



Italian International School “Enrico Mattei”  
SCUOLA PARITARIA



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Lekki Scheme I - Lagos

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## **REGULATION OF THE INSTITUTE**

**A.S. 2018-19**

### **Art. 1**

The pupils must be at school at the established time (7.30 a.m.) for the beginning of the lessons. Entry to the school is allowed 10 minutes before this time. For lateness within 10 minutes from the beginning of the lessons, the students will be allowed in class, provided there has been an evaluation of the reasons for the delay and authorization of the Principal. For lateness of more than 10 minutes the students will be allowed in the classroom only at the beginning of the second hour. The lateness must however be an occasional episode, due to force majeure. Usual lateness, both at the entrance and at the exit, will involve actions taken by the school. Parents are required to organize the arrival at school and return at home of their children with the utmost punctuality. Repeated delays will entail disciplinary measure.

### **Art.2**

In compliance with the current law, parents or accompanying persons authorized by parents cannot access the classrooms and appliances (atrium, bathrooms, corridors, etc.) both during school hours or later. The pupils of Kindergarten can be accompanied and picked up in the school's atrium. During school hours, access to the school premises is prohibited to anyone who does not have the authorization of the Principal, except for:

- Parents when having meetings with the teachers during the established hours or if expressly invited by the Principal, Teachers, Secretarial or Administrative Staff. The weekly meetings of the parents with the teachers will be held in the library located on the ground floor.
- Parents or persons authorized by them, in case of authorized early exit of a student from school.

- Parents or persons authorized by them who need to go to the Secretary or to the Accounting office exclusively during the opening hours of these to the public.
- Family members or persons authorized to accompany students in case of events.
- Maintenance personnel or external technicians prior to identification if not known.
- External experts for lessons, conferences, etc. or pupils from other schools who have been expressly invited.

**In all the aforementioned cases, except for events, in order to gain access to the school premises, parents or persons authorized by them will have to fill a visitor's form available at the receptionist's desk in the lobby.**

**The opening hours of the Secretarial and Bursar Offices to the public for the current school year are as follows: Monday to Friday, from 8.00 a.m. to 10.00 a.m. and from 11.00 a.m. to 12.30 p.m.**

**No one will be received outside these hours or in the absence of the "visitor's form".**

**The Principal receives only by appointment, this can be done by calling the Secretariat at 07066640774.**

### **Art. 3**

Absences and lateness must always be justified in writing. Upon returning to school after the absence, the justification must be presented to the teacher in service at the first hour of class, who will take note of it in the class register. The lack of justification will be noted on the class register with the need to justify the following day. After the second day without justification, the student will not be allowed in class and will be supervised until the arrival of the parent who will justify in person.

### **Art.4**

The student is required to promptly and correctly transmit all communications entrusted to him by the School for the family and vice versa.

### **Art. 5**

All students must use the school diary to communicate the results of the written and oral tests of the various subjects. It is the duty of all parents to affix their signature next to that of the teachers for acknowledgment.

## **Art. 6**

The student who is absent from classes for five or more consecutive days - including holidays - for health reasons, will be readmitted to class only upon presentation of a medical certificate attesting to his good health condition.

In emergency situations, as in the case of infectious diseases, the school can request a medical certificate even after one day of absence.

## **Art. 7**

Permission for early exit from school can be requested only for serious and documented reasons, from time to time, assessed by the Principal; if this permission is granted, the student can leave the School only if picked up by one of the parents or by someone authorized by them.

## **Art.8**

Students must keep the premises of the school tidy and clean and respect the common heritage, bearing in mind that it is a collective good entrusted to the whole school community.

Anyone who damages the furnishings, equipment or environments of the School will incur disciplinary measures.

## **Art.9**

The student is offered the possibility of changing any disciplinary sanctions into rendering services in favor of the school community, which will be established from time to time having regards to the type and extent of the violation.

## **Art. 10**

Students must not leave the classrooms, between the exit of a teacher and the entrance of the next one, if not authorized by a teacher. Students can go, with the permission of the teacher, in the Secretariat, Presidency, in the laboratories, in the gym or in other classrooms, only for reasons related to teaching.

They can only have access to the teachers room if accompanied by a teacher or by any other member of staff.

### **Art. 11**

It is absolutely prohibited for anyone to smoke inside the school premises.

### **Art. 12**

Students are required to keep mobile phones and other electronic devices off during school activities. Failure to comply with this provision will amount to seizure of the phone after the owner has taken his sim-card, and the phone will be handed over to the Secretariat for temporary retention. The Secretariat will inform the parents to whom the phone will be returned personally. The use of personal computers or tablets by students during school hours is allowed only for educational purposes, subject to authorization by the teachers. In compliance with the law on privacy, it is not allowed to spread through social media, photographs and/or video footages made inside the school when the subject is a minor.

### **Art. 13**

Parents or those to whom it may concern, are required to refrain from contacting the teachers on their private e-mail addresses and cell phones for school reasons, both during and after school hours.

Any communication to this effect must take place exclusively through the telephone numbers or email addresses of the school as shown below:

SECRETARIAT: 07066640774, mail: [segreteria@iislagos.it](mailto:segreteria@iislagos.it)

BURSAR'S OFFICE: 08127723655, mail: [info@iislagos.it](mailto:info@iislagos.it)

PRINCIPAL'S mail: [dirigente@iislagos.it](mailto:dirigente@iislagos.it)

## Art.14

Parents are required to report in writing to the Principal health conditions requiring special care. The participation of students in educational excursions or sports competitions that will take place elsewhere other than the school premises is subject to the consent of the parents who shall express their approval in writing.

Failure to participate in the excursions or competitions does not exempt students from taking part in the regular school activities.

## Art.15

### Disciplinary regulation

It identifies the behaviors that constitute disciplinary deficiencies, the related sanctions and the competent bodies to impose them according to the following criteria:

- a) The disciplinary measures have educational purposes and tend to reinforce the sense of responsibility, to recover the student through activities of cultural and social nature and for the benefit of the school community in general;
- b) Disciplinary responsibility is personal; nobody can be subjected to disciplinary sanctions without being first invited to give reasons;
- c) No disciplinary infringement related to behavior can affect the valuation of profit;
- d) The sanctions take into account the student's personal situation, the severity of the behavior and the consequences that derive from it;

Taking into account the aforementioned principles and criteria, the following disciplinary measures will be adopted in relation to the related offenses:

1. Conduct not in accordance with the principles of fairness and good education 2. Minor misconduct towards classmates, teachers and school staff	<b>Verbal recall</b>
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3. Disturbance during lesson hours	<i>Competent Body: teachers and Didactic Coordinator</i>
1. Misconduct towards classmates, teachers or school staff 2. Repeated disturbance during lessons, and during educational outings / educational excursions 3. Lack of duties of care and punctuality	<b>Written call with communication to parents and report on the class register</b>  <i>Competent Body: teachers and Didactic Coordinator</i>
1. Unauthorized use of mobile phones, cameras, video cameras, personal computers and tablets during lessons or extra-school activities	<b>Written call with communication to parents and withdrawal of the device, which will be returned to a parent.</b>  <i>Competent Body: teachers and Didactic Coordinator</i>
1. Serious misconduct and bullying towards classmates, teachers and school staff. 2. Insults and abuses towards classmates, teachers or school staff. 3. Acts of intolerance towards others, with particular reference to the diversity of ethnicity, political faith, religion.	<b>Written notification to parents, report on the class register, suspension from school between three to five days and/or exclusion from extra-curricular activities and/or didactic programs outside school (educational trips, educational outings, etc.).</b>  <i>Competent Body: Class Council</i>
1. Voluntary damage to objects owned by the school, classmates or school staff even during the extracurricular activities 2. Voluntary damage to the property of third parties even during the extracurricular activities.	<b>Written notification to parents, report on the class register, compensation for damages by the family. Suspension from school between three to five days</b>  <i>Competent Body: Class Council</i>
1. Reoccurrence of serious behavior 2. Acts of violence against classmates, teachers or school staff even outside the school building before or after entry and exit 4. Serious misconduct to the dignity of the person	<b>Suspension from school between six to ten days</b> <b>Compensation for substantive damages.</b>  <i>Competent Body: Class Council</i>
1. Very serious misconduct (eg severe violence, insults, etc.) 2. Serious events occurring within the school that could pose danger to the	<b>Expulsion or exclusion from the final scrutiny or non admission to the final state exam concluding the course of study</b>

safety of persons (eg fires, flooding, etc.)	<i>Competent Body: Teaching Body</i>
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This present Institute Regulation is valid wherever the school and training activities of the Italian International School "E. Mattei " are carried out, both in the Institute itself and in places where educational activities and training of all kinds are carried out (educational visits, events, sports competitions, etc.).

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A.S. 2018-19

PUPIL(s).....

FOR ACCEPTANCE:.....

(parent's signature)

DATE.....