

Secondary Behaviour Policy

1. Premise

- These Disciplinary Regulations have been drawn up pursuant to Presidential Decree No. 249/1998, Statute of students, of Presidential Decree No. 235/2007 and subsequent amendments and additions.
- The Regulations were approved by the School board and are an integral part of the Institute Regulations.
- The Institute reserves the right to modify the Regulations at any time, following regulatory innovations, or on the autonomous proposal of the collegial bodies of the school. Any changes must be approved by the School board.

2. Principles and purposes

- The sanctions have an educational and non-punitive purpose and are therefore temporary and imposed, after a careful analysis by the competent bodies, following a criterion of proportionality with respect to the infringement committed and, where possible, switched to alternative and / or socially useful activities.
- Infringements refer to conduct carried out within the Institute or in situations in which supervision is entrusted to the Educational Institution, during the performance of educational and non-educational activities (for example during recreation or canteen, educational trips, etc.);
- Disciplinary sanctions cannot in any way interfere with the evaluation of school subject grades of pupils;
- The repetition of sanctioned conduct constitutes an aggravating circumstance with respect to implementation of new sanctions;
- If the Class Council deems it appropriate, some sanctions may be accompanied by further measures, such as, for example, exclusion from an educational trip.

3. Rights and duties of the student

- The Institute recognizes the fundamental rights of students and requires the fulfilment of the duties that are referred to in Articles 2 and 3 respectively of the Statute of secondary school students (DPR 249/98).

4. Disciplinary regulation

- Minor offences

Infringements	Sanctions
Late entry to school	Verbal warning Disciplinary note on the school register in case of reiteration After five late arrivals parents will be called into the school for a meeting.
Partial lack of school uniform / inappropriate appearance for school attendance (see school regulations)	Verbal warning Disciplinary note on the school register in case of reiteration After five times out of uniform, parents will be called into the school for a meeting.

Total lack of uniform	Note on the register and parents called or emailed.
Forgetting the materials needed in class (books, stationery materials, etc.)	Verbal warning Disciplinary note on the school register in case of reiteration
Failure to perform or hand in homework	Verbal warning Disciplinary note on the school register in case of reiteration/assignment of additional tasks
Failure to hand in school assignments without justification	Students lose 10% of their grade per day for each school day of lateness.
Low-level misbehaviour in class (not listening, not completing class work, chatting constantly without stopping when asked).	Verbal warning Disciplinary note on the school register in case of reiteration
Misbehaviour including acts which are unsuitable for the school environment: running, whistling, shouting in the classroom and in the hallways	Verbal warning Disciplinary note on the school register in case of reiteration
Chewing of gum or eating sweets during the school day whether on the school premises or during school excursions	Verbal warning Disciplinary note on the school register in case of reiteration
Eating in the classroom during lesson time (apart from when a student has a medical need)	Verbal Warning Disciplinary note on the school register in case of reiteration

- Serious infringements

Repeated misbehaviour with acts which are unsuitable for the school environment: running, whistling, shouting in the classroom and in the hallways	Verbal warning Disciplinary note on the school register. Parents called. If the behaviour continues, parents are called into the school for a meeting.
Using bad language, vulgar or inappropriate attitude towards classmates, teachers or any school staff/visitor	Disciplinary note on the school register Request for an interview with the parent In case of reiteration suspension up to three days
Using language, body language, written notes, teasing, making jokes or spreading rumours of a sexual nature towards themselves, classmates, teachers or any school staff/visitor.	Disciplinary note on the school register Request for an interview with the parent In case of reiteration suspension up to three days
Using language, body language, written notes, teasing, making jokes or spreading rumours that are in relation to someone's ethnic background.	Disciplinary note on the school register Request for an interview with the parent In case of reiteration suspension up to three days

Cheating	Disciplinary note and total/partial cancellation of the test for both the cheating student and the student who let them cheat from them
Leaving the classroom during the lesson or at the exchange of the hour without permission or for excessive unjustified duration	Verbal warning Disciplinary note on the school register Request for an interview with the parent
Incorrect use of the school building, facilities, instruments and equipment	Verbal warning Disciplinary note on the school register Request for an interview with the parent
Failure to comply with the regulations relating to the use of mobile phones and / or electronic devices	Disciplinary note and withdrawal of the mobile phone / device with return directly to the parent
Failure to comply with the general safety provisions (e.g., leaning out the window, behaving inappropriately during the canteen, on the stairs) and the rules provided for dealing with the emergency due to the Covid-19 virus	Disciplinary note on the school register Request for an interview with the parent In case of reiteration suspension up to three days
Minor damage to property of the Institute, its furnishings or its structure	Request for an interview with the parent and eventual damage repair: cleaning of the school premises, minor maintenance, restoration of functions and decoration of premises and equipment
Aggressive, violent behaviour or attitudes. Provocative or discriminatory behaviour .	Disciplinary note on the school register Request for an interview with the parent In case of reiteration suspension up to three days
Acts of bullying and or cyberbullying -repeated and targeted acts of humiliation, teasing, making fun of in front of others (or posted online), threats etc	Disciplinary note on the school register Request for an interview with the parent In case of reiteration suspension up to three days

- Grave infringements

Severe damage to objects or property of the Institute, its furnishings or its structure	Suspension of the duration defined by the Teaching board (up to fifteen days)
Aggressive, violent, abusive or discriminatory behaviour or attitudes	Suspension of the duration defined by the Teaching board (up to fifteen days)
Sexually aggressive, violent, abusive or discriminatory behaviour or attitudes	Suspension of the duration defined by the Teaching board (up to fifteen days)
Racially aggressive, violent, abusive or discriminatory behaviour or attitudes	Suspension of the duration defined by the Teaching board (up to fifteen days)

Implementation of behaviours similar to forms of bullying or cyberbullying	Suspension of the duration defined by the Teaching board (up to fifteen days)
Violation of the rules relating to the Privacy Act (acquisition of images, sounds, videos attributable to other persons through cell phones and other electronic devices with or without subsequent disclosure)	Suspension of the duration defined by the Teaching board (up to fifteen days)
Misappropriation of property of the Institute, of the pupils, of the staff/visitors	Suspension of the duration defined by the Teaching board (up to fifteen days) Possible compensation/refund

- Infringements of such gravity as to require a suspension of more than fifteen days and/or expulsion from the Institute

Recurrence of serious and grave infringements	Suspension of the duration defined by the Teaching board (over fifteen days) Expulsion from the Institute
Committing crimes that violate the dignity of others: -threats, acts of aggression (physical, written, verbal, sexual, psychological) -physical violence - acts involving a concrete dangerous situation for the safety of people (fire, flooding etc.)	Suspension of the duration defined by the Teaching board (over fifteen days) Expulsion from the Institute
Committing crimes or acts of serious violence or characterized by a particular gravity, such as to cause a serious social concern	Suspension of the duration defined by the Teaching board (over fifteen days) Expulsion from the Institute

5. Appeal panel

For more serious measures (suspension, expulsion from the Institute) an appeal is allowed, by the parents of the pupil to the internal appeal panel by and no later than fifteen days from the notification of the provision. The Appeals panel of the Institute consists of the School director, a teacher, an external educator and a representative of the parents and remains in office for three years. The opinion of the Appeal panel is expressed after careful discussion through a secret vote. The resolutions are adopted when the majority of votes is reached, while in the event of a tie the vote of the school directors are decisive.