



SCHOOL REGULATIONS – Academic Year 2025–2026

Art. 1 – PRINCIPLES AND MISSION

1.1 These Regulations, adopted in accordance with the provisions contained in Presidential Decree (D.P.R.) of 24 June 1998, No. 249, establishing the *“Charter of Students’ Rights and Duties”*; Presidential Decree of 8 March 1999, No. 275, concerning *“Regulations on the Autonomy of Educational Institutions”*; and Presidential Decree of 10 October 1996, No. 567, concerning *“Regulations on Complementary and Supplementary Activities in Educational Institutions”*, are primarily inspired by the founding principles and values of the High School, which are outlined below.

1.2 The High School International Institute of Higher Education is a place of learning and education through study, the acquisition of knowledge, and the development of critical thinking. It also aims to be a community of dialogue, research, and social experience, guided by democratic values and committed to fostering the growth of the individual in all their dimensions.

Internal relations within the institution are based on respect for freedom of thought, expression, and religion, and on the protection of each individual, while promoting the principles of non-discrimination and solidarity through the teaching of mutual respect and the rejection of all ideological, social, or cultural barriers.

The school community, interacting with the broader civil and social community of which it is a part, grounds its educational project and action in the quality of teacher–student relationships. It contributes to the personal development of young people—also by fostering awareness and appreciation of gender identity, a sense of responsibility, and individual autonomy—and pursues the achievement of cultural and professional goals aligned with the advancement of knowledge and preparation for active participation in society.

1.3 The primary mission of the Institute is to promote and support education aimed, first and foremost, at personal growth through the full realisation of the constitutionally guaranteed right to education. To this end, the educational plan is designed to meet students’ needs, enabling the development of each individual’s potential while fostering a sense of responsibility, personal autonomy, and the internalisation of the principles outlined in the previous section.

1.4 Particular attention is also given to ensuring that the principles and values recalled herein are applied in students’ everyday lives, including their interpersonal relationships outside the school environment. Each individual is expected to embody and uphold these values as a concrete expression of the education received at the school.



1.5 Andersen International School, an authorised IB World School, offers the *Middle Years Programme (MYP 4 and 5)* as a candidate school and the *Diploma Programme (DP)* as a fully authorised programme.

The mission of the school is to educate young people who are *inquisitive, open-minded, respectful, and responsible*, capable of critical and reflective thinking. Students are encouraged to take an active part in school life and in the local community, valuing diversity as a source of personal enrichment and contributing to the improvement of society.

This mission is fully aligned with the philosophy of the *International Baccalaureate (IB)*, which aims to develop inquiring, knowledgeable, and caring students while promoting intercultural understanding, respect, and the creation of a better and more peaceful world.

Art. 2 – RIGHTS AND DUTIES OF STUDENTS

2.1 The Institute guarantees students the freedom to learn through the presence of a highly professional teaching body which, while respecting academic freedom, ensures the students' right to receive a qualified education based on an open approach to diverse ideas and, consequently, one that values individual talents and inclinations.

2.2 Students have the right to receive transparent and timely evaluations, enabling them to engage in a critical process of self-assessment aimed at identifying their strengths and weaknesses, thus supporting their academic improvement.

2.3 Students have the right to be promptly informed about the rules and decisions governing the organisation of the Institute, ensuring their active participation in school life.

2.4 Students have the right to be respected as individuals in their entirety, in strict adherence to the principles of solidarity and equality—widely understood as the prohibition of all forms of discrimination (cultural, social, economic, sexual, religious, etc.).

In line with these ethical and value-based principles, students are also guaranteed the right to live in an educational environment conducive to personal growth and to the recovery of disadvantage or learning gaps, also through the provision of support services that promote health and psychological well-being.

2.5 Students have the right to carry out their educational activities in safe and healthy environments, and to exercise their constitutional right of assembly and participation in meetings.

2.6 Students have the duty to respect the ethical, moral, and value-based principles of the Institute, as outlined in Article 1, maintaining interpersonal relationships with all members of the school community (classmates, teachers, administrators, and non-teaching staff) based on mutual respect.

2.7 Students have the duty to attend lessons regularly and to fulfill their academic obligations in a timely manner.



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

2.9 Students must use all equipment and technical/electronic devices provided by the Institute properly and with care, and must not in any way damage the facilities or their components in which school life takes place.

Art. 3 – ORGANISATIONAL RULES

Without claiming to be exhaustive but rather illustrative, the High School International Institute of Higher Education adopts the following general organisational guidelines.

3.1 Attendance, Entry, and Exit Procedures

- Entry into the school premises is permitted from 8:00 a.m. Accessing the premises before this time may result in the application of disciplinary sanctions (see Art. 4).
- Students are required to attend classes regularly, including all supplementary and enrichment educational activities (such as internships, conferences, meetings, workshops, etc.) organised by the School Management. It is specified that the related costs will be due regardless of the student's participation.
- With regard to attendance, it is reminded that under Art. 14 of Presidential Decree No. 122/2009, "in order to proceed with the final evaluation of each student, attendance of at least three-quarters of the total annual personalised timetable is required." Schools may grant exceptions to this rule only in exceptional and well-documented cases, when, in the judgment of the School Management and the Coordinators' Council, such absences do not prevent an adequate assessment of the student's academic progress.

At our High School, a minimum attendance rate of 90% is expected, in accordance with academic standards and the level of commitment required to ensure a complete and coherent educational journey.

- Except for the exceptional cases mentioned above, failure to meet the minimum attendance requirement may result in repeating the academic year or being excluded from final examinations, including the IB Diploma Programme (IBDP) final exams. The class coordinator or the School Management will inform the family via email and/or through the official online platform Toddle in cases of irregular attendance or excessive absences. Families are strongly encouraged to regularly check attendance levels via the electronic register, where absences are recorded daily.
- Students are required to leave their classrooms immediately at the end of the last lesson, taking all personal belongings and necessary school materials with them.
- After lessons and during non-instructional hours, students are allowed to use designated study rooms within the school to carry out individual or group study activities.



- All absences and early departures must be communicated by 8:30 a.m. on the same day via the electronic register by the student's parent (if the student is a minor). All early departures are recorded in the electronic register and are calculated by the hour, as attendance is taken at the beginning of each class period.
- Students are allowed to leave the school premises during lunch breaks or between lessons (when no class is scheduled) and return afterward, provided that the appropriate Parental Authorisation Form has been completed and signed (for underage students).
- Underage students are allowed to leave the school premises independently (either at the end of the school day or in case of early departure) only if the Parental Authorization for Independent Dismissal Form has been duly completed and signed. In the absence of such authorisation, students may leave the school only if accompanied by their parents or by another authorised adult with written delegation.

3.2 School–Family Communication

Families may contact teachers via email from Monday to Friday, between 8:00 a.m. and 4:00 p.m. Emails should be written in a formal and concise style, always signed with the sender's full name and surname. The use of terms such as *"Urgent"* or *"Important"* in the subject line is discouraged unless strictly necessary, in order to avoid prioritising matters that are not genuinely urgent.

3.3 School Uniform

- Wearing the official upper part of the school uniform (shirt/blouse and sweater) with the school logo is mandatory, and any student not wearing it will not be admitted to class.

The upper part must be purchased from the official supplier LM School Uniforms, while the bottom part (trousers or skirt) may be purchased elsewhere, provided that the garments are blue, black or grey.

Students may wear black, grey, dark blue, or lighter blue jeans, as well as tracksuit pants in blue, light blue, black, or grey.

- Teachers are responsible for checking daily whether students are wearing the proper uniform as per these Regulations and must promptly report any non-compliance to the High School office.
- In addition to any upper garments lacking the school logo or not respecting the school colors, the following items are strictly prohibited in class:

- Scarves
- Hats or caps
- Ponchos
- Sunglasses



- Jackets (unless part of the official uniform), particularly when worn inside the classroom
- Shorts not reaching the knee, or trousers with holes or tears
- Students are not allowed to change clothes while on school premises or in the canteen. The only acceptable clothing during entry and exit from the Institute is that specified in this section (3.3).

3.4 Canteen and Food Policy

- Students are not allowed to bring food from outside or to receive food deliveries during school hours, unless otherwise authorised by the school. This includes food brought from home or for birthday celebrations of students or teachers.
- Students wishing to use the school canteen service must register in advance following the procedures indicated by the High School Office and/or the School Principal.

3.5 Electronic Devices, Email, and Mobile Phone Use

- Students are instructed to purchase a personal Chromebook, which is an individual device for educational use. Each student is fully responsible for their Chromebook both inside and outside school premises. The device may be taken home and should be brought back for each lesson.
 - Students are responsible for remembering when to bring their Chromebook to school, as well as for its maintenance and charging.
 - Students are permitted to use the school's Wi-Fi network exclusively for educational purposes.
 - Each student is provided with a school email account and access to the Google Suite, strictly for educational use.
 - The use of mobile phones is strictly prohibited from 8:00 a.m. and throughout the entire time spent at school. Upon arrival, the phone must be switched off, placed in the student's personal locker, and may only be retrieved at the end of the school day.
 - Any other personal electronic devices (other than the Chromebook), such as smartwatches, Google Glasses, tablets, or similar gadgets, are not permitted on school premises.
 - The use or even display of unauthorised electronic devices during school hours (including break times) will result in confiscation of the device, which will be returned at the end of the day. The incident will be reported to the family and recorded in the electronic register.
- If the violation is considered serious or repeated, confiscated items will only be returned to the



parents by the School Management or Office. Thereafter, students may be required to hand in their phones each morning for a specified period, as determined by the Senior Leadership Team, and collect them at the end of the school day.

3.6 Smoking Ban

In compliance with national school regulations (Art. 4 of Law Decree 12 September 2013, No. 104), smoking is strictly prohibited in all indoor and outdoor areas of the school, as well as near the school gate or in the immediate vicinity.

Electronic Cigarettes and Vaping Devices

For the purposes of this regulation, *vaping* refers to the use of any electronic vapor-inhalation device (such as e-cigarettes, vape pens, pods, or similar), whether or not they contain nicotine.

All such devices are strictly forbidden within the school and during any school-related activity.

– Any student found violating this rule will face internal disciplinary measures.

3.7 Behavior, Conduct, and Submission of School Materials

– Students are fully responsible for their own school materials. Parents are not permitted to deliver forgotten items (books, notebooks, materials, etc.) to school. The school office is not authorised to receive or deliver such items, and students are not allowed to leave school to retrieve them. Likewise, parents may not access classroom floors to deliver materials to their children.

– Students are entirely responsible for their personal belongings brought to school. No items should be left in classrooms or school facilities after lessons. The school declines any responsibility for materials, valuables, or clothing left behind.

– Students must bring all required educational materials to class as instructed by teachers. Failure to do so will be recorded in the Toddle electronic register and may result in disciplinary action.

– If a student is absent on the day materials are distributed by teachers (e.g., worksheets), they may access the materials directly on Toddle or request them from the teacher upon return.

– During language lessons, students are required to speak exclusively in the target language being taught.

– Students may only go to the bathroom between lessons, during breaks, or at lunchtime. Only in urgent or unavoidable situations may the teacher allow a student to leave during class time.



3.8 Electronic Register (Toddle)

- Attendance, absences, early departures, assigned homework, written and oral grades, disciplinary actions, and any communication intended for parents are recorded in the Toddle electronic register, accessible to both students and parents using a personal username and password provided by the school.
- All grades, including “not classified” or insufficient marks, contribute to the final grade for each subject.
- In case families experience difficulties accessing or using the register, they are requested to contact the School Office directly at highschool@andersenschool.it.

3.9 Written and Oral Tests, and Homework Assignments

- When assigning tasks, teachers will specify the submission deadlines. Late submissions will not be accepted. At the teacher’s discretion, late work may be marked as “not classified.”
- If students prepare presentations independently (e.g., using PowerPoint), they must include a precise, reliable, and verifiable bibliography and webography. For further details, reference should be made to the school’s Academic Integrity Policy.
- All student work, both at home and in class, must meet high-quality standards. Each paper must clearly state the student’s name, surname, class, date, and subject at the top and be in good condition (not torn, cut, crumpled, or damaged). Non-compliance may lead the teacher to refuse to evaluate the work.
- If a student is absent during a written or oral test, they will make up the exam at the earliest available time, as determined by the subject teacher or coordinator, using different questions or exercises from those given to classmates.
- During all exams, students must adhere to the highest standards of academic integrity, in full compliance with IB guidelines. This includes arriving on time, bringing only permitted materials, following all instructions from invigilators, and refraining from any unauthorised communication or collaboration.



Any violation of these rules may result in disciplinary action and could invalidate the student's assessment.

Art. 4 – DISCIPLINARY MEASURES

4.1 Failure to comply with the provisions of this Regulation shall result in the application of one or more disciplinary measures, depending on the seriousness of the violation, as determined by the Senior Leadership Team and/or the CEO.

4.2 Students who do not comply with the rules set out in this Regulation shall be subject to the following disciplinary measures:

- Verbal warning
- Written note recorded in the Toddle electronic register
- Formal reprimand in the presence of parents
- Suspension of privileges
- Suspension from lessons or assignment to activities in service of the school community
- Expulsion

This list represents, in general, a progressive scale of disciplinary actions.

However, the School Management and the Head of School reserve the right to assess the severity of each case individually and to apply the disciplinary measure deemed most appropriate without necessarily following all previous levels.

4.3 It should be noted that the primary purpose of all disciplinary measures is to educate the student toward a sense of personal responsibility.

4.4 As a rule, disciplinary sanctions are temporary. Only in cases of extreme seriousness may the definitive expulsion of a student from the school be considered.

SIGNATURES

PLEASE ONLY SIGN THE ITALIAN VERSION



INTERNATIONAL INSTITUTE OF HIGHER EDUCATION EDUCATIONAL PARTNERSHIP AGREEMENT

The Presidential Decree (D.P.R.) of 21 November 2007, No. 235 introduces and regulates the *Educational Partnership Agreement (Patto Educativo di Corresponsabilità)* with the aim of defining the rights, duties, and mutual commitments undertaken by the School, the Family, and the Student, in order to promote academic success, well-being, trust, mutual cooperation, and to prevent potential situations of distress.

In accordance with Article 3 of D.P.R. 235/2007, the Student, the Parents/Guardians, and the School Principal of the Linguistic High School – Institute of Higher Education, hereby sign the following

EDUCATIONAL PARTNERSHIP AGREEMENT

Art. 1 – Commitments of the School

The School, through the educational and teaching activities carried out by its teachers and staff, undertakes to:

- a) Create a welcoming and inclusive environment that fosters learning and the well-being of each student;
- b) Respect and enforce the School Regulations;
- c) Implement the educational offer in accordance with the school's mission and objectives;
- d) Ensure student safety throughout the school day;
- e) Promote and develop health education projects aimed at preventing discomfort or distress;
- f) Support the holistic development of each student, valuing all cultures;
- g) Accommodate different abilities and learning styles;
- h) Encourage motivation to learn and the joy of culture;
- i) Evaluate students' academic progress transparently and constructively to enhance educational outcomes;
- j) Foster an open and continuous dialogue with families;
- k) Revise this document as necessary, in compliance with legal requirements and educational policies.



Art. 2 – Commitments of the Family

The Family, in order to strengthen the educational, formative, and professional potential of the school

and to ensure the full realization of the student's right to education, undertakes to:

- a) Ensure regular attendance and compliance with the school's timetable;
- b) Promptly justify any absences or delays through the Toddle electronic register;
- c) Follow and support their child's academic progress by checking the school website and electronic register regularly, in order to encourage awareness, responsibility, and autonomy;
- d) Attend regularly school–family meetings and conferences;
- e) Acknowledge and respect the School Regulations;
- f) Share and support the school's educational approach, its strategies, and any measures (including disciplinary ones) adopted by teachers or the School Management;
- g) Inform the school of any personal or family circumstances that may affect the student's well-being or participation in school life;
- h) Promptly communicate any extra-curricular incidents or situations involving the student, even indirectly—whether legally relevant or potentially impactful on a civil level (including any threat of legal action for damages to property or persons).

Art. 3 – Commitments of the Student

The Student, in coordination with the School and Family and in order to ensure the highest level of academic, personal, and professional development for themselves and their peers, undertakes to:

- a) Respect everyone, without prejudice, and behave with courtesy and fairness toward teachers, classmates (especially those facing difficulties), and all school staff;
- b) Uphold the school's values and principles even outside school premises, maintaining conduct that respects the dignity of others at all times;
- c) Comply fully with the School Regulations, including the ethical, moral, and value-based principles that inform all its provisions;
- d) Promptly report any critical situations, acts of bullying, vandalism, or personal difficulties to teachers or staff;
- e) Maintain appropriate behavior suitable to the educational environment;
- f) Care for school facilities, keeping classrooms and all school spaces clean and welcoming;
- g) Attend lessons regularly and punctually, showing seriousness and commitment;
- h) Bring the required materials, complete assigned tasks, and participate actively in all educational



activities;

i) Wear the official school uniform at all times on school premises.

Measures:

1.Commitment and Study Preparation

	1.1 Tardiness	1.2 School Materials	1.3 Uniform	1.4 Unauthorized Use of Technology
1st violation	Verbal warning and written notice. The student must obtain a written note (Late Slip) from a teacher or coordinator before being allowed to return to class. It is the student's responsibility to speak with their teacher to make up any missed lessons or activities.	Verbal warning and written notice.	Verbal warning and written notice. Students are sent to the School Office to call their parents so they can bring the uniform, or to obtain permission to go home and change.	Phone/Device Verbal warning: the device is immediately confiscated and handed over to the School Office until the end of the school day.
2nd violation	Report to the Programme Coordinator and implementation of an improvement plan	Report to the Programme Coordinator and implementation of an improvement plan	As stated above, with a report to the Programme Coordinator and the implementation of an improvement plan	Device confiscated; parents/guardians are informed and asked to collect the device.
3rd violation	Parents/guardians informed, meeting with the School Principal.	Parents/guardians informed, meeting with the School Principal.	Parents/guardians informed, meeting with the School Principal.	For a period to be determined by the School Leadership Team (SLT), the student will be required to hand in their phone to the

				School Office upon arrival at school. The student may collect it at the end of the school day.
4th violation	Report to the School Leadership Team (SLT); loss of privileges (including leaving the school premises during study periods and participation in school trips), possible suspension.	Report to the School Leadership Team (SLT); loss of privileges (including leaving the school premises during study periods and participation in school trips), possible suspension.	Report to the School Leadership Team (SLT); loss of privileges (including leaving the school premises during study periods and participation in school trips), possible suspension.	Students who, after the third violation, fail to hand in their phone and are found using it will lose privileges (including leaving the school premises during study periods and participation in school trips) and may face possible suspension.

2. Classroom Behavior / Respect

	2.1 Lack of Respect / Disruption in Class	2.2 Bullying, Aggression, Harassment, and Intimidation (including online and off-campus behavior) NOTE: In cases of serious incidents, the measure may result in immediate suspension or expulsion.
1st violation	Verbal warning and written notice	Verbal warning and written notice, followed by a meeting with the Coordinators and/or the School Principal.
2nd violation	Report to the Programme Coordinator and implementation of an improvement plan, including a written	Parents/guardians informed and invited to attend a meeting with the Coordinators and/or the School Principal.



	apology and a reflective essay on the behavior.	
3rd violation	Parents/guardians informed; loss of privileges (including not being allowed to leave the school premises during study periods and participation in school trips).	Formal investigation; loss of privileges (including not being allowed to leave the school premises during study periods and participation in school trips), suspension, and, in the most serious cases, expulsion from the school.
4th violation	Report to the School Leadership Team (SLT); possible suspension.	Expulsion

3. Academic Integrity (Plagiarism and dishonest use of AI)

	Homework	Coursework
1st violation	Warning and discussion on plagiarism; the severity of the plagiarism to be determined. The student must write a reflective essay (1–2 pages) on the importance of academic integrity, review or redo the work depending on the extent of the plagiarism, and, where appropriate, write a letter of apology to the author of the plagiarized work. Parents are informed.	Warning and discussion on plagiarism; the severity of the plagiarism to be determined. The student must write a reflective essay (1–2 pages) on the importance of academic integrity, review or redo the work depending on the extent of the plagiarism, and, where appropriate, write a letter of apology to the author of the plagiarized work. Parents are informed.
2nd violation	The assignment must be redone honestly and submitted within 24 hours.	Formal meeting with parents/guardians; students will be required to remain at school without attending classes and complete assigned work under supervision.



3rd violation	The assignment must be redone honestly and submitted within 24 hours. Parents will be informed. A formal meeting will be scheduled. There will be a loss of privileges (such as leaving the school premises, etc.) and a possible suspension.	Loss of privileges (such as leaving the school premises, etc.) and possible suspension. No further feedback will be provided on the work, and the IB will be informed that the academic integrity of the work cannot be verified.
Conduct During Exams	All students are required to strictly adhere to the IB examination regulations, including completing all work independently, following all instructions, and refraining from any form of dishonesty or misconduct. Any violation of these rules—such as cheating, plagiarism, or communicating with others during the exam—will be treated with the utmost seriousness. Consequences may include exclusion from the exam, a score of zero for the affected component, and reporting to the IB, in accordance with IB policies on academic integrity and assessment. Students have both the duty and the responsibility to comply fully with all examination regulations.	

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