

SCHOOL RULES

ATTENDANCE

- **Students must attend classes (minimum attendance to get a pass to the next form: 75% of the annual overall lessons).**
- **Students must attend remedial courses organized by the school.**
- **Students must take part in all extra school activities organized by the class committee.**

CLASS ABSENCE AND LATE ARRIVALS

- **Students must present an excuse note in the absence note record book which is to be collected from the Student Office (excuse notes in the diary are not accepted).**
- **Parents are invited to check the absence note record book periodically. In case this is lost, students are entitled to ask for a new one but are charged 20 euros.**
- **Absences for periods of more than five days must be accompanied by a medical certificate.**
- **If students under 18 do not present an excuse note within two days (by the third day after their absence), they will be admitted to classes but parents will be immediately informed and called for. Students over 18 will not be accepted to school.**

LATE ARRIVALS / EARLY LEAVING

- **Students are not allowed to enter school after the beginning of the second class; permission can be given provided it is justified.**
- **During the first term students are granted five late arrival/early dismissal permissions and seven during the second term (students under age can leave school only if picked up either by the person who has lodged his/her signature or by a delegated person who can be identified. Early dismissals must be**

requested for in advance and signed by the Headmaster Deputy or the class coordinator.

- In case of illness or injury, parents will be immediately contacted.

TEACHERS' ABSENCES AND TIMETABLE CHANGES

- Parents, when possible, will be informed through a written notice in the students' diary of any change in the timetable; such notice must be countersigned; if students under age do not have it duly countersigned, they are not allowed to leave school in advance.

DISCIPLINE

Correct and appropriate behaviour is essential.

Different kinds of sanctions can be decided over bad behaviour:

- Verbal admonition.
- Disciplinary note in the class register and notified to the parents.
- Exclusion from classes for a fixed period of time (from one to fifteen days according to the seriousness of misbehaviour).

USE OF MOBILE PHONES

- Mobile phones are not allowed during lessons and must be off and kept in the school bag; in case of use, they will be confiscated, handed over to Vicepresidenza and returned directly to parents only.