriate clothing before returning to School. In cases of repeated violations, suspension from lessons for one day may be imposed. This violation may negatively affect the grade for behaviour.
Bringing to School items unrelated to educational activities or materials that may pose a risk to personal or collective safety	Confiscation of the inappropriate or potentially dangerous item(s), which will be held in the Head of School's Office and returned only to a parent or legal guardian by appointment.
Intentional soiling of, or damage to, School premises, furniture, personal belongings, or educational materials belonging to the School or to other students	Written reprimand; disciplinary note recorded in the electronic register; communication with the family; educational intervention by the Class Coordinator and/or the Head of School; reimbursement for any damage caused.
Creation and dissemination of unauthorised photographs, videos, or audio recordings that are detrimental to the image of the School or to the dignity of students and members of Staff	Disciplinary note recorded in the electronic register; parent or legal guardian meeting; suspension from lessons for a period ranging from 2 to 15 days; possible referral to the competent authorities. This violation negatively affects the grade for behaviour.

Art. 9 EDUCATIONAL CO-RESPONSIBILITY AGREEMENT AND RELATED POLICIES

The following documents complement and form an integral part of these School Regulations:

- Educational Co-Responsibility Agreement;
- Inclusion Policy;
- Technology and Artificial Intelligence Policy;
- IBDP Integrity Policy;
- IBDP Assessment Policy;
- IBDP Language Policy.

The Educational Co-Responsibility Agreement, introduced by DPR 235/2007, supplements these Regulations by transforming compliance with School rules into a mutual commitment formally accepted at the time of enrolment. The Educational Co-Responsibility Agreement is shared by families, students, teachers, and the Head of School and constitutes an integral part of the School Regulations. All the above-mentioned documents are available for consultation in the dedicated section of the School website.

[Latest revision approved by the Teaching Board on 7 September 2026.]