



## **INSTITUTE REGULATIONS**

### **Middle school / Y7-Y9**

#### **PREAMBLE**

This regulation aims to allow an orderly conduct of school life. The rules contained herein are intended to be functional to the full realisation of the educational philosophy of Andersen International School: not just a school but a philosophy for growth.

#### **Art. 1 – PRINCIPLES AND MISSION**

1.1 This Regulation adopted in line with the provisions contained in the Presidential Decree of 24 June 1998, n. 249, containing «the Statute of Students», in the Presidential Decree of 8 March 1999, n. 275, containing the «rules regarding the autonomy of educational institutions» and in the Presidential Decree of 10 October 1996, n. 567, containing «the regulation of complementary initiatives and integrative activities in educational institutions», draws primary inspiration from the founding principles and values of our institute which will be recalled below.

1.2 Our institute is a place of training and education through study, the acquisition of knowledge and the development of critical consciousness and also wants to be a community of dialogue, research, social experience, informed by democratic values and aimed at personal growth in all its dimensions. The relationships within the institute are based on respect for freedom of thought, expression and religion, on respect for the person, also enhancing the principles of non-discrimination and solidarity through the teaching of mutual respect and repudiating any ideological, social or cultural barrier. The school community, interacting with the wider civil and social community of which it is part, bases its own project and educational action on the quality of teacher-student relationships, contributes to the development of the personality of young people, also through awareness education and the valorisation of gender identity, their sense of responsibility and their individual autonomy and pursues the achievement of cultural and professional objectives suited to the evolution of knowledge and inclusion in active life.

1.3 The Institute's primary mission is to promote and encourage training aimed primarily at personal growth through the most careful realisation of the constitutionally guaranteed right to study. For this purpose, the training plan offered is designed to ensure the needs of the students in order to allow the development of the individual potential of each of them, simultaneously encouraging the strengthening of the sense of responsibility, of individual autonomy and the internalisation of the principles referred to to the previous point.

1.4 Specific attention is also paid to the implementation of the principles and values referred to here also in the student's daily life and therefore also in his interpersonal relationships outside the school walls which individuals will have to implement, also as a concretization of the values imparted by the school.

## Art. 2 – RIGHTS AND DUTIES OF STUDENTS

2.1 The Institute guarantees students freedom of learning through the provision of a highly professional teaching staff which, while respecting freedom of teaching, ensures the students' right to receive qualified training, based on an approach open to the plurality of ideas and, consequently, suitable for the valorization of personal inclinations.

2.2 Students have the right to receive transparent and timely evaluations in order to encourage the activation of a critical self-evaluation process from which emerges the identification of their own strengths and weaknesses on which to work more to improve performance.

2.3 Students have the right to be promptly informed in relation to the rules and decisions that regulate the organisation of the Institute, in order to ensure their active participation in school life.

2.4 Students have the right to respect for their person in its entirety, in strict adherence to the principles of solidarity and equality (broadly understood as the prohibition of discrimination of any kind: cultural, social, economic, sexual, religious, etc.). Furthermore, according to these value and ethical guidelines, the right of students to live in an educational environment suitable for personal growth and the recovery of situations of disadvantage or delay is also guaranteed through the provision of support services capable of promoting health and psychological well-being.

2.5 Students have the right to carry out educational activities in safe and healthy environments.

2.6 Students have the duty to respect the ethical, moral and value principles of the Institute referred to in the previous art. 1, maintaining interpersonal relationships with all those involved in the school environment (peers, teachers, managers, school staff) based on mutual respect.

2.7 Students have the duty to attend lessons regularly and carry out their study duties promptly.

2.8 Students have the duty to carefully respect the organisational and safety regulations established by the Institute.

2.9 Students must correctly and carefully use all the machinery and technical/electronic tools provided by the Institute and must not damage in any way the structures (together with their components) in which school life takes place.

### Art. 3 – ORGANISATIONAL RULES

Without being mandatory, but with merely illustrative value, our Institute adopts the following main general organisational rules:

#### 3.1 Entrance, exits and attendance

– Entry to the school is permitted from 8.30 to 8.40. Access to school premises before this time may lead to the application of disciplinary measures (art. 4). Parents or their delegates are not allowed access to the classroom or in the other areas of the Institute. Students are required to respect the entry time in order to ensure the regular and correct running of lessons. **The taking charge and therefore the supervision of the students takes place from the moment of entry into the school premises, in any case excluding any obligation and related responsibility on the part of the school towards students left alone in the school premises before the entry time.**

- Late arrival: The parent can verify the entry and exit of their child by accessing their user area of the electronic register. Please remember that teachers can fill in absences/presences during the first lesson period (8.40am-9.25am). Late entry is only permitted until 12.00.
- Students are required to regularly attend lessons and all additional educational activities (internships, conferences, meetings, workshops, etc.) decided by the Teaching Body, specifying that **the payment for the same will be borne regardless of the student's participation.**
- Again regarding frequency, it should be remembered that, pursuant to art. 14 Presidential Decree 122/2009, «to proceed with the final evaluation of each student, attendance of at least three quarters of the personalised annual timetable is required. Educational institutions may establish, in exceptional cases, reasons and extraordinary exceptions to the aforementioned limit". Exceptions can be made only in the presence of documented serious reasons which, however, at the same time, in the opinion of the Class Council, do not jeopardise the possibility of proceeding with the final evaluation of the student's academic performance.
- With the exception of the exceptional cases referred to in the previous point, failure to reach the minimum attendance limit will make it impossible to be admitted to the final exam and to the next class or to the State Exam.
- It is the responsibility of families to check, through access to the electronic register, their children's attendance levels, whose absence is recorded daily in said register.
- The departure time from Monday to Friday is from 3.50pm to 4.00pm. Students are required not to stay in the school building after 4.00 pm.
- All early departures must be reported to the School Office by the student's parent by 10:00 am on the same day. Please remember that all early outs are recorded in the electronic register and must be considered hourly, i.e. calculated lesson by lesson.
- Students are allowed to leave the Institute independently (both at the end of lessons and in the event of early exit) only if the parents complete the Authorised Independent Exit Release form. Otherwise, the withdrawal of students can only take place by parents or a specially delegated adult person.

### 3.2 Authorisations

- The parent who intends to authorise another person to collect their child must send the delegation form to the secretariat the day before or, at the latest, by 11.00 am on the same day, with the delegate's identity document attached.
- Authorisations must be renewed at the beginning of each school year.
- Parents who intend to request authorisation for the minor to leave school without the accompaniment of an adult must collect the independent exit form from the secretariat, valid for the entire school year, and return it signed by both parents. In the event of early exit due to illness of the student, even in the presence of authorisation for independent exit, the school will contact the parents to be able to collect the student in person or using delegates.

### 3.3 Bus service

The School uses external companies for the school transport service that are not dependent on Andersen International School.

The parent interested in this service must follow the following procedure:

- 1- The family must forward the request to the transport company;
- 2- The transport company will verify the feasibility of the service, taking into consideration the number of requests received, the size of the vehicle and the road conditions of the area concerned.
- 3- Afterwards, once all requests have been received and the appropriate checks have been carried out, the transport company will communicate times and stops to the families, in case of confirmation of the service.
- 4- In case of confirmation of the bus service, the family must notify the school by sending the completed **Bus Authorisation form**, available on our website in the section **Forms**.

For the correct and safe carrying out of the transport service, parents must comply with the following provisions:

1 – it is mandatory to send the Bus Authorisation form to the secretariat within 5 days before the start of the service.

2 – In the event of a change in the collection of your child, you must notify both the driver of the vehicle and the secretary by sending the Bus Service Change form, available on our website in the section **Forms**, by 11.30am on the reference day a [secretary@andersenschool.it](mailto:secretary@andersenschool.it).

Families are requested to comply with the above procedure in order to allow the school to guarantee the implementation of the instructions received.

**3 – It is not allowed:**

- **It is not allowed to** use another bus other than the one with which the transport contract was stipulated.
- **It is not allowed** the use of buses to those who have not signed any contract with the company.
- **It is not allowed** that children registered for the service can exchange buses.

The transport companies have total responsibility for the service they provide and for any accident that occurs during the outward and return journey.

**3.4 Access to the courtyard and school**

– Cars and motorbikes are not permitted to enter the courtyard with the exception of authorised vehicles. Bicycles, scooters, skates, unicycles (including electric ones) and similar can only be accessed if carried by hand and placed in the appropriate racks (the parking lot is unattended).

– For reasons of safety and hygiene, animals cannot enter the internal and external spaces of the school.

### 3.5 School-family communications

- E-mail and the electronic register are used for communications between school and parents. Communications can take place in English, Italian or both languages. The teachers' email addresses are communicated at the beginning of the year.
- Teachers have 48 hours to respond to emails received and are not required to respond outside of working hours, on weekends and during holidays.
- For problems concerning the student it is necessary to contact the teacher in the first instance and, if necessary, where answers are not satisfactory/exhaustive, to the coordinator. As a last resort you can contact the Team Principal.
- For particular or private matters, it is possible to request a meeting with the Management.
- In their timetable, teachers will have modules dedicated to receiving parents, who will be able to book an appointment via the electronic register.
- The school office is open to the public every day, from Monday to Friday, from 8.30 to 12.00 and from 14.00 to 17.00. In the summer months the school office is open from 9.00 to 12.00 and from 14.00 to 16.00. It is foreseen to have a closed period in August.

### 3.6 School uniform

- The use of the official and logoed school uniform is mandatory. The student's family will be notified by the school office if the student does not have one. The school uniform must be purchased from the official LM School Uniform supplier (<https://new.school-uniforms.it/>).
- It will be the teachers' responsibility to check daily whether students are wearing the uniform items as specified in the Regulations and, if they are not, to report the absence to the school office.
- It should be noted that, in addition to any type of clothing that is not logoed/does not respect the colours of the Institute, the following are considered prohibited:
  - Motorbike/combat boots
  - Shoes with wedges or heels, slippers, flip flops



- Scarves
- Hair
- Poncho
- Flashy jewellery, large necklaces, piercings, rings and the like
- Sunglasses
- Jacket in class (which is not the official uniform)
- Scarf (which is not from the official uniform)
- Miniskirt
- Shorts or leggings (that are not the official uniform)

The Institute declines all responsibility for the loss of personal belongings (bracelets, rings, umbrellas, etc.).

### 3.7 Policy on canteen and meals

- Students are not allowed to bring cakes and drinks to school for birthdays.
- Meals are provided by Dimensione Cucina S.r.l. Any substitutions for allergies and intolerances are allowed only upon presentation of a medical certificate, as per the instructions provided by the administration.

The light meal can be provided according to the procedures established by Dimensione Cucina and must be requested in writing by filling out the appropriate Form C at the office or by sending an email to [secretary@andersenschool.it](mailto:secretary@andersenschool.it) with Form C attached.

Requests received after 9:00 AM on the same day cannot be guaranteed to be fulfilled by Dimensione Cucina.

### 3.8 Accidents – indispositions – medications

- In the event of a serious injury, the family is contacted by telephone requesting the possible intervention of the emergency room with the simultaneous preparation of a detailed report of the incident. It is mandatory for a family member or their authorized delegate to accompany the student to the emergency room except in cases of danger to the student's safety. In this case, ambulance intervention will be requested and the parent or delegate will reach the student directly at the hospital emergency room.



- For any insurance refunds, it is necessary to present the Hospital Emergency Room certificate,, without which a request cannot be made.
- In case of indisposition, family members are informed by email so that they can evaluate the opportunity to come and collect the unwell student.
- Under no circumstances may the school administer drugs to students except in the case of life-saving drugs for the administration of which the family must present suitable valid medical certification issued by a public structure together with a declaration from the attending physician indicating symptoms, name of drug and method of administration. The family is also required to communicate to the school in writing information relating to the student's health conditions and the medications he takes regularly.

If it becomes necessary to administer medication for short periods (e.g., antibiotics, eye drops, etc.), the "Request for Authorization to Administer Medication" form, available at the school office or [on the school website](#), must be completed. A statement from the attending physician, indicating symptoms, the name of the medication, and the method of administration, must always be attached.

### 3.9 Private lessons

- Based on Legislative Decree 297/94, Article 508 (paragraph 5), teaching staff are prohibited from giving private lessons to students of their own school. Exceptions may be made for specific cases discussed with the administration.

### 3.10 Electronic devices, email and cell phone use

- Students are given instructions for the direct purchase of a "Chromebook", an individual and personal device of the individual student, for which the student is always and completely responsible inside and outside the school complex. The Chromebook must be taken home by the student and brought back to school according to the instructions provided by the teachers each day.
- The student is responsible for remembering when to bring the Chromebook home and back to school and is also responsible for its maintenance and charging.

- Students are allowed to use the Institute's Wi-Fi network exclusively for educational purposes and access can only take place through the use of electronic devices made available by the school.
- Students are provided with an email account and access to the Google suite for educational use only.
- The use of mobile phones is strictly prohibited from 8.30 am and for the entire time spent at the school. Mobile phones must be switched off before entering the school's main gate and placed at the classroom entrance in the designated collection box. The cell phone will be returned at the last hour of class before leaving and can only be turned on outside the gate. Any minimal violation of this rule will result in the assignment of a disciplinary note on the electronic register. Any other personal electronic device (excluding Chromebooks) cannot be brought into the Institute.

### 3.11 Prohibition of smoking, alcohol, and prohibited substances

- In compliance with the legislation in force for educational institutions in the national territory (art. 4 Legislative Decree 12 September 2013, n. 104), smoking cigarettes or similar electronic devices (so-called electronic cigarettes).
- In all indoor and outdoor areas of the school, it is strictly forbidden to bring in or use alcoholic beverages or other prohibited substances
- Any student found violating this rule will be subject to internal disciplinary measures.

### 3.12 Conduct, decorum and delivery of school materials

- Students consider themselves completely responsible for the school material, meaning that their parents are expressly prohibited from bringing to school material forgotten by the students at home or elsewhere. The school office is not authorised to collect these personal effects, nor are students allowed to go outside the Institute to have them delivered by their parents, nor are parents allowed to go up to the floor where the student's class is located to give them to the children.
- Students consider themselves entirely responsible for personal effects brought to the Institute. No objects must be left in classrooms and/or school premises at the end of lessons: the school

declines any responsibility for teaching materials, goods (watch, earrings, etc.) or clothing left in the school premises by students.

- Students are required to bring to school all the teaching materials requested by the teachers for the correct carrying out of the lessons. In case of non-compliance, this will be noted in the electronic register, as a teaching note.
- During language hours, students are expected to speak only in the language taught.
- Students are allowed to go to the bathroom during registration, before the first break, before lunch, before dismissal, after the first or second break if there is an emergency. Only in case of emergencies and mandatory needs can the teacher allow the student to be absent to go to the bathroom during the lesson.

### 3.13 Electronic register

- Absences/presences, early exits, tasks assigned by teachers, grades of written and oral tests, disciplinary measures and any communication that is deemed to be addressed to the student's parents is noted in the electronic register, to which students who parents can freely access through the use of a username and password provided by the Institute.
- The grades displayed in the register refer to the official tests, excluding all the grades of the works considered by the teacher of mere in-depth study (the homework and exercises carried out both at home and in class).
- Each grade present in the register contributes to forming the final average relating to the subject considered. The grades on the report card do not represent a mere arithmetic average of the written and oral tests but they are also determined based on effort, participation, attentiveness in class, and punctuality in submitting assignments.
- The specific recovery of certain negative grades can be exceptionally foreseen by the teacher in agreement with the Team Principal.
- If families encounter problems accessing or using the electronic register, they are asked to contact the School Office directly (via the email address: [office@andersenschool.it](mailto:office@andersenschool.it)).

### 3.14 Written tests, oral tests and tasks assigned by the teachers

- The tasks assigned by the teachers are entered in the electronic register. Any changes for educational or organisational reasons will be promptly communicated orally to students. Repeated failure to submit homework will result in a possible negative evaluation.
- All work carried out by the student, whether it is carried out at home or in class, is considered correctly carried out from a formal point of view when it contains name, surname, class, date of completion, school subject, which must not appear torn, cut, crumpled or damaged in any way. If it is handwritten, it is necessary to use handwriting that is easily readable by the teacher. Failure to comply with these provisions makes it legitimate for the teacher to refuse to accept and carry out an evaluation on the work carried out by the student.
- Absence does not justify failure to carry out assigned homework and/or study.
- Students' written tests are administrative documents in every respect and, as such, must be stored, archived, and cataloged by the school in compliance with the provisions of the School Autonomy Regulations (Presidential Decree 275/1999). Parents who wish to review them may do so in person during meetings with the teachers or, in the case of unsatisfactory grades, by requesting a scanned copy, which will be sent via email.
- As already foreseen for carrying out the tasks assigned in class, written tests must also contain name, surname, class, date and subject, as well as being written in easily legible handwriting. Any test submitted without a name may have the final grade lowered.
- The evaluation carried out by the teacher is numerical: minimum mark 4 and maximum mark 10.
- Written tests cannot be taken home. If parents wish to view them, they can do so personally during interviews with the teachers or by requesting a scan of the same, in case of insufficient evaluations.
- In the event that the student is absent while taking a written test, he will make it up on the first day of lessons available in the time of the subject in question (or at the time deemed most appropriate by the teacher).

– There is the possibility that scheduled oral tests will be carried out. The student who is absent on the day on which he should have carried out the scheduled question will make up for it by agreement with the teacher.

### 3.15 Break time

– Students spend mid-morning and post-lunch breaks in the garden under the supervision of the teaching staff. Any changes to the area made at the discretion of the teaching staff and the school management are promptly communicated to the students. The use of balls is only permitted on the football pitch. It is not permitted to bring balls from home.

### 3.16 Use of vending machines

– The use of the machines on the third floor is only permitted from 8.30 to 8.40 and not during time changes.

## Art. 4 – DISCIPLINARY MEASURES

4.1 Failure to comply with this Regulation and/or compliance with its founding principles entails the application of one or more disciplinary sanctions depending on the severity of the violation as determined by the School Management and/or the Class Council.

4.2 Students who do not comply with the provisions of this Regulation will be subject to the following disciplinary sanctions:

- Verbal warning
- Note in the electronic register (disciplinary or teaching note)
- BFL (Behaviour For Learning), under the supervision of a teacher
- Formal warning in the presence of the parents
- Suspension from lessons (with or without mandatory attendance) or activities in favour of the school community (community service)

– Expulsion (in the most serious cases, following an extraordinary convocation of the Class Council).

Please note that all disciplinary and/or academic notes are recorded by teachers on Nuvola, and it is the responsibility of families to review them in order to stay constantly informed about their child's behavior in the school environment.

4.3 All sanctions have a negative impact on the conduct grade and, in the most serious cases, may result in the student not being admitted to the final exam or the State exam.

4.4 It is specified that all disciplinary measures have as their primary aim the education of the student in a sense of responsibility, which can also be pursued through the student's carrying out activities in favour of the school community.

4.5 Disciplinary responsibility is personal and no one can be subjected to sanctions without first having been guaranteed the right to express his reasons.

4.6 The sanctions will be imposed at the end of a procedure which may be structured as follows: detection of the deficiency - dispute of charges - exercise of the right of defence within five days of the dispute even in the presence of the parents - decision - adoption of the measure - communication to the family.

4.7 Expulsion for disciplinary reasons may only be ordered for serious facts involving conduct which, even if not sanctioned on a criminal level and/or extra-contractual civil liability, constitutes a serious vulnus to the civil life of interpersonal relationships and this also where it refers to conduct outside our institute.

4.8 Under no circumstances may the exercise of freedom of thought and opinion be penalized, provided they are expressed correctly and politely.

4.9 In principle, disciplinary sanctions are temporary, only in extremely serious cases is the possibility of definitive removal of the student from the school.



## Art. 5 – VALIDITY OF THE REGULATION

This regulation comes into effect and effectively supersedes any existing regulations. It may be amended during the school year at the discretion of the Direction, should new organizational or educational needs arise.

Milan, updated July 2025