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# RULES ON RIGHTS, DUTIES AND DISCIPLINARY OFFENCES OF STUDENTS

*(pursuant to Articles 14-15-16-17-18 regulatory and organisational provisions of the “Polo Giuseppe Veronesi” state-recognised educational institution)*

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## FOREWORD

These Rules define the rights and duties of students, as well as the conduct constituting disciplinary offences, the relevant punishments and the bodies authorised to impose them.

It is inspired by the principles and rules of the “Student Charter”(Presidential Decree no. 235 of 21 November 2007, Regulations containing amendments and additions to Presidential Decree no. 249 of 24 June 1998, concerning the Secondary School Student Charter, published in Official Gazette no. 293 of 18 December 2007), of which, in particular, it endorses the definition of the school as a place of training and education through study, as a community of dialogue, research and social experience informed by democratic values and aimed at the overall growth of the person.

The democratic values on which the life of the school community is based are those expressed in the *Italian Constitution* and are built on freedom of expression, thought, conscience and religion, mutual respect of all components and overcoming all ideological, social and cultural barriers.

In this sense, the school is not only a service rendered to the community but is, first and foremost, an essential tool for ensuring that students are trained in citizenship, understood as the possession of specific rights and the obligation to fulfil precise duties, as belonging to a given social community, as the possibility of contributing to its political, social and cultural growth.

The school learning environment is a place to transmit and process knowledge that thrives on relationships, and educational action implies seeking the quality of relationships between all the components of the school community: teachers, coordinators, process managers, ATA (administrative, technical and auxiliary) staff, students and families.

These Rules are not intended to be a mere set of regulations: their true essence and meaning lies in the full sharing of their contents. Indeed, due to its specific nature as an educational environment, the school community bases the human, civil, cultural and professional growth of its members on the values of awareness, responsibility and participation. Therefore, it becomes essential to build a serene climate, where all actions, even the most complex ones of management and coordination, are aimed at the interest of all those involved. Only with such a context, can the students' right to a solid school education be combined with the duty of each student towards an adequate commitment to learning.

The document was drafted after hearing the opinion of the representatives of all the components of the school community, in the belief that each of them should feel constantly involved, within their own role and competences, in the pursuit of the protection of the rights and freedoms enshrined in the Italian Constitution.

## Article 1 - MISSION

“Polo Giuseppe Veronesi” must encourage, by all available means, the human, cultural, social and professional growth of the students who attend it, in a climate of freedom, respect and solidarity and without any discrimination in compliance with the P.L. 5/2006 as amended

## Article 2 - CO-RESPONSIBILITY AGREEMENT

Upon enrolment at the school, and in any case before attendance begins, parents and students are required to sign an **Educational Co-responsibility Pact**, aimed at defining reciprocal rights and duties in the relationship between the school, students and families in a detailed and shared manner.

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By signing this document, all the members of the school community undertake to cooperate in the observance of these rules, aware that it is precisely from the quality of this commitment that responsible participation in school life derives and is consolidated.

**Should the school adopt measures and rules imposed by the national or provincial legislative authority, these are understood to be included, adopted and accepted by the parent and the student who signs the Educational Co-responsibility Pact.**

### Article 3 - FUNDAMENTAL RIGHTS OF STUDENTS

Everyone operating within “Polo Giuseppe Veronesi” has rights and duties in the diverse range of tasks and responsibilities.

*Students are entitled to:*

1. a cultural and professional education that values the identity of each individual, respects the cultural and religious life of the community to which they belong and is open to the plurality of ideas;
2. be respected by their peers and the adults who care for them, to be listened to when they express any needs and difficulties or make requests;
3. continuity of learning and the enhancement of personal inclinations, including through guidance and adequate information;
4. be informed, together with their families, about the Institute's project and organisational choices and the educational planning of the class;
5. a transparent evaluation, aimed at activating a process of self-assessment leading them to identify their strengths and weaknesses and to improve their performance;
6. educational activities organised according to times and methods that take into account the learning pace of each individual;
7. respect for their personal dignity (also through the protection of privacy) and the protection of health and safety;
8. meet in assemblies **at class and institute level**, subject to authorisation by the Headteacher’s Office within the limits set by the rules in force for upper secondary schools and in accordance with the procedures established by the institution.

### Article 4 - FUNDAMENTAL DUTIES OF STUDENTS

*Students are required to:*

1. attend classes regularly and fulfil study commitments diligently;
2. respect fellow students and the entire school staff;
3. maintain correct behaviour and use appropriate language, respectful of oneself and others, both in the Institute and during all external educational and learning activities;
4. observe the instructions and reminders of teachers (including those not assigned to the class), the headteacher and non-teaching staff;
5. observe the organisational and safety instructions given by school staff;
6. use facilities, machinery and teaching aids correctly and behave in such a way as not to cause damage to school property;
7. take care of the school environment and share responsibility for making it welcoming to improve the quality of life in the school;

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8. arrive at school, or at the companies where the work placement or work experience is carried out, in clean and tidy clothing that is appropriate to the school environment and the workplace.

#### Article 5 - GENERAL PRINCIPLES OF CONDUCT

Being part of a community such as a school entails accepting the culture of respect for rules and the awareness that the freedom of the individual is limited by the freedom of others; as a result, any attitudes, language, clothing and use of space that are inconsistent with this principle are punishable.

Students must behave in the classroom, and more generally within the school building, in a manner appropriate to the learning and training environment in which they find themselves. The same behaviour must be ensured during all the educational and learning initiatives, even if carried out outside the school.

#### Educational activities are carried out in particular according to the following standards:

1. each student is required to arrive at school punctually, by the set time; any absence or lateness must be justified in good time in the personal area of the electronic register or in the personal booklet, according to the procedures defined in Article 7.
2. it is forbidden to leave the school during the whole school day, including break-time, without an exit permit signed by the parents/legal guardian or previously requested via the personal area of the electronic register or personal booklet validated by the Academic Office/ Headteacher's Office. Permits are to be requested using the personal booklet or using the personal area of the electronic register according to the procedures defined in Article 7;
3. each student is required to take the scheduled tests, which are made up only in the event of a valid and proven reason for absence, according to the procedures defined by each Class Council and communicated to the students at the beginning of the year. Failure to do so will be grounds for *non-classification*;
4. each student must come to school equipped with all materials needed for lessons and exercises;
5. each student must use and take care of the textbooks received on loan free of charge. If the textbooks are returned in a deteriorated condition, such as to jeopardise their subsequent use or are lost, the family is obliged to pay compensation, according to the terms laid down in the Educational Co-responsibility Pact;
6. students may only enter corridors and classrooms after the first bell has rung (for both morning and afternoon classes) and access must be in an orderly manner. Similarly, at the end of lessons, students are required to leave classrooms or laboratories in an orderly manner, leaving the premises tidy and clean. The teacher of the last class is obliged to ensure that this provision is implemented;
7. at the end of each lesson, students must remain in their classrooms and wait for the teacher to arrive; if the timetable calls for a change of classroom, students move in an orderly manner. In particular, at the end of laboratory classes, students must tidy up the materials and instruments;
8. **during break, students must leave the classroom and remain in the designated outdoor and/or indoor spaces under the appropriate supervision of teachers and educators;**
9. students are only allowed to use the snack and beverage distribution service at break time or during out-of-school hours;
10. no food or drink is allowed in classrooms or laboratories;
11. students are not allowed to use the lift (except for justified needs);
12. during the lunch break, students may stay inside the building only in the atrium area if authorised by the Headteacher's Office and supervised by the teachers/tutors;

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13. everyone is responsible for what they bring to school: **the Institute is not liable for damage to unattended items;**
14. unauthorised external persons are not allowed inside the Institute;
15. if students are provided with a personal booklet, the same is considered an official document for communication between school and family and must therefore be used and kept carefully, and handed in if requested. In the event of loss or shortage of internal pages, parents must apply for a duplicate at the secretarial offices. The cost of the duplicate is EUR 5;
16. it is forbidden to use, during educational activities, material that is not relevant to the activities in progress. In particular, **the use of mobile phones and other electronic devices** not authorised by the teacher/tutor **is prohibited**. Mobile phones and similar devices must be handed over to the teacher/tutor as stipulated in the specific regulation. Unauthorised use of the internet and connection to websites not related to the current educational activity is also forbidden (See "*Rules on using mobile phones and other electronic devices at school*")
17. every student is required to become familiar with and comply with the organisational safety regulations and to follow the instructions given in the event of danger;
18. the Institute promotes the health of the entire community, and therefore, according to current legislation, the distribution and consumption of addictive substances (smoking, alcohol and narcotics) are prohibited inside the school building and its appurtenances. This prohibition is extended to all educational activities conducted outside. In the event of a violation, the headteacher's office and its staff will be obliged to act according to the law.

#### **Article 6 - PROTECTION OF HEALTH AND SAFETY**

The institution must guarantee health and safety protection according to current regulations.

Everyone must protect their own and others' health and safety by taking care of personal hygiene and cleanliness in the workplace, and by reporting to the Headteacher's Office any elements useful for prevention.

Students will be informed about the correct behaviour in the working environments and will have to respect the equipment and accident prevention and safety regulations.

In all contexts where this is required, students are obliged to come with the appropriate personal protective equipment (PPE). Students without PPE will be reported to the Headteacher's Office and removed from the laboratories. In the event of an accident, the student must immediately notify the teacher/tutor.

Smoking in "Polo Giuseppe Veronesi" is prohibited, also in the outdoor areas. Violators will be prosecuted according to the law. This prohibition is also extended to electronic smoking devices.



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## Article 7 - ATTENDANCE, ABSENCES, TARDINESS, PERMITS FOR EXIT AND ENTRANCE, JUSTIFICATIONS

Access to the school is permitted from 7.45 a.m. according to the timetable communicated to the individual classes.

The school provides surveillance from the moment of access to the school building.

Before entering and leaving school, the school is not obliged to provide and guarantee any supervision.

Punctuality is required of students and teachers.

**Students arriving late at the start of morning or afternoon classes, after 8:15 a.m. or 2 p.m. respectively, will only be admitted to the Institute at the start of the next class with a permit issued by the academic office.**

All movements must take place in an orderly manner and without causing any disturbance.

Absences and tardiness will be notified to the family via the electronic register or SMS service; in the case of no mobile phone number, notification will be by email or in the personal booklet.

The school reserves the right to investigate absences and the reasons for them, and to notify parents in the event of repeated absences and/or tardiness.

**Early exits, requested by the parent/legal guardian on the student's personal booklet or via the electronic register, are to be attributed to exceptional cases and, where possible, documented and must be authorised by the Headteacher's Office. In order to use such permits, students must file their request with the academic office by 9 a.m. Exits that do not comply with this procedure will not be authorised.**

**All absences from lessons, including collective ones, must be duly justified.**

**Requests for delayed entry or early exit will only be accepted if the waiting time for public transport for the transfer from home to school and vice versa exceeds one hour.**

Students without justification will be allowed access to classrooms and laboratories only after the Headteacher's Office or its staff have heard from their families; if this is not possible, they will be engaged in alternative activities at "Polo Giuseppe Veronesi".

Under no circumstances may students leave the school premises during school hours or during the break without first obtaining written permission from the Headteacher or a member of their staff.

In the event of extraordinary necessity, the teacher may authorise only one student at a time to leave the classroom; as a rule, this authorisation may not be granted in the first morning and/or afternoon class and in the hour before or after break time. Students are not allowed to leave the classroom during lessons.

Students must deposit their rucksacks/bags in their personal lockers and report to classrooms or laboratories with only the necessary and relevant educational materials. Personal tools and equipment (mobile phones, media players, etc.) and any material not related to educational activities are not allowed.

**In the event of non-compliance, the teacher is authorised to confiscate the material in accordance with the rules (use of mobile phones).**

Access to the changing rooms is permitted at the beginning and end of lessons and during breaks.

During breaks, it is compulsory to leave the classrooms and laboratories and go to the designated areas where surveillance is guaranteed.

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Students' family members can obtain an overview of absences from the school office at any time during the school year.

On returning from an absence or after being late, the student must have the justification in the personal area of the electronic register or in the personal booklet, which they will hand in to the academic office when they enter the school. This justification must bear the handwritten signature of a parent or legal guardian, or of the student if over 18.

### **Article 8 - PARTICIPATION IN THE EDUCATIONAL COMMUNITY**

“Polo Giuseppe Veronesi” expands its educational proposal by organising activities also open to the local area and learning initiatives aimed at all students. Participation in these activities will contribute to the evaluation of the student's professional and personal growth.

Students who, in any form within the institute, behave, act or speak in such a way as to disrupt learning may be subject to punishments and remedial strategies. In such cases, the school may guarantee the student the possibility of alternative routes aimed at rejoining the class group.

### **Article 9 - DISCIPLINARY MEASURES: GENERAL ASPECTS**

Disciplinary measures are based on the *Secondary School Student Charter*. It should be noted in particular that:

1. disciplinary measures have an educational purpose and tend to reinforce a sense of responsibility and the re-establishment of correct relations within the school community, as well as the recovery of the student through activities of a social, cultural and generally beneficial nature;
2. disciplinary responsibility is personal. No one may be subjected to disciplinary measures without first having been invited to explain their reasons;
3. behaviour and result are separate areas: disciplinary measures may under no circumstances influence the assessment of result;
4. under no circumstances may the free expression of opinions, correctly expressed and not damaging to the personality of others, be punished either directly or indirectly;
5. punishments are always temporary, proportionate to the disciplinary offence and inspired by the principle of gradualness as well as, as far as possible, by the principle of repairing the damage;
6. punishments are imposed according to a criterion of gradualness, also in relation to the person responsible for imposing them, starting with the individual teacher, the Headteacher, the Class Council, the assembly of the educational staff of the institution. In any case, expulsion from school is left exclusively to the decision of a governing body.

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#### Article 10 - DISCIPLINARY MEASURES: TYPE

- In the event of violation of these rules, students may incur individual warnings, disciplinary measures and financial compensation for damage caused to school property.

##### TYPES OF INDIVIDUAL WARNING

- individual warning;
- individual warnings with communication to the family in the personal area of the electronic register or through the personal booklet and reporting in the class register;
- individual warnings with note in the personal area of the electronic register or through the personal booklet and simultaneous communication to the family by the student's tutor or by the Headteacher and their staff.

##### TYPES OF DISCIPLINARY MEASURES

- **disciplinary measure (Socially Useful Work) with an extracurricular afternoon (or Saturday morning) for misbehaviour or reparation of damage and for in-depth disciplinary investigations;**
  - **Yellow Area disciplinary measure with removal of the student from the class for one or more days with the assignment of activities useful to the school community or in the social sphere and return in the afternoon or on Saturday mornings to catch up on content and skills;**
  - **Red Area disciplinary measure with removal of the student from the class and placement in a "school/work" or "training company" pathway until the end of the school year.**
- The Class Council may also propose to the Headteacher's Office to impose as an additional punishment:
    - exclusion from educational trips and/or other initiatives;
  - If the majority of the class demonstrates inappropriate behaviour, the Class Council can take measures involving the whole group, such as:
    - exclusion from educational trips and/or other initiatives;
  - Failure to hand over the mobile phone and its use during lessons results in its immediate withdrawal by the teacher/tutor. The equipment will only be returned to the parents by appointment with the Headteacher or their delegate. The transgression will be reported by the teacher/tutor in the personal area of the electronic register/personal booklet and/or in the class register and to the Headteacher. If the parents are unable to collect the equipment, it will be retained by the Headteacher's office for 5 days.**



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### Article 11 - BODIES RESPONSIBLE FOR ISSUING DISCIPLINARY MEASURES

1. The school bodies competent to apply disciplinary measures are:
  - for individual warnings: *the teacher/tutor who detected the violation and/or Headteacher's Office or its staff on the recommendation of the student's teacher/tutor;*
  - for disciplinary measures: *the Headteacher's Office or its staff and/or the Class Council;*
  - by disciplinary measure of the Red Area: *the assembly of the educational staff (teachers, educational process managers, headteacher's staff, headteacher) with a 2/3 majority of the participants;*
  - for economic compensation: *the Administrative Director and the Headteacher on the proposal of the Headteacher's Office staff.*
2. The application of disciplinary measures is one of the evaluative/educational activities for which teachers are responsible. They are responsible not only for teaching but also for educational activities, and the assessment activity itself, whether periodic or annual, concerns not only learning but also the relational capacity that each student possesses and develops during their school career, a capacity that can be guided, where deemed necessary and/or appropriate, also through the evaluative/educational function of disciplinary measure.
3. Responsibility for disciplinary offences committed during the examination session falls to the Examination Committee; the relevant punishments also apply to external candidates.

### Article 12 - PROCEDURES

1. If the offence committed falls within the competence of the teacher (individual warning), they take immediate action and, if they deem it necessary, note the nature of the offence committed in the personal area of the electronic register or in the personal booklet.
2. If the offence committed falls within the competence of a governing body or the Headteacher, disciplinary measures are imposed at the end of a procedure as follows:
  - The teacher must make a note of the incident in the personal area of the electronic register/personal booklet or class register and/or promptly inform the Headteacher or their staff. The report may also be made by other school staff who discover the violation.
  - The Headteacher, or their staff, or the tutor assigned to the student hears from the student concerned and the person reporting the offence in order to reconstruct the dynamics of the events and identify any responsibilities. If necessary, other witnesses are also heard.
  - The student has the right to provide explanations and reasons for the facts in their own defence, either verbally or in writing, to the Headteacher or their staff and/or to be heard by the Class Council.
  - In the case of particularly serious offences, the Headteacher, or their staff, or the student's tutor immediately informs the family.
  - If the Headteacher considers that the seriousness of the offence requires action beyond a warning, they convene the Class Council as a matter of urgency, which is called upon to decide on any disciplinary measure.
  - The Class Council, having acquired the necessary information and gathered all the elements to ascertain the circumstances of the facts and responsibilities, decides by a majority of those present on the type of punishment. The punishment will be graduated, taking into account the following

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elements: intentionality or otherwise of the conduct, premeditation, insensitivity to previous warnings, recurrence, repentance.

- The decision to apply the punishment, made by the Headteacher or the delegated person in charge of the procedure (staff or class coordinator), must be promptly notified to the person concerned and their family verbally and in writing.
- The type of punishment applied is notified by e-mail and reported in the personal area of the electronic register/personal booklet.
- In the case of actions resulting in damage to property and tools or in the case of failure to return, remove or conceal school property, a “charge” punishment is initiated against the family with a request for compensation for the damage.
- In the case of students who have reached three notes in the personal area of the electronic register/personal booklet (relating to offences that have not already resulted in disciplinary action), the Class Council is normally required to take disciplinary actions.
- Records of disciplinary procedures against students, of a higher order than a verbal warning, are kept in the student's personal file.
- Even in the case of a measure involving the entire class group, the punishment must be decided by a majority vote of the Class Council and communicated to the families.

#### **Article 13 - APPEALS OF DISCIPLINARY MEASURES: GUARANTOR BODY**

1. Pursuant to Article 5 paragraph 1 of the *Secondary School Student Charter*, disciplinary measures may be appealed against by any person having an interest, within **fifteen days** from the communication of their application, to an appropriate internal school Guarantor Body.
2. The Guarantor Body consists of:
  - The Headteacher, or their staff member acting as the chair
  - A teacher
  - A parent
  - A student
3. The members of the Guarantor Body are appointed by the Board of Directors of “Polo Giuseppe Veronesi”, on the recommendation of the Board of Teachers as regards the educational component, and of the Students' and Parents' Council as regards the students' and parents' representative respectively. Three alternate members (teacher, parent, student) must also be identified and appointed, who will replace the full members in the event that the latter are directly or even indirectly involved in the case in question.
4. The term of office of the Guarantor Body is three years.
5. The body must always decide by an absolute majority of its members and meets outside of school hours. Abstentions are not permitted in voting, and in the event of a tie, the chair shall have the casting vote.
6. The appeal must be submitted by the student concerned directly to the Chair of the Guarantor Body, within 15 days of notification of the punishment.  
Within five days, the Guarantor Body must meet and resolve on the matter.  
The Guarantor Body may cancel or modify the disciplinary measure applied.

#### **Article 14 - REFERENCE RULES**

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For matters not expressly provided for in these rules, reference is made to the applicable state and provincial legislation on schooling and teaching, which, being hierarchically superior, prevails in the event of conflict. For the same reason, the provisions herein shall be deemed repealed by any subsequent national or provincial regulatory and/or contractual acts, if implicitly or explicitly incompatible.

#### **Article 15 - REVIEW PROCEDURE**

The Disciplinary Rules are an integral part of the Rules of the state-recognised educational institution and are therefore approved by the Board of Directors.

The rules may be amended by the Board of Directors on its own initiative, with the absolute majority of its members. The Board of Directors considers any external proposals if made by at least a majority of the parents belonging to the Class Councils, or at least a majority of the teachers, or at least a majority of the student members of the Student Council.

To be considered by the Council, any external proposals must be made by at least 20 parents who are members of the Class Councils, or at least 12 teachers, or at least 6 students belonging to the Student Council.

Amendments are made public in the same manner as in the following article.

#### **Article 16 - PUBLICATION**

The text of these rules has been approved by the Board of Directors and is published on the notice board of "Polo Giuseppe Veronesi" and on the school's website so that all staff and users of the school may be aware of them.

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### ANNEX

to the “Rules on rights, duties and disciplinary offences of students”

By signing an Educational Co-responsibility Pact, the school and the family are called upon to identify and share the conditions and attitudes that foster trust, transparency and mutual recognition, with the aim of making the fundamental principles of educational action their own. This pact sets out the responsibilities and commitments of the three main players in the school community: the teaching and non-teaching staff, the family and the student.

#### **EDUCATIONAL CO-RESPONSIBILITY PACT**

***Between the educational institution “Polo Giuseppe Veronesi”, the student and their family***

***The educational institution “Polo Giuseppe Veronesi”*** undertakes to:

- activate the intervention strategies for achieving the disciplinary objectives and educational methodologies developed in the Centre Plan;
- promote a climate of dialogue and discussion with each individual student, helping them to fully express their potential;
- initiate and maintain effective communication with families on the student's academic and disciplinary progress.

***The family*** undertakes to:

- inquire about the student's academic and disciplinary progress, using the various methods provided by “Polo Giuseppe Veronesi”;
- take action, as far as is within its competence, to ensure that the student respects the rules of “Polo Giuseppe Veronesi” and carries out the assigned tasks;
- cooperate with teachers in the event of educational or disciplinary problems, in order to carry out joint action aimed at overcoming the difficulties that have arisen.

***The student*** undertakes to

- strictly adhere to the class timetable, to attend classes regularly and with commitment, provided with all the necessary materials, and to duly take the required school tests;
- use and take care of the textbooks received on loan free of charge. If the textbooks are returned in a deteriorated condition, such as to jeopardise their subsequent use or are lost, the family is obliged to pay compensation;
- respect, also formally, the “school” institution in all its components, from the Headteacher to the teachers, from the administrative, technical and auxiliary staff to the students themselves;
- comply with all regulations and the set of rules known as "Netiquette", which refers to ministerial guidelines on using mobile telephones and similar electronic devices in the classroom and/or to resolutions adopted annually by the board of teachers and/or provisions issued by the General Management;
- correctly use the facilities and tools necessary for teaching without causing damage to school property;

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- avoid situations that may create danger for themselves or third parties;
- encourage school/family communication;
- help make the school environment welcoming and avoid any form of physical, verbal or moral violence;
- hand in their mobile phone daily at the start of morning and afternoon classes.

The Student:     *surname* \_\_\_\_\_ *name* \_\_\_\_\_

\_\_\_\_\_ (signature)

Parents (or legal guardian) \_\_\_\_\_ (signature)

The Headteacher \_\_\_\_\_ (signature)

Rovereto, \_\_\_\_\_