To the FAMILIES OF I.C. MONTICELLI D'ONGINA'S STUDENTS (PRIMARY AND MIDDLE SCHOOL)

Extract from the DISCIPLINARY REGULATION

Note: the full disciplinary regulation (Regolamento Disciplinare) and the educational co-responsibility pact (Patto di corresponsabilità educativa) are available at www.icmonticelli.it, in the 'Albo Pretorio' section (under 'regolamenti').

TYPES OF DISCIPLINARY INFRINGEMENTS	SANCTIONS AND COMPETENT BODIES
1. Occasional conduct which does not comply with the principles of fairness and good education 2. Occasional, non repeated minor misconduct against schoolmates, teachers and school personnel 3. Occasional disturbance during lessons 4. Occasional delays or absences	VERBAL WARNING Competent bodies: teachers and Headmaster
1. Repeated conduct which does not comply with the principles of fairness and good education 2. Repeated minor misconduct against schoolmates, teachers and school personnel 3. Repeated disturbance during lessons, lunch, transportation by school bus and/or Piedibus and school trips 4. Repeated lack of the due diligence and punctuality (two or more times in a row) 5. Minor breaches of safety rules 6. Repeated delays, if directly dependent on the student's responsibility 7. Failure to report other people's behaviours which are seriously harmful to the dignity and psycho-physical integrity and which the student has personally witnessed during school hours.	WRITTEN WARNING (with communication to parents and notification in the class register) Competent bodies: teachers and Headmaster Note: in the case of the Piedibus and school bus services, disciplinary sanctions shall be issued after ascertaining the misconduct with the municipal staff providing the service.
Single, non repeated use and/or detention of mobile phones and camera phones inside the school building	WRITTEN WARNING AND COLLECTION OF THE DEVICE. The collected device shall be put into a sealed envelope signed by the student and in the secured cabinet in the Headmaster's office. It shall be given back to one of the student's parents exclusively by the Headmaster or his/her delegate. Competent bodies: teachers and Headmaster
Repeated use and/or detention of mobile phones and camera phones inside the school building without offensive intentions nor invasion of other people's privacy	ONE-DAY SUSPENSION WITHOUT EXCLUSION FROM SCHOOL AND COLLECTION OF THE DEVICE The collected device shall be put into a sealed envelope signed by the student and in the secured cabinet in the Headmaster's office. It shall be given back to one of the student's parents exclusively by the Headmaster or his/her delegate. Competent bodies: Class Council and Headmaster
Repeated use and/or detention of mobile phones and camera phones inside the school building with offensive intentions and/or invasion of other people's privacy	EXCLUSION FROM SCHOOL FOR THREE TO FIVE DAYS AND/OR EXCLUSION FROM SCHOOL TRIPS ETC. Competent bodies: Class Council and Headmaster
1. One or two days unjustified absence, unbeknownst to parents 2. Forgery of parents' or guardian's signature (once or twice) 3. Excessive and uninterrupted disturbance during lessons 4. **Repeated** failure to report other people's behaviours which are seriously harmful to the dignity and psycho-physical integrity and which the student has personally witnessed during school hours	ONE TO TWO DAYS SUSPENSION WITH OR WITHOUT EXCLUSION FROM SCHOOL AND/OR EXCLUSION FROM SCHOOL TRIPS ETC. Competent bodies: Class Council and Headmaster **Note: with reference to infringement n. 4, suspensions are usually issued after an accurate evaluation of personal reasons**
1. Three or more days unjustified absence, unbeknownst to parents	ONE TO THREE DAYS EXCLUSION FROM SCHOOL AND EXCLUSION FROM SCHOOL TRIPS ETC.

2. Forgery of parents' or guardian's signature (three or more times)	Competent bodies: Class Council and Headmaster
1. Severe and repeated misconduct and/or bullying against schoolmates, teachers and school personnel, both direct and indirect (through new media and/or social networks) 2. Insults and offences to schoolmates, teachers and school personnel 3. Physical and psychological molestations against third parties, including bullying behaviour	THREE TO FIVE DAYS EXCLUSION FROM SCHOOL AND EXCLUSION FROM SCHOOL TRIPS ETC. Competent bodies: Class Council and Headmaster
1. Voluntary damage to property of the school, schoolmates or school personnel 2. Voluntary damage to third parties' property during extracurricular and outside school activities	WRITTEN WARNING IN THE CLASS REGISTER AND COMPENSATION FOR DAMAGES BY THE FAMILY IN SEVEREST CASES: - USEFUL ACTIVITIES FOR THE SCHOOL (e.g. Library work, tidying up of laboratories, etc. under a teacher's surveillance) - THREE TO FIVE DAYS EXCLUSION FROM SCHOOL Competent bodies: Class Council and Headmaster
1. Repeated severe behaviour 2. Assaults and acts of violence against schoolmates, teachers and school personnel taking place both inside and outside the school, before and after entry and exit 3. Severe offences to human dignity	SIX TO TEN DAYS EXCLUSION FROM SCHOOL COMPENSATION FOR MATERIAL DAMAGES Competent body: Class Council
1. Extremely serious acts and molestations 2. Severe facts occurred inside the school which could put the safety of persons at risk 3. Improper use of mobile phones, cameras and video cameras (also during school trips)	CRIMINAL DENUNCIATION EXCLUSION FROM SCHOOL FOR FIFTEEN OR MORE DAYS Competent bodies: School Council and Headmaster
Extremely serious shortcomings, repeated severe violence, incompatibility with the environment	CRIMINAL DENUNCIATION EXPULSION OR EXCLUSION FROM THE FINAL ASSIGNMENT OF MARKS OR NON-ADMISSION TO THE FINAL STATE EXAM Competent bodies: School Council and Headmaster

Note: sanctions may be accompanied by different 'educational measures' established by Class Councils

Summary ISSUING OF DISCIPLINARY SANCTIONS

1) **Suspension and/or exclusion from the school community from one to 14 days**

The class coordinator or his/her delegate informs the student's family of the infringements he/she is accused of and summons the student to a defensive talk. Once they have reached general orientation about the possible sanction basing themselves on the talks and the evidence analysed according to the school rules, the class coordinator or the Headmaster summon the student's parents and give them precise information about the infringements attributed to the student. In this phase the family has the right to promote its views and to provide exculpatory evidence. The Class Council meets and resolves upon the sanction. The class coordinator informs both the family and the student in brief (through phone call or meeting) about the sanction.

2) **Exclusion from the school community for 15 or more days**

The class coordinator or the Headmaster informs the student's family of the infringements he/she is accused of and summons both the student and the family to a defensive talk. The class coordinator and the Headmaster, or at least two delegates chosen among the class teachers, conduct the defensive talk with the student and his/her family: the student is charged with his/her behaviours which are subject to sanctions, possibly also with oral evidence from witnesses and/or the production of written and/or multimedia evidence. A precise record of the defensive talk is sent to the School Council which will make the final decision. The Headmaster summons the School Council to an extraordinary meeting. The School Council assesses the existence of the conditions laid down in the school rules and imposes the provided sanction by writing a precise record including the reasons supporting the decision. The family is promptly informed of the School Council's decision through a registered letter.

Note: it is possible to appeal against disciplinary sanctions by addressing the internal guarantee body within 15 days after the notification of the sanction.

Please fill in the form below and return it to the school

We _____ (name/surname) and _____ (name/surname), the undersigned parents of _____ (name/surname) attending class _____ at Primary school / Middle school in _____, DO DECLARE TO HAVE READ AND TO ACCEPT THE RULES CONTAINED IN THE EXTRACT FROM THE SCHOOL RULES. WE ALSO DECLARE THAT WE KNOW HOW TO GAIN ACCESS TO THE FULL DISCIPLINARY REGULATION AND THE EDUCATIONAL CO-RESPONSIBILITY PACT THROUGH THE SCHOOL'S WEBSITE.
Date _____
Father's/Mother's/Guardian's Signature _____ _____