

High School Regulation 2023-2024

The International Institute of Higher Education High School is an internationally renowned institution; therefore, impeccable conduct characterized by mutual respect for all school components is expected from the students.

ENTRANCES, EXITS, AND ATTENDANCE

All students must leave the classrooms immediately at the end of the last class, gathering their materials and personal belongings as needed.

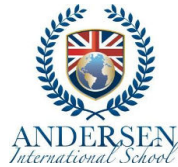
Students are allowed to use the school spaces dedicated to the high school for extracurricular activities and after-school hours to engage in independent educational activities (individual or group self-study).

Early departures must be communicated by the parent or guardian of a minor student to the High School's school office before 10:00 AM on the same day.

All departures must be justified in the electronic register. Absences are recorded per class.

Roll call is taken at the beginning of each class.

The Ministry of Education (MIUR) mandates a minimum attendance of 75% of the annual classes. Unjustified absences, as well as excessive absences, impact the behavior assessment.



Students who intend to leave and return to school during lunch hours must have a signed authorization from their parents and are required to inform the class coordinator or the relevant teaching staff of their movements.

Students must always wear the school uniform as specified in the regulations during their entire time at school.

Students are allowed access to the school premises and classrooms starting at 8:00 AM. Students found on the school premises before the designated time will be asked to leave and may face disciplinary sanctions and/or detention.

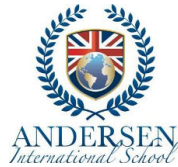
The withdrawal of minor students from school can only be done by a parent or a legal guardian. Autonomous departure of minor students is allowed by completing and submitting the "Authorization for Authorized Autonomous Departure" form, duly signed by both parents.

Attendance at classes and all curricular supplementary educational activities (internships, conferences, meetings, workshops, etc.) approved by the Class Council is mandatory, as well as payment for these activities, regardless of student participation. It should be noted that attendance is one of the elements contributing to student evaluation and the assignment of school credits.

Please note that:

a) Article 14 of Decree 122/2009 stipulates that: "To proceed with the final assessment of each student, attendance of at least three-quarters of the personalized annual schedule is required. Educational institutions may establish, in exceptional, justified, and extraordinary cases, exceptions to the aforementioned limit.

Such exceptions may be provided for continuous absences due to justified and documented reasons, provided that these absences do not, in the opinion of the Class Council, affect the possibility of final evaluation of the students concerned. Failure to meet the minimum attendance limit results



in exclusion from the final assessment and non-admission to the next grade or the State Examination;

b) Student absences and tardiness are subject to daily electronic recording;
c) Parents are responsible for monitoring the regularity of their children's attendance, even for adult students. This monitoring can be done by accessing the school's electronic register through personal access codes.

In any case, it will be the responsibility of the class coordinator and/or the school office to inform the family by telephone whenever anomalies in attendance or an excessive number of unexcused absences or tardiness occur.

SCHOOL-FAMILY COMMUNICATION

Parents are required to promptly communicate any changes in personal data (especially phone numbers and email addresses).

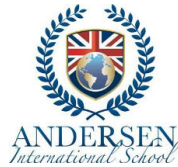
Parents are required to check the student's electronic register daily to review any communications directed to them or to provide justifications for outstanding absences.

Parents must adhere to the teacher's reception hours communicated by the school.

Upon entering the classroom of the school principal and/or a school staff member, as well as when a guest visits the school, students are to stand.

Students are not permitted to enter the staff room without an invitation or the permission of at least one present teacher.

In written communication, only the use of the school email is authorized.



Communication with teachers is possible from Monday to Friday, from 8:00 AM to 5:00 PM, using a formal, correct, and concise style, signing with your full name. The use of "Urgent" or "Important" should be avoided unless absolutely necessary. Recipients should be carefully selected, and the school principal (Dr. Laura Donzelli), the Educational Coordinator (Prof. Silvia Liti), the IB Coordinator (Prof. Johanna Oddie), and possibly a teacher should always be included in the correspondence.

SCHOOL UNIFORM

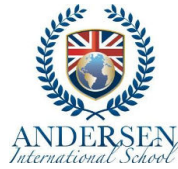
The use of the official and logoed school uniform is mandatory. The upper part must be purchased from the official supplier, LM School Uniforms, while the lower part (pants, skirt) may optionally not belong to the official logoed uniform but must still adhere to the school's colors. Refer to the uniform regulations available on the website www.andersenschool.it.

Teachers conduct daily checks to ensure that students are wearing the correct uniform items and/or adhering to the school's colors as per the regulations.

In the event of non-compliance with the policy, disciplinary measures will be taken. The teacher is required to report the non-use of the uniform by any student in the electronic register.

The teacher will refer the student not wearing the correct uniform to the High School's office, which will promptly communicate any disciplinary action to the family.

Students will not be allowed in class without the proper school uniform.



Prohibited Items:

- Boots
- Combat boots
- Wedge or heeled shoes
- Scarves
- Hats
- Ponchos
- Flashy jewelry, large necklaces, piercings, rings, and similar items
- Sunglasses
- Non-official jackets
- Non-official scarves
- Mini skirts
- Shorts

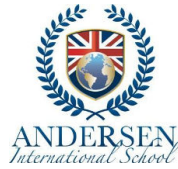
Following the third warning for improper use of the school uniform, the school will consider serious disciplinary measures.

Changing clothes during school or in the cafeteria is not allowed. The only permitted items are those of the official uniform or the items listed above.

CAFETERIA AND FOOD POLICY

Students are not allowed to bring food from outside or receive deliveries. This rule applies to food brought from home as well as to students' and/or teachers' birthdays.

Students intending to use the cafeteria must make reservations well in advance using the methods specified by the High School's office and/or the school principal.



Electronic devices and cellphone use:

The school provides students and teachers with various computing devices (PCs, tablets) for which usage should always adhere to the principles of diligence and correctness. All mentioned devices are property of the school and are intended for exclusive internal use.

Chromebooks

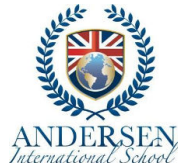
Students' individual and personal Chromebook devices are considered private property of the student, who is always fully responsible for them both inside and outside of school. The student may take the Chromebook home and return it to school as directed by teachers on a day-to-day basis and is responsible for its maintenance, charge, and proper use. The student is responsible for remembering when the Chromebook needs to be taken home for extracurricular activities such as homework or group projects and when it needs to be brought back to school for classroom work.

WI-FI Network

Authorized use of the internal network should be solely for communication and sharing of strictly educational information; any use for other purposes is strictly prohibited. Connecting laptops or other devices not provided by the school to the institute's network is also prohibited.

Email accounts and the entire Google suite provided by the school should be regarded as exclusive work tools, and students are required to manage them properly.

The use of cell phones is strictly prohibited from 8:00 AM throughout the student's time at school. Cell phones must be turned off and stored in the student's personal locker. Bringing electronic devices to school that are not



designated and provided by the school for educational purposes is not allowed.

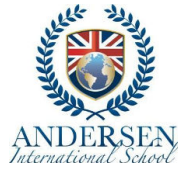
The use or even the display of such electronic devices during school hours (including breaks) will result in confiscation, with the items returned to the student by 5:00 PM, following the report in the electronic register and communication with the family. If the violation is deemed serious, the confiscated items may only be retrieved by the parent from the school's administration or office.

Measures:

Non-compliance with the Regulations will result in the application of the following disciplinary sanctions, at the discretion of the School Management and the Class Council:

1. Verbal warning.
2. Note in the electronic register.
3. Detention.
4. Formal warning in the presence of parents.
5. Suspension from classes or activities in favor of the school community.
6. Expulsion.

The aforementioned sanctions will affect the conduct grade and, in severe cases, may lead to the dissolution of the educational agreement between the school and the family, resulting in the student's dismissal from the school.



Behavior Grade:

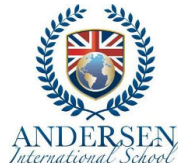
During assessments (intermediate and final), when evaluating the behavior grade, serious and/or repeated disciplinary measures (notes, classroom expulsion, suspension from classes, etc.) will be taken into account.

NO SMOKING POLICY

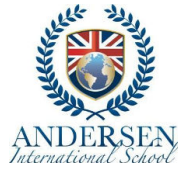
According to the current regulations for educational institutions in the national territory, smoking cigarettes or electronic devices (e-cigarettes) is prohibited in all indoor and outdoor areas of the Institute. Any student found smoking inside the school premises will be subject to internal measures determined on a case-by-case basis by the School Management and deemed most appropriate.

The application of the aforementioned provisions may occur as follows, roughly outlined, at the discretion of the School Management and the Class Council (which may imply a previous formal or verbal warning):

1. *Offense:* Damage to common areas of the school or equipment.
 - *Measure:* Reimbursement for damages.
 - *Responsible party:* School Management.
2. *Offense:* Severe damage.
 - *Measure:* Reimbursement and/or detention or suspension.
 - *Responsible party:* School Management.
3. *Offense:* Inappropriate use of educational materials.
 - *Measure:* Disciplinary note and/or detention.
 - *Responsible party:* Teacher.
4. *Offense:* Consumption of food or beverages in the classroom.
 - *Measure:* Disciplinary note and/or detention.
 - *Responsible party:* Teacher.
5. *Offense:* Neglect of the classroom.



- *Measure*: Classroom cleanup, possibly beyond school hours, and/or detention.
 - *Responsible party*: Teacher.
6. *Offense*: Unauthorized exit from the classroom.
- *Measure*: Disciplinary note and/or detention.
 - *Responsible party*: Teacher.
7. *Offense*: Use of cell phones or electronic devices.
- *Measure*: Confiscation, note in the register, and return to the School Management and/or detention.
 - *Responsible party*: Teacher.
8. *Offense*: Non-compliance with the smoking ban.
- *Measure*: Disciplinary note and fines in accordance with the law (after the third warning, community service for the school community) and/or detention.
 - *Responsible party*: School Management
9. *Offense*: Inappropriate attire.
- *Measure*: Report in the register and to the parent and/or detention.
 - *Responsible party*: School Management and teacher.
10. *Offense*: Use of improper language.
- *Measure*: Disciplinary note and/or detention.
 - *Responsible party*: Teacher.
11. *Offense*: Disrespectful behavior towards teachers.
- *Measure*: Detention or suspension.
 - *Responsible party*: School Management - Class Council.
12. *Offense*: Verbal disputes among students.
- *Measure*: Report in the register and/or detention.
 - *Responsible party*: Teacher.
13. *Offense*: Violent and serious confrontations among students.
- *Measure*: Detention or suspension.
 - *Responsible party*: School Management - Class Council.
14. *Offense*: Disruption of educational activities.
- *Measure*: Report in the register and/or detention.
 - *Responsible party*: Teacher.



Behavior, decorum, students' objects, and school materials

Parents are prohibited from delivering forgotten materials to school on behalf of their children. The school office is not authorized to accept such materials, and students are not allowed to go to the entrance to retrieve them, nor are parents permitted to enter the school to deliver them. No personal items should be left in the classroom after lessons. The school disclaims any responsibility for educational materials, objects, or clothing left at school by students.

Students are required to bring the educational materials requested by the teachers to school.

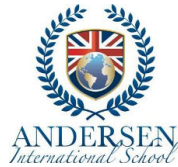
The absence of necessary materials for the correct completion of the lesson will be notified in the electronic register.

School disciplinary notes or other evaluations, as well as test scores, are shared with parents (student's guardians) and the student to whom they refer.

In each class, there is a paper file where materials (worksheets, etc.) for absent students should be collected, and these students should retrieve them upon their return to school.

Assignments are uploaded by teachers to the electronic register no later than Friday at 6:00 PM. Electronic assignments or tests (for distance learning and similar purposes) will not be accepted after the previously communicated deadline. Any submission after the deadline may be evaluated as "NOT CLASSIFIED," at the teacher's discretion.

No grades are given for homework assignments, although they are corrected and accompanied by feedback. In some cases, communal correction in class is allowed.



Presentations must include accurate, reliable, and truthful bibliographical references.

The order and neatness of materials submitted to teachers in the form of homework, whether completed at home or in class, must adhere to specific criteria: legible writing, name and surname, date and subject at the top of the page, no tears/cuts/crumpling. Inappropriate documents, even on a formal level, are NOT ACCEPTED and are considered NON-CLASSIFIABLE.

For each student, the teacher has prepared a folder in which to archive tests and written work. At the end of the year, these folders are placed in the school's archive.

During language classes, it is required that students speak in the language being taught.

Absence does not justify not completing assignments and/or assigned study.

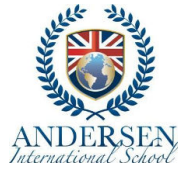
Tests:

Tests are scheduled with an advance notice determined by the teacher as suitable and adequate for student preparation.

Test papers must contain the following information:

Name and Surname Class Date Subject

The evaluation is numeric and accompanied by a comment. The evaluation is signed (or initialed) by the teacher. The score and a summary of the content with a description of the evaluation are written in the electronic register.



Tests cannot be taken home.

Parents may review the tests during parent-teacher conferences or request a scan from the teacher.

If a student was absent during a written test, they will take another one on the first day back in class for the relevant subject, but with different questions/exercises. Teachers do not make alternate arrangements with students.

Given the various possible cases and reasons for absences, the teacher is authorized to administer the test at a time they consider appropriate.

SCHEDULED QUIZZES:

Students who are absent from scheduled quizzes subject the class to a random quiz.

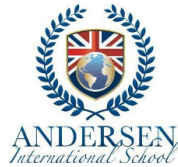
The class is always required to choose a "backup" classmate who will be questioned in place of the absent student.

Students present in class during scheduled quizzes who are unprepared may be assigned an insufficient grade at the teacher's discretion.

ELECTRONIC REGISTER:

It is emphasized that the grades recorded in the register are only those of official tests and exams. Grades for marginal or supplementary assignments will not be recorded in the register and may not necessarily contribute to the overall average, just as the entrance test does not affect the average.

Grades for failed quizzes or exams are included in the average.



Specific remediation for repeated low grades will only be considered in exceptional cases, evaluated on a case-by-case basis by the teacher and the Class Coordinator.

For issues with the electronic register, please contact the School Office (highschool@andersenschool.it). The school's IT technician does not provide private IT assistance. The School Office will handle requests independently or forward them to the responsible technician as appropriate.

MID-MORNING or Afternoon Break:

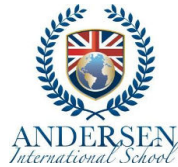
Students spend the break in their designated area, which may change at the discretion of the teaching staff and school management from week to week.

BEHAVIOR:

The use of mobile phones is prohibited throughout the school hours and while on school premises. Every student's mobile phone must be turned off and stored in their locker. Teachers' mobile phones must be turned off and used only in case of emergencies or school-related needs, e.g., to call the nurse/school office. In case of students' violations, the family will be immediately notified via email, and a disciplinary note will be recorded in the electronic register and/or detention will be assigned.

Students are allowed to use the bathroom only during class changes, break time, or lunchtime, except in cases of exceptional urgent needs.

The class teacher must always authorize the exit of one or more students from the classroom during the lesson in case of need.



During class changes, students may retrieve their books/materials if necessary.

DETENTION:

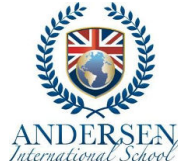
In case of a breach of the school rules or whenever the School Management deems it appropriate, students may be assigned detention.

Each assignment is recorded in the electronic register and will always be visible to the family.

The day and time when the student must stay at school following the assignment of detention will be decided by the Class Coordinator and the IB Coordinator and communicated to the family through the school office with adequate advance notice. In cases where the student cannot stay in the afternoon as indicated by the school, the family must provide justification, and an alternative date will be assigned.

The number of detentions accumulated by the student during the school year significantly affects the conduct grade at the end of the year.

For failing to submit assignments three times in the same subject, the teacher may assign a grade of 5 in the register, which will be included in the overall average.



Additional regulations by the School Management may be introduced during the school year.

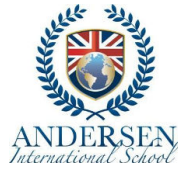
In case of changes or additions to the regulations, families and teachers will be notified, and an updated document will be shared among the parties.

SIGNATURES OF ACKNOWLEDGMENT AND AGREEMENT:

Parents

Student

School Director



INTERNATIONAL INSTITUTE OF HIGHER EDUCATION EDUCATIONAL SHARED RESPONSIBILITY AGREEMENT

The D.P.R. 235/07 introduced the "Educational Shared Responsibility Agreement" with the aim of defining the rights, duties, and commitments that support the relationship between School, Family, and Student to promote academic success, well-being, trust, and mutual collaboration while preventing any potential situations of discomfort.

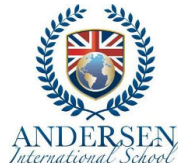
In view of Article 3 of D.P.R. November 21, 2007, No. 235, the student, parents, and the school principal of the International Institute of Higher Education Linguistic Lyceum

Hereby agree to the following

EDUCATIONAL SHARED RESPONSIBILITY AGREEMENT

The School, through the educational and teaching activities of its teachers and staff, undertakes to:

- Create a welcoming and inclusive atmosphere that promotes learning and the well-being of each student.
- Respect and enforce the School Regulations.
- Implement the Educational Offer Plan.
- Ensure the safety of students during the school day.
- Promote and develop health education projects to prevent potential discomfort.
- Foster the overall development of each individual, valuing all cultures.
- Support different abilities and various learning styles.
- Cultivate motivation for learning and discovering the joy of culture.
- Evaluate all results from an educational perspective, ensuring maximum transparency.



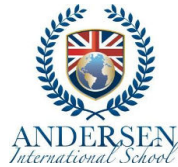
- Promote educational dialogue with the family.
- Modify this document in accordance with legal requirements.

The family undertakes to:

- Ensure regular attendance and punctuality.
- Promptly justify any absences or delays through the electronic register.
- Support and continuously follow the educational activities of their child through the website, aiming for awareness, responsibility, and autonomy.
- Regularly participate in parent-teacher meetings and school meetings.
- Review and adhere to the School Regulations.
- Share the school's educational project and the intervention strategies and measures taken by the teachers.
- Inform the school of any issues, events, or situations that may affect daily life.

The student undertakes to:

- Respect every individual without prejudice and interact with teachers, classmates – especially those in difficulty – and all school staff with openness and courtesy.
- Respect the School Regulations and the regulations regarding smoking, alcohol consumption, narcotics, and the use of mobile phones within school premises.
- Report critical situations, acts of bullying or vandalism that may occur in the classroom or school and communicate any difficulties to the teachers.
- Maintain behavior appropriate to the school environment.



- Use school facilities correctly, taking care to keep the premises and outdoor spaces clean, welcoming, and orderly.
- Attend classes punctually.
- Bring the required materials, complete assigned tasks, and actively participate in educational activities.
- Wear the official school uniform.

SIGNATURES OF ACKNOWLEDGMENT AND AGREEMENT

Parents

Student

School Principal