



# SMILING SECONDARY AND HIGH SCHOOL REGULATIONS

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## **SMILING Secondary and High School REGULATIONS.**

These Regulations, which are split into various articles, define the ideal balance between the rights and duties of everyone comprising the school community. They govern all the activities of the Secondary and High Schools.

They include the behavioural standards for students.

The contents are summarised in the *Educational co-responsibility agreement* (drawn up in accordance with Presidential Decree 235/2007), stipulated between the school, the families and the students.

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### **TITLE I - GENERAL PRINCIPLES AND COMMON RULES OF SCHOOL LIFE.**

### **Art. 1. School community.**

1. The students, the teachers, the Principal, the administration and technical personnel, and anyone who, for various reasons, spend periods of time working, teaching, studying or doing work experience at Smiling Secondary and High School (hereinafter referred to as Smiling Secondary Schools) are part of the school community.
2. The school community promotes solidarity among its members.

### **Art. 2. Aims of the Smiling Secondary Schools.**

1. The Smiling Secondary Schools are a place for training and education. Every member of the school community operating there, with equal dignity and in different roles, acts to guarantee the formation of citizenship, the achievement of the right to study, the development of the potential of each person and the recovery of disadvantaged situations, in harmony with the principles ratified by the Italian Constitution, the International Convention on the Rights of the Child and with the general principles of the Italian system.
2. The life of the school community is based on freedom of expression, of thought, of conscience, of religion and of teaching, mutual respect for every person comprising it and on knocking down all ideological, social and cultural barriers.

### **Art. 3. Scholastic autonomy.**

1. The Smiling Secondary Schools are organised in compliance with the national indications for Secondary schools and for Linguistic high schools.

The two cycles last three and five years, respectively; the lessons are held in English (with the obvious exclusion of Italian or other foreign language lessons) and the curriculum is devised with consideration for scholastic autonomy, as defined by the laws in force, so as to achieve the educational institution's aims in the best possible way.

2. The scholastic autonomy of the Smiling Secondary Schools consists of the design and implementation of educational, training and teaching operations targeted at the growth and scholastic success of the students, adapted - as far as possible - to the specific characteristics of each of them and the families' requirements, according to the national standards of Presidential Decree no. 275 of 8 March 1999.
3. The Smiling Secondary Schools set forth their aims in the three-year educational offer - PTOF. The PTOF is the fundamental document that constitutes the cultural and structural identity of the schools, specifying the curricular, extracurricular, educational and organisational planning thereof.

**Art. 4. Commitment to the quality of the scholastic organisation and the achievement of scholastic success.**

1. The Smiling Secondary Schools undertake to maintain a high level of quality in the services offered, making everyone operating there aware of the importance of their activity. For that purpose, the school community is organised through the continuous adaptation of the skills and organisational flexibility of the facility.
2. The Smiling Schools promote all initiatives able to raise the scholastic success rates, since this is considered a priority aim.
3. From this perspective, every Teacher is committed, individually and collectively, and in synergy with the entire school community, to adopting all the strategies necessary for combating the causes of failure and truancy, in particular implementing the planning of educational activities, personalised teaching, extra lessons within and outside school hours, supporting students with difficulties and enhancing strengths.

**Art. 5. Participatory governance of the School.**

1. The participatory governance of the School is performed, in full compliance with the respective skills and prerogatives, by the collective and individual Bodies.
2. These Bodies are:
  - a) The Principal;
  - b) The School Board;
  - c) The Teaching Body;
  - d) The Class Board;
  - e) The Parents Meeting;
  - f) The Students Meeting (for High School only).
3. The establishment and running of the Bodies in question is guaranteed by the scholastic organisation according to the reference standards and the Regulations of the Collective Bodies approved by the Principal on 20/09/2016, Prot. No. 206/2016 on file.

**Art. 6. Language.**

1. All members of the school community are obliged to use proper language without any vulgar terms, which must express the respect due to every person and to the educational institution in all situations.

**Art. 7. Clothing and hygiene.**

1. The clothing of every member of the community must be appropriate for the school environment.
2. Pupils attending Secondary School (up to 8th grade) must wear school uniform.
2. Scanty clothes and garments that could hide personal identity are not allowed.
3. Everyone is obliged to have scrupulous respect for personal hygiene standards.

#### **Art. 8. Smoking ban.**

1. No smoking is allowed anywhere in the school, the garden or the gym. The ban also applies to electronic cigarettes.
2. The Principal, all the teachers and all the personal are responsible for the enforcement of the smoking ban.
4. Failure to comply with the ban implies the application of the sanctions envisaged by Law 584/1975 as amended, increased according to the provisions of Law 311/2005.
5. All those responsible for checking the application of the ban must immediately report any transgression.
7. Failure to comply with the smoking ban by students also constitutes a disciplinary offence, subject to punishment according to articles 27 and 28 below.
8. The school promotes all knowledge useful for the encouragement of good behaviour in relation to smoking, drinking alcohol and taking drugs.

#### **Art. 9. Use of mobile phones, filming and audio and visual reproduction devices.**

1. It is absolutely forbidden for teachers and students to use mobile phones during educational and official activities.
2. While they are at school, students must absolutely keep their mobile phones switched off and put them away in their bags. If the above rule is broken, the mobile phone will be confiscated by the teacher or member of staff, taken to the Office and returned to the parents only, who must come in person to school to collect it.
3. For written tests, the teacher may decide to take all mobile phones from the students and give them back at the end of the test. Following this decision by the teacher, if a student hides their mobile phone, their test will be collected and they will be given a negative result (as mentioned in Article 35 below).
4. Teachers and other personnel are also forbidden from using mobile phones. Failure to comply with this rule shall be punished with a written warning.
5. It is absolutely forbidden to use any filming or audio and visual reproduction devices. Exceptions to this rule may only be made by the Principal and only as part of educational activities.

6. Images must never be posted without prior consent. Such actions are considered severe breaches of image and privacy rights, as set forth by Legislative Decree 30/06/2003 (Personal data protection code).

#### **Art. 10. Use of the IT network.**

1. All the IT resources (HW and SW, intranet and internet) are available to the administration and teaching staff with specific purposes and aims for the various disciplines and inter-disciplinary areas. Computers are a usual work tool for students and teachers.
2. The use of the School's IT and electronic network and services is available to all members of the school community, who must however guarantee the correct use thereof, exclusively for professional or study purposes.
3. Any use of the IT resources for personal purposes is forbidden and can result in punishment.
4. The school complies with the *Provisions for the protection of minors to prevent and combat cyberbullying* (Law No. 71 of 29 May 2017, in the Official Gazette No. 127 of 3 June 2017), of which it undertakes to make all members of the school community and the families aware.
5. The school undertakes to promote education on the conscious use of the internet and the knowledge of all the rights and duties connected with the use of information technologies, also through the implementation of specific projects in association with local bodies, authorities, police bodies, associations and bodies.
6. Behaviour attributable to cyberbullying (*"any form of pressure, aggression, harassment, blackmail, insult, denigration, defamation, identity theft, alteration, unlawful acquisition, manipulation, illegal processing of personal data to the detriment of children, performed electronically, and the circulation of online contents relating to one or more members of the child's family, the intentional and predominant aim of which is to isolate a child or group of children, implementing serious abuse, a harmful attack, or their ridicule"* -Art. 1, paragraph 2, Law 71/2017) is always considered a serious disciplinary offence and is punished according to the contents of Art. 28 below. If the behaviour is classified as a crime, the school shall immediately contact the police.
7. The Principal is the contact person in the event of cyberbullying.

#### **Art. 11. Use of laboratories.**

1. The primary use of the laboratories is for didactic and educational purposes. They may also be used for staff training activities or for third party activities, in accordance with specific regulations.

2. The laboratories are used by the classes according to the planned timetable. Any other use, not envisaged by the aforementioned timetable, must be authorised by the Office.
3. Any abnormality or malfunctioning must be reported by any user to the Office.
4. The use of the laboratories by students without the presence of a teacher must be authorised by the teacher and notified to the Office.
5. After the end of lessons (4.15 pm) the laboratories can be used by students, even without the presence of a teacher, but only if the Office has been informed.
6. The Office will make a note of the name of the user and the time that the computers are used.

**Art. 12. Access of external parties to the School and identification of personnel.**

1. External parties may access the School identifying themselves and recording their presence at reception.
2. External parties are not allowed to access the classrooms, corridors, laboratories or any other areas intended for educational activity, unless otherwise permitted on an exceptional basis by the Principal.
3. The school's rooms are not to be used for any activities other than the ordinary ones, unless permitted on an exceptional basis by the Principal.

**Art. 13. Safety.**

1. All the members of the school community are obliged to behave in a suitable way to prevent accidents and damage to people and items. Every individual is responsible for reporting any danger to the Principal.
2. The students and personnel must be aware of the procedures for evacuating the school buildings. The school provides a safety plan and circulates it, organising the necessary training for the teaching and non-teaching staff, and providing suitable information notices for students.
3. For the purpose of the above, periodic evacuation drills will be organised. Any incorrect actions performed by students during the aforementioned drills are to be considered serious disciplinary offences.

**Art.14. Health provisions.**

1. The health provisions for primary and secondary schools are established by the Emilia Romagna Region and are displayed on the school notice board. In particular, it is to be noted that:
  - a) In primary and secondary schools medication cannot be administered. If a student has any health issues that require permanent or temporary attention or treatment (e.g. chronic

- diseases, allergies, etc.) to be performed during school time, the parents must notify their Paediatrician, for the possible drafting of a specific shared and formalised agreement (Provincial Protocol) between the family, the school and the Paediatrician;
- b) Special diets for diseases must be prescribed by a doctor; diets required by parents for cultural, ideological or religious reasons (e.g. vegetarian, vegan, Muslims, Jews, etc.) are to be requested in writing to the school, signed by both parents, by the start of the school year; the diet chart is available to parents and is periodically updated;
  - c) For celebrating birthdays or other occasions, only cakes made by bakeries whose origin is easily identified, or cakes made by the school kitchen, are allowed. The base or any fillings or decorations of the cakes must not contain: liqueurs, custard, cream, zabaglione, butter cream, chocolate, ground almonds or any other nut derivatives; ice-creams are only allowed if they are industrially prepared or made by authorised ice-cream shops and if it is possible to guarantee the correct storage thereof, without any interruption to the cold chain, until the time they are consumed;
  - d) In the event of accidents, the school personnel take action in compliance with the aforementioned health provisions, in particular contacting the emergency services and informing the family.

## **TITLE II - STUDENTS' RIGHTS AND DUTIES.**

(In compliance with the principles of the *Statute of Secondary School Students* - Presidential Decree 249/1998).

### **Art. 15. Rights.**

1. The students have the right to a qualified cultural education that, also through orientation, respects and enhances the identity of each person and is open to multiple ideas. The Smiling Secondary Schools pursue learning continuity and enhance the personal inclinations of the students; the students can formulate requests, develop freely chosen themes and take independent initiatives.
2. The school community protects students' rights to confidentiality.
3. The students have the right to be informed on the decisions and rules that govern the life of the School.
4. Every student has the right to take an active and responsible part in the life of the School. The Principal and the teachers instigate constructive dialogue on their choices relating to the planning

and definition of educational objectives, the organisation of the School and the choice of books and educational material, involving the students.

5. The students have the right to transparent and prompt assessment, for the purpose of activating a self-assessment process that helps them to identify their strengths and weaknesses, improving their performance.

6. The students have the right to freedom of learning and independently exercise the right to choose from the additional curricular activities and additional optional activities offered by the School.

The curricular activities and additional optional activities are organised according to times and methods that consider the learning paces and daily requirements of the students.

7. Foreign students have the right to respect for the cultural and religious life of the community to which they belong. The School promotes and favours initiatives that encourage the acceptance and protection of their language and culture and the implementation of inter-cultural activities, with full respect for the primary value of secularity, the supreme principle of the Italian Constitution.

#### **Art. 16. Duties.**

1. The students are obliged to:

- a) Regularly attend lessons and diligently perform their study commitments;
- b) Take part in school life with interest and involvement;
- c) Have respect, also in formal terms, for their classmates, personnel, teachers and the Principal;
- d) In exercising their rights and fulfilling their duties, maintain correct behaviour, compliant with the aims of the school and the principles of the Statute of Secondary School Students;
- e) Scrupulously follow the instructions given by teachers;
- f) Comply with organisational and safety standards;
- g) Correctly and respectfully use all the school areas and equipment, behaving in such a way as not to cause any damage to school property;
- h) Share the responsibility for making the school area welcoming and taking care of it;
- i) If attending Secondary School (6th to 8th grade), wearing school uniform.

2. Lack of respect for classmates and school personnel, bullying, aggression and violence are considered serious disciplinary offences.

#### **Art. 17. Electronic register.**

1. The electronic register is the main tool of communication between the school, the students and the families. The students are obliged to view the parts reserved for them on a regular basis.

2. The Secondary School students receive credentials for accessing the E.R. functions relevant to them.
3. Any use by students of parents' credentials for the purpose of falsifying communications between the school and the family is considered a serious disciplinary offence.

**Art. 18. School timetable.**

- 1 Lessons start at 8.15 am.
2. Students can access the school building from 7.45 am and must be inside by 8.10 am.
3. They can leave the school building after lessons have finished, at 1.10 pm (6th - 8th grade) and from 1.20 pm (9th grade onwards) on days when there are only morning lessons, and at 3.10pm or 4.10 pm on days when there are afternoon lessons. Students who stay for lunch cannot leave before 2.10 pm.
4. Students cannot go out during the lunch break unless written authorisation is sent to the Office by the family with at least one day's notice. There are no exceptions to this rule.

**Art. 19. Late entry.**

1. Students must enter class punctually, also after breaks or activities held in the gym or in the laboratories. If this does not happen, the teacher makes a note of the late entry on the electronic register. The frequency of late entries affects the mark awarded for behaviour, which contributes to the average mark for the term.

**Art. 20. Early exits.**

1. Requests to leave early are only accepted if they are sent by the parents to the Educational office, and only at the end of lessons. The request is also valid as justification.
2. Without a request from the family, early exit is not allowed.
2. Early exits are always noted in the register. After three early exits, the student's family is contacted by the Principal.
3. Special cases are examined by the Principal or her personnel.
4. Pupils who feel unwell during lesson time can leave school after authorisation from a relative, who will be contacted by the Office.

**Art. 21. Commuting students.**

1. Commuting students may be authorised by the Principal, following a written request with a valid reason to enter and/or exit school with a few minutes' difference with respect to lesson times;

parents are responsible for any incidents during travel. This permission is provided at the start of the school year and is recorded on the class register.

**Art. 22. Obligation of attendance and absences.**

1. In the event that a student is absent from lessons, the family is responsible for the absence of their child.
2. Every pupil must attend at least 75% (three quarters) of the annual number of hours of school (Presidential Decree 122/2009).
3. Failure to reach the minimum level of attendance implies exclusion from the final assessment and lack of eligibility for the subsequent class or for the final examination.
4. In exceptional cases, the school accepts derogation to the aforementioned limit, in the presence of motivated and extraordinary student requirements. This derogation only applies to documented and ongoing absences.
5. Even in the presence of derogation, the Class Board may decide that the absences jeopardise the possibility for the affected pupils to take the relevant assessment.
6. The Coordinator and the Class Board must promptly inform the Principal and, subsequently, the family, of all situations relating to delays, absences and early exits, which could have a negative effect on the mark for students' behaviour and their progress.
8. Students over the age of 18 can justify absences, delays and early exits independently.
9. However, the school reports to the parents any behaviour by students over 18 that it considers inappropriate, too frequent and in any way harmful to the good scholastic progress of the student.

**Art. 23. Classroom changeover, lesson changeover, permission to leave during lessons.**

1. During the changeover between lessons, while waiting for the teacher to arrive, students must remain in their classroom with the door open, maintaining correct and calm behaviour.
2. Any movements between classrooms, laboratories, the gym, the canteen, etc. must take place in the presence of a teacher and must be performed with order and promptness.
3. During lessons students may be authorised by the teacher to leave the room, one at a time, for personal needs and for a limited amount of time. It is forbidden to stand in the corridors or to leave the school building.

**Art. 24. Recreation.**

1. During recreation the students can stay in the Common Room and in the school garden. In no case can they leave the school premises.

2. Students must come back into the classrooms punctually after break, avoiding delays.
3. Also during recreation, the students must maintain appropriate behaviour.
4. The teachers are responsible for supervising the students during recreation.
5. The students cannot stay in the cafeteria during lesson time, changeovers or movements from one classroom to another.

**Art. 25. Exemption from Physical Education lessons.**

1. It is compulsory for students to attend Physical Education lessons, even those who are exempt from practical sports activities, who must stay with the rest of their class.
2. Students who, for health reasons, cannot take part in the practical lessons for a period of over one month, even if this is only limited to some activities, must request exemption. The application, accompanied by a doctor's certificate, must be signed by a parent and delivered to the Office.
3. It is possible to be exempt from some or all physical activities for the whole school year or just a part of it.
4. Students who, for whatsoever reason, do not take part in the practical lessons cannot leave the gym, unless authorised by the teacher.
5. In the event of accidents, students must immediately inform the teacher.
6. Access to the gym is only allowed with suitable shoes, i.e. trainers with clean soles, to be put on after reaching the gym changing rooms; exonerated students also need to comply with this rule.
7. Students who come to lessons without suitable clothing will not be able to take part in the activities.
8. Transfers from the classroom to the gym must take place quickly and in an orderly manner.

**Art. 26. Liability for damage.**

1. The school, its facilities and equipment as a whole are the assets of everyone and everyone is obliged to respect them and keep them tidy and efficient.
2. In the event of reports of damage caused by students, the following rules apply:
  - a) Accidental damage caused during normal educational activities or during laboratory activities is not compensated until reaching the annual amount of € 30.00; for damage over said value, compensation is always due;
  - b) Voluntary damage must always be compensated by whoever is considered directly liable; in the event that the person responsible cannot be identified, the liability lies with the group of students or class present at the time the damage occurred.

- c) If the damage affects communal areas (corridors, toilets, laboratories, library, etc.) and it is not certain who is responsible, all the classes that together use or have used those areas will be liable for compensation;
  - d) If the damage affects communal areas such as the hall, the garden etc., all the students attending the site shall be liable for compensation;
  - e) The Principal is responsible for adopting the appropriate and necessary initiatives for estimating damage caused with intent, and for writing to the students and their parents to request compensation for their share;
  - f) Sums deriving from compensation shall be entered on the school budget and used for the necessary repairs;
  - g) In special cases, subject to the discretion of the Principal, students may be allowed to repair the damage caused directly outside lesson times.
3. The school is not, in any case, liable for money or personal items brought into the school building.

**Art. 27. Discipline.**

1. The correct discipline of the students implies compliance with every part of these Regulations. Any infringement is considered a disciplinary offence.
2. In particular, students are punished in proportion to the severity of their behaviour when:
  - a) They do not attend lessons diligently and regularly;
  - b) They do not do homework;
  - c) They copy or commit plagiarism in their written work;
  - d) They come to lessons without the necessary material and books;
  - e) They repeatedly ask for photocopies and print-offs in the offices without any valid reasons;
  - f) They show lack of respect for classmates and teachers;
  - g) They use the class PC and interactive board in the absence of teachers;
  - h) They damage areas and furnishings;
  - i) They break the mobile phone ban;
  - j) They eat and drink in class; the only exception being water from plastic bottles;
  - k) They use the lift without permission;
  - l) They break the smoking ban.

The following are considered particularly serious:

- Use of other people's electronic accounts;

- Offensive and disparaging behaviour towards classmates, either directly or through chats or social networks;
- Actions that voluntarily aim to isolate one or more classmates;
- Offensive and disrespectful displays of other people's opinions of religious or political symbols;
- All behaviour that is not appropriate in the school environment.

**Art. 28. Disciplinary measures and bodies eligible to inflict them.**

1. One of the following disciplinary measures is applied to students whose behaviour is considered a disciplinary offence, in proportion to the seriousness thereof:

- a. Written warning, by teachers;
- b. Written reprimand, by the Principal;
- c. Temporary suspension from school for 1 to 15 days, by the Class Board;
- d. Temporary suspension from school for over 15 days, by the School Board;
- e. Suspension from school until the end of the school year, by the School Board;
- f. Exclusion of the student from the final assessment or non-eligibility for the public examination at the end of the course, by the School Board.

2. Students receive written warnings when they have not fulfilled their school duties: failure to hand in homework, use of mobile phone, refusal to take an oral test.

At the mid-year or final assessments, the Class Board may assign eight as a mark for behaviour to students who have received a written warning during the assessment period.

3. Students receive written reprimands for:

- a. Behaviour or actions that offend the personality or convictions of other students;
- b. Repeated lack of fulfilment of school duties, already reported through at least two warnings;
- c. Offence against the person and professional role of school personnel;
- d. Tampering with didactic material used for internal and/or external assessment tests;
- e. Damage caused to the school facility, furnishings and equipment.

The Class Board may assign six as a mark for behaviour for the term to students who have received a written reprimand. The written reprimand is recorded on the student's personal file.

4. Students receive the disciplinary measure of temporary suspension from school for 1 to 15 days in all cases of serious or repeated disciplinary offences as described above and for having committed disciplinary offences already reported by at least two reprimands. The Class Board may assign five as a mark for behaviour for the term to students who have been temporarily suspended from school.

5. Students receive temporary suspension from school for a period of over 15 days in the following cases:

- a) Physical or psychological aggression against one or more classmates, or against any member of the school community;
- b) Damage caused to the school facility, furnishings or equipment, such as to prevent or compromise the normal implementation of school activities;
- c) Behaviour that constitutes crimes punishable by law or for which the judicial authority has initiated criminal proceedings notified to the school;
- d) When a student, deliberately through their behaviour, constitutes a danger to the safety of the people in contact with the school community.

In the aforementioned cases, following a proposal by the School Board, the Class Board will assign a maximum mark of five in behaviour for the assessment period.

6. Students are suspended from school until the end of the school year or are excluded from the final assessment or not eligible for the public examination at the end of the course in the event of:

- a. Repeated crimes that violate dignity and respect for human beings;
- b. Behaviour committed with serious violence or that causes social concern.

In these cases the school must always verify the existence of serious, precise and concordant elements to prove the disciplinary responsibility of the student. In the aforementioned cases, following a proposal by the School Board, the Class Board will assign a maximum mark of five in behaviour for the assessment period.

7. The situations relative to paragraphs 5 and 6 must be accompanied by a motivated impossibility for the responsible and prompt return of the student to the school community in the year attended.

8. The bodies responsible for establishing the disciplinary measure must consider the nature of the disciplinary offence, the situation in which it occurred and the personal history of the student. A body responsible for applying disciplinary measures of a certain level can always apply a measure of a lower level.

9. Disciplinary measures can also be decided for offences committed by students during the examination sessions. In that case, they are decided by the Examination board.

**Art. 29. Procedures for protecting the right of students to defend themselves and for the application of disciplinary measures.**

1. All disciplinary procedures begin with a notification of the accusations, so as to guarantee that the student has the right to put forward their reasons and so that the family can be promptly informed.

2. In the event of a written warning, after verbally formulating the notification to the student, the teacher makes a note of it on the electronic register. The student, in turn, also has the possibility to make a note of their justifications in the register. The coordinator and the Principal must be informed as quickly as possible.
3. In the event of a reprimand, the Principal initiates the procedure of the written notification of accusations against the student. At the same time, the Principal must listen to the student class representatives and anyone else who may be aware of any relevant significant elements. Within the next two days, the student may present a written justification.
4. In the event of temporary suspension from school, the Principal is responsible, upon producing the written notification of accusations, for initiating the preliminary investigations during which all the useful elements will be gathered for understanding the case and for the subsequent decision. The student is therefore invited, within two days, to present a written report, indicating relevant evidence and witnesses in their favour.
5. The case will be examined in two subsequent Class Board meetings, held on different days. In the first meeting, the preliminary investigations will be completed. The written report presented by the student against whom the disciplinary procedure is made will be examined and the student and their witnesses will be heard. Finally, anyone who can provide useful witness statements on the events will be heard. During the same Class Board meeting, a proposed decision will be drawn up. During the second meeting, the proposal will be put forward for approval.
6. The provision adopted by the body will be motivated and will take into consideration the context in which the actions were committed and the student's personal history. The student's family will be contacted by the Principal or by a teacher. A copy of the provision will be sent to the supervisor of the Provincial School Department.
7. The school will take action to prepare for the student to return to the school community, guaranteeing that their return can be as smooth as possible.
8. The decision-making bodies can offer the student the opportunity to convert the disciplinary measures into community service for the school. However, the disciplinary measure received shall remain recorded on the student's personal file.

### **Art. 30. Appeals and petitions.**

1. Anyone who has an interest in doing so can appeal against the disciplinary measures in accordance with Art. 5, paragraph 1 of the *Statute of Secondary School Students*;

2. By initiative of the students or other members of the school community, the school's "guarantee institution" can also decide on any conflicts that arise in the school community in relation to the application of the articles of the Statute.

**Art. 31. Guarantee institution.**

1. The guarantee institution comprises four members: the Principal who presides over it, a teacher, a student and a parent. When making decisions, in the event of an equal result, the President of the collective body has the deciding vote. The teacher is appointed by the Teaching Body on an annual basis. The student and the parent are appointed on an annual basis by their representatives on the School Board. Each appointment must also include an indication of a substitute representative in the event of the absence or incompatibility of the representative.

2. A student who has been given a written warning or a written reprimand can ask, in the subsequent school year, for the disciplinary measure to be reviewed in light of their subsequent good behaviour. After gaining documentation and hearing the Class Board, the guarantee institution can decide on the cancellation of the disciplinary measure, issuing a formal document that will be recorded on the student's personal file.

**TITLE III - TEACHERS.**

**Art. 32. Specific function.**

1. The rights and duties of the teaching staff are governed by the legislation in force in Italy and, for the working relationship at the Smiling Secondary Schools, by the ANINSEI National Collective Contract and by these Regulations.

**Art. 33. Supervision.**

1. In their supervisory role, teachers are obliged:

- a) To ensure their punctual presence in the classroom, moving quickly from one room to another;
- b) To guarantee supervision of the students throughout their time at school;
- c) To intervene whenever necessary in relation to any student of the school, even from classes that they do not teach, to remind them of their duties;
- d) To inform the Principal of any problematic situations;
- e) Not to leave the class without first guaranteeing its supervision;

- f) To limit as much as possible students leaving the classrooms during lesson time, checking that they return promptly;
- g) Diligently filling in the electronic register and the paper register.

2. The teaching staff's obligation to supervise the students throughout their working day is of primary importance with respect to their other obligations, since it is part of their general duty to supervise minors; therefore, in the event of concurring obligations deriving from the Teacher's duty of care, and any incompatible situations meaning that it is objectively not possible to fulfil such obligations simultaneously in terms of time and place, the teacher's choice must always be to fulfil the supervisory obligation. Teachers are not justified in appointing a non-teaching member of staff to replace them in this role, since this is clearly not an appropriate solution.

#### **Art. 34. Teaching.**

1. In performing their teaching role, teachers must ensure that:
  - a) Their commitment complies with the specific philosophy and objectives of the Smiling Schools;
  - b) They maintain a relationship with students without indulging in friendly attitudes and avoiding any contact through social networks;
  - c) They gauge the starting conditions of the class;
  - d) They inform the class on the objectives to be reached, the assessment methods and the assessment criteria;
  - e) They choose potentially significant contents and offer interesting and engaging lessons;
  - f) They provide a transparent and prompt assessment (immediate for oral tests, within a week for written tests), so as to allow students to initiate a self-assessment process;
  - g) They respect students' right to confidentiality;
  - h) They avoid mechanical learning;
  - i) They accurately monitor the learning mechanism of each student, both in terms of the cognitive and emotional aspects;
  - j) They identify and respect the cognitive style of each student, simultaneously promoting the development of a complementary style;
  - k) They frequently assess the students (through written and oral tests), using this as a learning tool; specifically, it is good practice to guarantee three assessments in every four-month term per student in the subjects with no more than one hour per week, and at least five for the other subjects.
  - l) They use oral tests as the main assessment tool; written tests must be limited;

- m) They stimulate metacognitive reflection, making the students aware of the mental operations performed, the knowledge and skills used in performing a task, and getting them used to reflecting on their work;
- n) They identify strategies and moments for revision, so that students are able to improve their performance; these moments must be explained clearly in terms of contents, methods and the objectives pursued;
- o) They enforce respect for the behavioural rules and these Regulations.

2. Teachers are also obliged to:

- a) Regularly consult the file of appointments with parents, punctually attending the meetings;
- b) Inform the coordinator and the Principal of the need to contact a family, without taking direct initiatives.
- c) Report any unplanned absences, due to illness or other emergencies, to the Coordinator and the Office with as much notice as possible;
- d) Look after the rooms and technological equipment, always remembering to turn off the PCs, lights and any other electrical equipment.

### **Art. 35. Assessments and homework.**

1. Written and oral tests must also be given without any prior notice. In every four-month term, there should normally be two written tests and three oral ones. For disciplines with a total of one hour per week, only one oral and one written test is required.
2. The teachers of each class must agree on the scheduling of tests so that there is never more than one written one per day.
3. There may be a maximum of three written tests in one week.
4. Students must not have to take more than one written and one oral test per day.
5. If a student refuses to take an oral test without a valid reason, the teacher can give them a mark of four;
6. Teachers must not give homework for the following day.
7. Homework can be given for the same week, but not the following day, as long as the quantity is compatible with the general workload of the students in the class.
8. Every teacher can assign homework to be completed by the following week.
9. In general, homework must always be assigned with consideration for the commitments of the class as a whole (extraordinary extracurricular activities, school trips, planned written tests) and all the teachers must confer closely.

9. If a student fails to hand in their work (homework, worksheet, essay, lab report, ...) twice, they will be assigned a mark of four in that subject; this mark, which will be recorded as a “practical assessment” in the electronic register, will contribute towards the average mark at the end of the year for that subject;
10. Individual subject teachers can assign personalised homework to students with a very positive result (mark over 8.5).
11. The results obtained by students who do optional extra work contribute towards the end-of-year mark for the subject.
12. Copying and, in general, any form of incorrect behaviour in homework and assessments, can lead to a mark of four being assigned. This mark will be recorded as an assessment of the subject, contributing to the end-of-year average mark.
13. Students who are absent - without a valid reason - on the day of planned written tests, or that obtain a negative mark in the test will not be able to repeat it. Teachers may allow a test to be repeated, only if they consider it appropriate, but only once per subject per four-month term.
14. For students who have particular learning difficulties, catch-up programs can be drawn up, discussed with the relevant Class Board and notified to the families. These programs must involve tests to assess the results reached.
15. The assessments are established according to the indications of the three-year educational offer.

#### **TITLE IV - NON-TEACHING PERSONNEL.**

##### **Art. 36. School personnel.**

1. The rights, duties, responsibilities and disciplinary regulations relating to non-teaching personnel are governed by the Laws and the ANINSEI national collective contract. These regulations refer to the main internal behavioural rules.
2. All personnel:
  - a) Must guarantee a suitable service for user requirements;
  - b) Must behave according to what their role encompasses, without taking the prerogatives of other roles;
  - c) Must respect the working timetable and promptly report any delays or absences;
  - d) Must adopt appropriate behaviour for the school environment, must perform their duties with conviction, punctuality and with respect for the commitments made;

- e) Must be aware of, respect and apply the standards and commitments made by the Educational institution through these Regulations, the three-year educational offer, the Co-responsibility Agreement, the personal data security planning document and the safety in the workplace document.

3. Personnel must conform their conduct to the duty to behave with commitment and responsibility for the proper running of the school, placing respect for the law and the interests of the school before their private interests.

4. In this context, considering the need to guarantee the best quality of service, every employee must in particular:

- a) Perform their duties with diligence, balance and a professional attitude;
- b) Cooperate for the proper running of the school;
- c) Provide all information of which they are aware to the students and their families, with respect for the provisions on transparency and access to administrative activities;
- d) Promote all forms of cooperation with the families and the students;
- e) During working hours, always maintain conduct in compliance not only with the general principles of uprightness but, also, coherent with the specific educational aims of the entire school community, abstaining from behaviour that could harm the dignity of other employees, users or students;
- f) Guarantee the integrity of the students according to the attributions of each professional profile; look after the rooms, furniture, items, machinery, equipment, tools and vehicles entrusted to them.

5. The personnel must behave so as to guarantee relationships of proper and effective cooperation between the school and the Public Administration Department with which it has to interact.

## **TITLE V - PARENTS.**

### **Art. 37. Duties.**

1. Parents are primarily responsible for the upbringing and education of their children. They have the right/duty to share this important task with the school.

In particular parents are responsible for:

- a) Transmitting to their children the conviction that school is of fundamental importance for human and cultural education and for building their future;

- b) Cooperating actively with the school through the tools provided by the educational institution; keeping up to date on their children's educational program;
- c) Respecting, and ensuring that their children respect, the Educational institution, promoting their children's regular attendance and preventing absences, late entry and early exits except for serious and documented reasons;
- d) Scrupulously complying with the methods for justifying absences, late entry and early exit;
- e) Reading all the letters sent by the school and discussing with their children any decisions and disciplinary measures, stimulating reflection on any episodes of conflict and critical issues;
- f) Using the electronic register according to the school's instructions, remembering that the access credentials given to them are personal and cannot be used by the students;
- g) Taking part regularly in the meetings of the collective bodies and the Parent-Teacher meetings arranged;
- h) Establishing relationships with the teachers based on trust and effective cooperation and instilling trust and respect for teachers in their children;
- i) Reading the contents of the Educational Offer and complying with the contents of these Regulations and the Co-responsibility Agreement, discussing it with their children and taking responsibility for what has been agreed.

**Art. 38. School - family meetings.**

1. The Principal draws up the annual plan of meetings with families, indicating the related methods and consequent time commitments of the teachers. The schedule of school-family meetings is subject to the calendar of educational activities and is explained in specific notifications.
2. Parent-teacher meetings are held twice during the school year, once per term. These meetings are normally held in the afternoon and the dates and times are notified to families and students with sufficient notice.
3. Every teacher sets aside one hour per week for individual meetings with parents, which must be booked through the Educational office.

**Art. 39. Class Board meetings open to elected representatives**

1. There are two Class Board meetings open to elected representatives per school year. All parents and students who wish to can attend, even if they are not elected (without the right to speak). It is to be understood that any decisions are made in the presence of eligible parties (teachers and representatives elected by parents and students).

**Art. 40. Communications to families.**

1. Communications related to actions of general and not urgent interest are published on the school website, the electronic register and displayed on the school notice board. Parents are invited to consult the homepage (news) and dedicated areas of the school website on a regular basis.
2. Families are informed as to educational and disciplinary progress:
  - a) Through the school reports i.e. four-monthly assessment sheets, in February and at the end of the school year, expressed in marks out of ten;
  - b) With a communication, if necessary, informing them of the need to perform catch-up or reinforcement activities.
3. In specific cases, which require prompt intervention from the family, the Principal or the Coordinator, also following a report from a teacher, may call them through the Educational Office.

**Art. 41. Access of Parents to the school premises.**

1. To protect the safety of the school environment, parents and other relatives of students are not permitted to access the classrooms, corridors, laboratories or any other area intended for educational activities, without authorisation.
2. Parents are only allowed to access the offices and the room intended for meetings with teachers.
3. During collective meetings, parents can access the rooms intended for that purpose.

**TITLE VI - FINAL RULES.**

**Art. 42. Approval and publication.**

1. These regulations come into force as of the school year 2017/2018. They will be subject to annual review. If necessary, they may be amended, during the year, if decided by the Principal.
2. These Regulations and the Educational Offer, in its full version, are published on the school website.
3. The Regulations and a short version of the Educational Offer are given to students upon registration, along with the Educational Co-responsibility Agreement.