

## SCHOOL REGULATIONS

- Pupils are required to regularly attend lessons and diligently fulfil their study commitments (Art. 3, Par. 1 of the Pupils' Statute);
  - Participation is compulsory for all activities planned by the school (outings, visits, shows, participation in sporting events, etc.);
  - Students are expected to show the same respect, including in formal circumstances, towards the Head of the School, the teachers, the entire school staff and their classmates, that they themselves expect to be showed, by paying attention to their attitudes, gestures and language (Art.3, Par. 2 of the Pupils' Statute);
  - In exercising their rights and fulfilling their duties, pupils are required to behave correctly and consistently with the principles referred to above (Art.3, Par. 3 of the Pupils' Statute);
  - Pupils are required to observe the organisational and safety provisions dictated by the regulations (Art.3, Par. 4 of the Pupils' Statute);
  - Pupils must use correctly the facilities, machinery and teaching aids provided and ensure that they behave at school in such a way as to avoid causing damage to the school assets (Art.3, Par. 5 of the Pupils' Statute)
- Students share the responsibility of making the school environment pleasant and taking care of it as an important factor in the quality of school life (Art.3, Par. 6 of the Pupils' Statute).

## RULES OF CONDUCT

1. Pupils enter the school when the bell rings at 8:00 am and make their way in an orderly fashion to their classroom, where they are greeted by their teacher.
2. At the changing of the teachers, the pupils do not leave the class; they must put away the material of the previous lesson and prepare the material for the next hour.
3. During the lessons, pupils can leave the classroom to go to the toilets only in case of urgent need; in no case can more than one pupil leave at the same time, unless the teacher gives permission.
4. Pupils may enter classrooms, laboratory rooms, special rooms, the library and the gym only with the authorisation and under the supervision of a teacher or school collaborator, who takes responsibility for them.
5. When entering and leaving the school and moving around within it, pupils must behave properly, politely and respectfully, without running, shouting or pushing.
6. The same good behaviour is also expected during teaching activities conducted outside the school (school outings, educational trips, field trips, etc.).
7. During breaks, all pupils may leave the classroom after opening the windows to air the room. While eating their snacks pupils must maintain a decorous behaviour, under the supervision of the teacher, and are allowed to use the toilets in small groups. Pupils must avoid rough or dangerous games, racing around and making too much noise. It is forbidden for pupils to change floor.
8. Pupils must use the toilet facilities correctly, respecting the rules of hygiene and cleanliness.
9. Pupils cannot use the drinks vending machine located in the teachers' lounge without the presence of a responsible adult.
10. After lessons, all pupils must leave the school building in an orderly fashion accompanied by the teacher, after having left the classroom, or the laboratory, in order.

11. It is forbidden for pupils to return to the classroom after the end of the lessons. Only in case of proven necessity is it possible to access the classroom, accompanied by a member of staff in charge of school supervision.
12. Pupils are expected to respect the work and instructions of school collaborators who, along with the teachers, guarantee the proper functioning of the school, including the supervision of the pupils.
13. All pupils are responsible for looking after the furnishings and teaching material entrusted to them by the school and making the school a pleasant, well cared-for environment.
14. In the classrooms, laboratories and courtyards there are baskets and containers for waste: these must be used, and used correctly; in particular, paper must be diligently separated from the other waste.
15. Pupils must carry with them every day the school diary and take care of it, because it is the official means of communication between the school and the family.
16. Pupils must bring to school only what they need for homework and lessons, as well as a snack. No money or valuables should be brought to school. The school, in any event, shall not be held responsible for theft.
17. Pupils are expected to take care of their own personal hygiene and clothing, which must be suitable for the school environment.
18. Except by special permission of the teacher, pupils are not allowed to use mobile phones and other electronic devices at school. The improper use of mobile phones and other electronic devices may constitute the unlawful processing of personal data and a serious breach in discipline. In case of non-compliance with this rule, the teacher reserves the right to contact the parents.
19. For urgent communications with the family, upon request to the teacher, the school telephone may be used.
20. It is forbidden to use the telephone for the purpose of having forgotten educational material brought to school; likewise, family members may not contact the pupils by telephone, except in cases of importance and urgent need.

#### JUSTIFICATIONS FOR ABSENCES, LATE ARRIVALS AND EARLY LEAVING

- A. In order to conduct outings for educational purposes during school hours, each time the teacher will have the pupil fill out the authorisation form in the diary, which must be returned countersigned by the parents. Without authorisation from the family the pupil will not be allowed to participate in the outing.
- B. Absences and late arrivals must be justified and signed by the parents in the book made available for the purpose, which may be purchased and collected at school.
- C. On the pupil's return to school the justification is checked by the teacher of the first hour, who countersigns and makes a note in the class register.
- D. Requests to leave school early must be entered in the diary and submitted to the teacher of the first hour, and the parent or delegated family member must pick up from school the pupil authorised to leave early.
- E. In the event that the pupil suddenly takes ill, the teacher shall inform the ATA staff, who will contact the family by telephone.
- F. Pupils who, for health reasons, cannot attend physical education lessons for several days must present a request for exemption signed by the parent and accompanied by appropriate medical certification to the school director. The pupil will be exempt from physical activities, but will nevertheless attend the lesson.
- G. In the case of unjustified absence, the student must bring the justification note the next day; if the note is not presented within two days the family will be contacted.
- H. Should a pupil arrive late to school without justification from the parent, the pupil will be admitted to the classroom after the teacher notes the late arrival in the class register, and must bring the justification note on the following day. If the note is not presented, the family will be contacted and, if deemed necessary by the teachers, the pupil must come to school accompanied by a parent.

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