



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

This **disciplinary regulation** is an integral part of the **General Regulation of the Institute. A.S. 2019/2020**, prot. n. 3403 / 1.1.c of 6/09/2018

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

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3	Wear unsuitable clothing for school environment	Verbal warning by any scholastic operator and annotation 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"> <li>1. The teacher notes the lack on the register of class</li> <li>2. The coordinator, after three annotations, communicates, by means of a detailed report, the absence to the Headmaster who proceeds to the sanction.</li> </ol>
4	Coming to school late without a valid reason	verbal warning and annotations 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"> <li>1. Annotation by the teacher of the first hour</li> <li>2. At the third delay, the coordinator reports the pupil to the responsible trustee of the class</li> <li>3. At the 4th delay, written communication to the family from the coordinator and communication to the Headmaster</li> </ol>
5	Showing up at school at the 2nd hour (after 3 times)	Verbal warning and annotation on the school register	After the third time, written communication to the parents and warning.	Head master	<ol style="list-style-type: none"> <li>1. Annotation by the teacher of the 2<sup>nd</sup> hour</li> <li>2. At the third delay, the coordinator reports the pupil to the responsible trustee of the class.</li> <li>3. At the 4<sup>th</sup> delay, written communication to the family from the coordinator and admonition from the headmaster</li> </ol>
6	Poor attendance	Annotation 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"> <li>1. Annotation on the school register</li> <li>2. At the 6<sup>th</sup> day of absence, the class coordinator reports to the Headmaster and communicates to the family</li> <li>3. Because of an appropriate numbers of absences, convocation of family and/or communication to the other organisms from the Headmaster</li> </ol>
7	Unauthorized departure from school	Verbal warning, annotation 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 participate in	School coordinator Teacher staff meeting Headmaster	<ol style="list-style-type: none"> <li>1) Annotation on the school register of the absence in the class from the school coordinator and warning from witnesses.</li> <li>2) Communication to the Headmaster and to the family from the school coordinator</li> <li>3) Summon of teachers for staff meeting</li> </ol>

ART.	DISCIPLINARY DEFICIENCIES	PREVENTIVE EDUCATIONAL INTERVENTIONS	DISCIPLINARY SANCTIONS	RESPONSIBLE FOR THE MEASURE	PROCEDURE
8	Use of mobile phone at school		educational trips. 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"> <li>1) The coordinator delivers the mobile phone to the Headmaster</li> <li>2) The headmaster convenes the family to communicate it and gives back the mobile phone</li> <li>3) In case of shooting, the Headmaster convenes the teachers staff meeting to adopt the expected penalty.</li> </ol>
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"> <li>1. The witness signals the lack to the teacher present in the classroom that provides to note the happened on the register</li> <li>2. The coordinator communicates the lack to the headmaster through a report</li> <li>3. The Headmaster applies the D.P.R. 24 June 1998, n. 249</li> </ol>
10	Use of drugs	Recall by all operators, annotation on the register and urgent report to the Headmaster using a report	Convocation of the family and measures provided for by law with communications to various organisms depending on the severity of the episode	Head master	<ol style="list-style-type: none"> <li>1. Verified the veracity of the deficiency, the Headmaster convenes the family to inform it about the incident</li> <li>2. If deemed appropriate, the Headmaster reports the pupil to organisms that can help the student.</li> </ol>
11	Receiving more than three notes	Recall by all operators Annotation 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"> <li>1. Report of the pupil to the Headmaster by the coordinator.</li> <li>2. Convening of the class council to establish the punishment to be adopted</li> </ol>

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12	Artificial damage to structures, tools, subsidies, equipment, furnishings. Soiling 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"> <li>1. Annotation of the absence on the class register on the part of the teacher who attended the same o who has reported it.</li> <li>2. Communication to the Headmaster</li> <li>3. The school board is convened to adopt the punishment</li> </ol>
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"> <li>1. The teacher that witnessed the misconduct or has reported it, notes the deficiency on the register</li> <li>2. Communication to the principal</li> <li>3. The school board is convened to adopt the punishment.</li> </ol>
14	Verbal and gesture offences addressed to school staff or students	Formal apologies personally presented to the individuals offended	Written communication to the family and suspension from 1 to 10 days	Headmaster with school board resolution	<ol style="list-style-type: none"> <li>1. The teacher, who has attended the misconduct or has reported it, notes the misconduct on the register</li> <li>2. Communication to the principal</li> <li>3. The school board is convened to adopt the punishment.</li> </ol>
15	Mess up the classroom with waste paper, chewing gum, drawing graffiti on classroom desks or walls, moving chairs and desks moved		Suspension from lessons from 1 to 5 days with removal from scholar community of the whole class after parents and	Headmaster with school board and opinion of the Director of General and Administrative Services.	<ol style="list-style-type: none"> <li>1. The teacher, who has witnessed the misconduct or has reported it, notes the lack on the register</li> <li>2. Communication to the principal</li> <li>3. The school board is convened to adopt the punishment.</li> </ol>

			students hearing	(D.S.G.A.)	
<b>16</b>	Leave the 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 parents and students hearing	Headmaster with school board resolution	<ol style="list-style-type: none"> <li>1. The teacher, who has witnessed the misconduct or has reported it, notes the lack on the register</li> <li>2. Communication to the principal</li> <li>3. The school board is convened to adopt the punishment.</li> </ol>

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. 5 days from the provision. **A.S. 2018/2019** (C.D. No. 1, 3 September 2018, item No. 15, C.I. No. 1 of the day 3 September 2018, item No. 25). **Guarantee authority** : Parent Member: Russo Silvana .; **Students**: Fiorillo Emanuele, cl V A - ITI .; **teacher**: Scolarici Loredana ; **ATA**: Raucci V. 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.l. Legislative n.39 / 1993