



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

This **disciplinary regulation** is an integral part of the **General Regulation of the Institute**.
A.S. 2022/2023

ART.	DISCIPLINARY PROBLEMS	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 submission dates/times, not bringing the material required, including tracksuit, lab coat 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 issue/problem 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 time as per institute regulations. (11:10 -11: 20) Moving around in the classroom, in the laboratory and/or in the school building without reason or without authorization Habitual lateness to classes Unauthorized exit from the classroom, loitering in the corridors after the bell rings/after a change of lesson 	verbal warning and demerit on the register	<p>After 3 demerits:</p> <p>Convocation of parents or guardian for a meeting.</p>	<p>The teacher</p> <p>The class coordinator</p>	<ol style="list-style-type: none"> The teacher notes the issue/problem on the class register The coordinator, after 3 annotations, convenes the family for an interview

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3	Wearing unsuitable clothing for the 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 issue/problem on the class register 2. The coordinator, after three annotations, communicates, by means of a detailed report, the issue to the Headmaster who proceeds to take action.
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 mark of 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	Irregular school attendance	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. On 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 organs from the Headmaster
7	Leaving school without 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 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		Immediate confiscation of phone from the teacher in class. Convocation of parents. If the mobile phone is used to take unauthorized 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 issue to the teacher present in the classroom who notes down what happened on the register 2. The coordinator communicates the issue 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 issue, the Headmaster convenes the family to inform it about the incident 2. If deemed appropriate, the Headmaster reports the pupil to authorities/institutions 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 measures/punishment to be adopted

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12	Fraudulent damage to facilities, tools, subsidies, equipment, furnishing. Intentionally dirtying 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 problem on the class register on the part of the teacher who witnessed the event or who had it reported. 2. Communication to the Headmaster 3. The school board is convened to adopt the punishment
13	Stealing goods from the school and from others.		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 problem on the register 2. Communication to the principal 3. The school board is convened to adopt the punishment.
14	Offending the school staff or students with words, gestures or actions.	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 witnessed 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 and polluting the classroom with waste paper, chewing gum, etc.; 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 problem on the register 2. Communication to the principal 3. The school board is convened to adopt the punishment.

			parents and students hearing		
17	Not wearing your face mask appropriately indoors and outdoors, in both school sites, in case of established class or staff emergency.	Specific lessons on the issue	Listening to students and written communication to the family and suspension from 3 to 7 days. Eventual exclusion from field trips and school excursions	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 misconduct on the register 2. Communication to the principal 3. The school board is convened to adopt the punishment
18	Not respecting the safety distance of a metre, during established emergency	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 witnessed the misconduct or has reported it, notes the misconduct on the register
19	Exchanging and borrowing clothes (uniforms, lab coats etc), school items, water bottles 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 their 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 deemed punishment.
21	Not respecting the given -entrances and exits -signs	Specific lessons on the issue	Possible exclusion from educational trips	Headmaster with school board resolution	The teacher, who has witnessed the misconduct or has had it signalled, 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 eventual recourse by the student's family: representatives of C.I. (parent component (2), Students (2), teacher (2), Headmaster and d.s.g.a.). To be identified at the beginning of each school year. Time for an appeal 15 days from the provision. **A.S. 2022/2023 (C.D. n. 1, 2 September 2022, point n.15; C.I. n 1 of 2nd September 2022, point n. 14)**

-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).

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