



Istituto Superiore F. Morano - Parco Verde – Caivano – Napoli

This **disciplinary regulation** is an integral part of the **General Regulation of the Institute. A.S. 2020/2021**, prot. n. 2538 / 1.1.

| ART. | DISCIPLINARY DEFICIENCIES | PREVENTIVE EDUCATIONAL INTERVENTIONS | DISCIPLINARY SANCTIONS | RESPONSIBLE FOR THE MEASURE | PROCEDURE |
|------|---|--|--|--|---|
| 1 | <ul style="list-style-type: none"> Failure to fulfill school duties (not completing homework, not respecting deliveries, not bringing the material required, including tracksuit and shoes for physical education) Doing homework of other subjects during lessons. | Verbal warning and demerit on the register | <p>IF REPEATED</p> <p>Warning with incidence on Conduct and written communication to parents</p> | <p>The teacher,</p> <p>the class coordinator, the headmaster</p> | <ol style="list-style-type: none"> The teacher notes the deficiency on the class register. After the 3rd annotation, the coordinator (or the trustee) communicates it to the Headmaster Warning by the Headmaster and sending of written communication to the families |
| 2 | <ul style="list-style-type: none"> Eating outside scheduled hours as per institute regulations. (10:30 -11: 45) Moving without reason or without authorization in the classroom, in the laboratory and in the school building Regular lateness for classes Unauthorized exit from the classroom, presence in the corridors during the change time | verbal warning and demerit on the register | <p>After 3 demerits:</p> <p>Convocation of parents for a meeting.</p> | <p>The teacher</p> <p>The class coordinator</p> | <ol style="list-style-type: none"> The teacher notes the lack on the register of class The coordinator, after 3 annotations, convenes the family for an interview |

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| 3 | Wearing unsuitable clothing for school environment | Verbal warning by any scholastic operator and demerit on the register by a teacher of the class. | If repeated: prohibition to participate in guided tours or educational trip | teacher, the class coordinator, the Headmaster | <ol style="list-style-type: none"> 1. The teacher notes the lack on the register of class 2. The coordinator, after three annotations, communicates, by means of a detailed report, the absence to the Headmaster who proceeds to the sanction. |
| 4 | Coming to school late without a valid reason | verbal warning and demerit on the register | After the third delay: entry to school at the second hour, written communication to parents and warning with incidence on the vote of the conduct | collaborators / fiduciary, the class coordinator, the Headmaster | <ol style="list-style-type: none"> 1. Annotation by the teacher of the first hour 2. At the third delay, the coordinator reports the pupil to the responsible trustee of the class 3. At the 4th delay, written communication to the family from the coordinator and communication to the Headmaster |
| 5 | Coming to school at the 2nd hour (after 3 times) | Verbal warning and demerit on the school register | After the third time, written communication to the parents and warning. | Head master | <ol style="list-style-type: none"> 1. Annotation by the teacher of the 2nd hour 2. At the third delay, the coordinator reports the pupil to the responsible trustee of the class. 3. At the 4th delay, written communication to the family from the coordinator and admonition from the headmaster |
| 6 | Disfrequency | Demerit on the school register and report to school Headmaster. | If more than 5 days of absences: written communication to parents. | Class coordinator Headmaster | <ol style="list-style-type: none"> 1. Annotation on the school register 2. At the 6th day of absence, the class coordinator reports to the Headmaster and communicates to the family 3. Because of an appropriate numbers of absences, convocation of family and/or communication to the other organisms from the Headmaster |
| 7 | Leaving school with no permission | Verbal warning, demerit on the school register and report to the Headmaster. | Written communication to parents. From 1 to 3 days of suspensions from school lessons. Possible prohibition to | School coordinator Teacher staff meeting Headmaster | <ol style="list-style-type: none"> 1) Annotation on the school register of the absence in the class from the school coordinator and warning from witnesses. 2) Communication to the Headmaster and to the family from the school coordinator 3) Summon of teachers for staff meeting |

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| | | | participate in educational trips. | | |
| 8 | Use of mobile phone at school | | Immediately confiscation of it from the teacher in class. Convocation of parents. If the mobile phone is used to shoot non-authorized images: written admonition with 3 days suspension | Headmaster (with signals of school workers too) Headmaster with deliberation of teachers staff meeting (in case of shooting) | <ol style="list-style-type: none"> 1) The coordinator delivers the mobile phone to the Headmaster 2) The headmaster convenes the family to communicate it and gives back the mobile phone 3) In case of shooting, the Headmaster convenes the teachers staff meeting to adopt the expected penalty. |
| 9 | Smoking inside the school building (including the courtyard) | Verbal warning by any operator, annotation on the register | Application of the D.P.R. 24 June 1998, n. 249 and subsequent additions | Head master | <ol style="list-style-type: none"> 1. The witness signals the lack to the teacher present in the classroom that provides to note the happened on the register 2. The coordinator communicates the lack to the headmaster through a report 3. The Headmaster applies the D.P.R. 24 June 1998, n. 249 |
| 10 | Use of drugs | Reprimand by all operators, demerit on the register and urgent written report to the Headmaster | Convocation of the family and measures provided with law and communication to various organisms depending on the gravity of the episode | Head master | <ol style="list-style-type: none"> 1. Verified the veracity of the deficiency, the Headmaster convenes the family to inform it about the incident 2. If deemed appropriate, the Headmaster reports the pupil to organisms that can help the student. |
| 11 | Receiving more than three demerits | Reprimand by all operators Demerit on the register | Suspension from 1 to 3 days and not participation in guided tours / educational trip. | Headmaster with class council. | <ol style="list-style-type: none"> 1. Report of the pupil to the Headmaster by the coordinator. 2. Convening of the class council to establish the punishment to be adopted |

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| 12 | Fraudulent damage to facilities, tools, subsidies, equipment, furnishing. Getting dirty intentionally the school premises. | | Suspension from 7 to 15 days with removal from the school community, after hearing the pupil and the parent; cleaning of the rooms or furniture smeared; in case of damage evaluation and damage compensation | Headmaster with class council and opinion of the Director of General and Administrative Services. (D.S.G.A.) | <ol style="list-style-type: none"> 1. Annotation of the absence on the class register on the part of the teacher who attended the same o who has reported it. 2. Communication to the Headmaster 3. The school board is convened to adopt the punishment |
| 13 | Stealing goods in school | | Suspension from lessons from 1 to 5 days or alternative punishment. Possible exclusion from educational trips. | Headmaster with school board resolution | <ol style="list-style-type: none"> 1. The teacher that witnessed the misconduct or has reported it, notes the deficiency on the register 2. Communication to the principal 3. The school board is convened to adopt the punishment. |
| 14 | Verbal and gesture offences addressed to school staff or students | Formal apologies to the individual offended | Written communication to the family and suspension from 1 to 10 days | Headmaster with school board resolution | <ol style="list-style-type: none"> 1. The teacher, who has attended the misconduct or has reported it, notes the misconduct on the register 2. Communication to the principal 3. The school board is convened to adopt the punishment. |
| 15 | Messing up the classroom with waste paper, chewing gum, drawing graffiti on classroom desks or walls, moving chairs and desks | | Suspension from lessons from 1 to 5 days with removal from scholar community of the whole class after parents and students hearing | Headmaster with school board and opinion of the Director of General and Administrative Services. (D.S.G.A.) | <ol style="list-style-type: none"> 1. The teacher, who has witnessed the misconduct or has reported it, notes the lack on the register 2. Communication to the principal 3. The school board is convened to adopt the punishment. |
| 16 | Leaving plastic bottles in the school. | Lessons dedicated to the environment and awareness of the use of a water bottle for safeguarding the planet from plastic | Suspension from lessons from 1 to 3 days with removal from scholar community of the whole class after | Headmaster with school board resolution | <ol style="list-style-type: none"> 1. The teacher, who has witnessed the misconduct or has reported it, notes the lack on the register 2. Communication to the principal 3. The school board is convened to adopt the punishment. |

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| | | | parents and students hearing | | |
| 17 | Wearing your face mask appropriately, you must wear it in any place inside and outside the school; you mustn't lower it if you sit in a double desk | Specific lessons on the issue | Listening to students and written communication to the family and suspension from 3 to 7 days Possible exclusion from educational trips | Headmaster with school board resolution | <ol style="list-style-type: none"> 1. The teacher, who has attended the misconduct or has reported it, notes the misconduct on the register 2. Communication to the principal 3. The school board is convened to adopt the punishment |
| 18 | Respecting the safety distance of a metre | Specific lessons on the issue | Listening to students and written communication to the family and suspension from 3 to 7 days | Headmaster with school board resolution | The teacher, who has attended the misconduct or has reported it, notes the misconduct on the register |
| 19 | Exchanging and borrowing clothes, school items, water bottle or food | Specific lessons on the issue | Possible exclusion from educational trips | Headmaster with school board resolution | Communication to the Headmaster |
| 20 | Moving desks or chairs from predetermined position | Specific lessons on the issue | Listening to students and written communication to the family and suspension from 3 to 7 days | Headmaster with school board resolution | The school board is convened to adopt the punishment. |
| 21 | Respecting the entrances and the exits given and signs absolutely | Specific lessons on the issue | Possible exclusion from educational trips | Headmaster with school board resolution | The teacher, who has attended the misconduct or has reported it, notes the misconduct on the register |

All sanctions are noted on the class register by the coordinating teacher or the Headmaster. **Guarantee authority** for any recourse to be carried out by the student's family: representatives of C.I. (parent component, Students, teacher, ata, Headmaster and d.s.g.a.).To be identified at the beginning of each school year. Time for appeal no. 7 days from the provision.

A.S. 2020/2021 (C.D. No. 1, 1 September 2020, item No. 18, C.I. No. 1 of the day 1 September 2020, item No. 1). **Guarantee authority** : Parent Member: Alabrico Teresa .; **Students**: Cosentino Luigi, cl V A - ITI .; **teacher**: Sabbatino Concetta ; **ATA**: Capriglione Carmine and **Headmaster** and **dsga**: Mautone Federico).

The headmaster

Prof. Eugenia Carfora

autograph signature substituted by print in accordance with Article 3 paragraph 2 of the D.I. Legislative n.39 / 1993