

# RULES AND REGULATIONS FOR THE SECONDARY SCHOOL

*At school we grow together, not against.  
If you consider the right thing to do, you will help others do the right thing.  
The regulations are for you; it is the next-to-last word: the last...is you.  
(M. Pellegrino)*

## General Principles

Based on Article 5 of the European School General Regulations, the internal regulations establish student obligations rights, both on school premises and for all school activities.

## Organisation

In order for the school to run efficiently and correctly, the following rules must be applied, without forgetting that the principle “all that is not written explicitly in the rule book is not considered true” is **not valid**. In any case, uncertainties will be handled by the direction.

### I. Nursery cycle

#### A-THE BEGINNING AND THE END OF THE LESSONS AND ABSENCES

1. The student may enter the courtyard at 8:10, with the supervision of monitors until the first period teacher accompanies the students to their classrooms at the established times.
2. At the end of the school day the students must leave the school grounds accompanied authorized person and they are not allowed to stop in the courtyard.
3. Tardiness is not allowed. Eventual tardiness will be evaluated by the Duty Head with a written permission to go to lessons.
4. Excessive tardiness will be reported to the families and may result in the use of disciplinary measures
5. Each student entering after the absence must give a written justification to the teacher before the beginning of the lesson.
6. The justifications must be written in the appropriate booklets that are sold in the school office.
7. A medical certificate, released by the family doctor or pediatrician, is needed if the student is absent for more than five days, including Sundays and holidays.

8. After an absence because of an illness the admission certificate needed to be written by the family physician or pediatrician, in case of infectious illness this certificate needs to be released by the Local Health Authorities.

9. The student will be immediately asked to leave the school in the cases of:

- A fever higher than 38
- Intense coughs with breathing difficulties
- Diarrhea
- Vomit
- Lipotima

The conditions of having the student leave the school after lessons are as follows:

- Head Lice
- Conjunctivitis
- Skin rash
- Throat infection

The other general conditions that the student does not need to leave the school, the parent will be informed at the end of the school day are as follows:

- Cold sores
- Persistent crying
- Rash
- Conjunctivitis
- Throat and mouth blisters

10. A medical certificate is not necessary (for absences of more than 5 days) for non medical reasons, in these cases the family must provide a written notice in advance.

## **B. THE CLASSROOM**

1. During the lessons the students must be well behaved with peers and adults
2. All book bags and school materials need to be orderly placed in the appropriate designated spaces.
3. When leaving the classroom each student must put in order his-hers own desk and personal belongings

4. No boxes, containers or bottles are allowed to be left around, place all rubbish in proper bins.

Every day, at the end of the lesson, before leaving the students should control that the classroom is

### **C . RECREATION**

1. During recreation the students go to the courtyard accompanied by the teacher.
2. No one is authorized to stay in the classroom
3. In case of bad weather, the class teacher may decide to volunteer to monitor the students in the class.
4. During playtime the students need to be well behaved with peers and adults. The students are not allowed to push, shove ,hit and insult other students.. The students are not allowed.
5. Papers and trash must be put in the proper bins. Jackets and personal belongings must be placed orderly in the courtyard.
6. During recreation, in the courtyard, the students must use the lavatories on the ground floor.
7. For security reasons the students are not allow to: climb on the trees, walls, fencing and gates and no running on the metal platforms
8. At the end of recreation the students return to the classroom accompanied by the teacher.
5. in order.

### **D. THE SCHOOL BUILDING**

1. It is prohibited to bring mobile phones, iPod, eletronical devises and cameras to school.
2. It is prohibited to run in the halls and disturb lessons in other classes.
3. The lavatories must be keep clean and the door need to be closed.
4. All school property needs to be handled with care and cannot be damaged. If school property is damaged or broken the student or parents will be responsible for the repairs.
5. The student is not allowed to enter the library or computer lab without permission.
6. The student needs to dress appropriately, no hats or caps are to be worn during lessons.

#### **E. PHYSICAL EDUCATION LESSONS**

1. The student need appropriate gym shoes or socks used exclusively for the gym .
2. The students have minutes at the beginning and at the end of the lesson to change clothing.
3. For hygienic reasons it is prohibited to wear normal shoes in the gym.
4. If a student cannot participate in gym lesson because of medical reasons, the parents must write a justification. If a student is unable to participate for more than a week a medical certificate is needed to be given to the class teacher.
5. All students are obliged to be present during gym lessons, even if a student is not participating in the activity.

#### **F. LOST AND STOLEN OBJECTS**

1. In case of stolen objects it is necessary to make a detailed report in the school office.
2. The school will not refund stolen objects. Students should not bring valuable objects to school and names should be written on all objects: books ,notebooks ,hat and all personal items.
3. All objects found must be brought to the school office.
4. All objects found in the locker rooms must be given to the teacher.
5. The school is not responsible for any damaged objects brought into the school, stated in Article 35 in the general regulations.

#### **G. EXITING SCHOOL DURING SCHOOL HOURS**

1. The students are not to leave school during regular school hours, unless they have special permission slip signed by their parents or guardians
2. Permission to attend a doctor's appointment that involves the student missing a full afternoon or some class hours will granted only when strictly necessary. Permission must be asked for at least a day in advance to the Administration. Afterwards proof of the medical appointment must be presented to the school.
3. Parents are fully responsible for their children during school absences.
4. The school is in no way responsible for the actions of students who are not on the school premises.
5. The school insurance policy covers personal damages only to the parties who are on the school premises and are on the most direct route from home to school.

6. Injured students who need to use crutches for a certain time period must present a medical certificate to the school stating that they are allowed to attend school.

#### **H. CELL PHONES AND ELECTRONIC DEVICES**

1. Cell phones and electronic devices of any sort are not allowed at school. Cell phones and electronic devices will be confiscated.

#### **I. LIFT**

1. The lift is to be used exclusively by authorized personnel. Students may use the lift when they have obtained a special permission. Authorized personnel must accompany them.

#### **J. PARENTS**

1. At the morning entry, students wait for their class teacher in the courtyard and parents may accompany them only as far as the glass doors, afterwards they are to leave the school building. Afternoons or during the day the parents are not allowed to loiter in the school courtyard.
2. Families of students entering school after 8:30 must request permission from Deputy Head. When the late slip has been filled out, the Deputy Head will have the student accompanied to class by a member of the school personnel.
3. The parents are not allowed access to the school classrooms unless it is during parent teacher meeting hours. Access to the canteen is forbidden, with the exception of parents who are on the Canteen Commission.
4. Absences will be authorized only in case of illness, serious family circumstances and sports events. Absences for any type of holiday, during any time of the year, are not permitted.
5. If cases of head lice arise it is absolutely necessary that the family work in strict collaboration with the school to limit the spread of head lice. Should a family find head lice it is recommended that they inform the class teacher who can aid in containing its diffusion. The family must treat their child immediately with the pediatrician recommended remedies. The only constant possible prevention is the constant monitoring of the child's scalp.
6. Parents are responsible for reading all the communications the school sends home and the responding to them in a timely matter. These include e-mails, messages in the child's school diary and circulars.
7. Parents are to be punctual when picking up a student from school.
8. If a student has to leave the school before school hours have finished, the teacher should be notified first, when this possible. A student may be taken from school only when the necessary forms have been filled out.

9. If an unauthorized object has been confiscated from a student, the parents must go to the Deputy Head to get it back.

## **II. Primary cycle**

### **A- THE BEGINNING AND THE END OF THE LESSONS / ABSENCES**

11. The student may enter the courtyard at 8:10, with the supervision of monitors until the first period teacher accompanies the students to their classrooms at the established times.
12. At the end of the school day the students must leave the school grounds accompanied authorized person and they are not allowed to stop in the courtyard.
13. Tardiness is not allowed. Eventual tardiness will be evaluated by the Duty Head with a written permission to go to lessons.
14. Excessive tardiness will be reported to the families and may result in the use of disciplinary measures
15. Each student entering after the absence must give a written justification to the teacher before the beginning of the lesson.
16. The justifications must be written in the appropriate booklets that are sold in the school office.
17. A medical certificate, released by the family doctor or pediatrician, is needed if the student is absent for more than five days, including Sundays and holidays.
18. After an absence because of an illness the admission certificate needed to written by the family physician or pediatrician, in case of infectious illness this certificate needs to be released by the Local Health Authorities.
19. The student will be immediately asked to leave the school in the cases of:
  - A fever higher than 38
  - Intense coughs with breathing difficulties
  - Diarrhea
  - Vomit
  - Lipotima

The conditions of having the student leave the school after lessons are as follows:

- Head Lice
- Conjunctivitis
- Skin rash

- Throat infection

The other general conditions that the student does not need to leave the school, the parent will be informed at the end of the school day are as follows:

- Cold sores
- Persistent crying
- Rash
- Conjunctivitis
- Throat and mouth blisters

20. A medical certificate is not necessary<sup>8</sup>for absences of more than 5 days<sup>9</sup> for non medical reasons, in these cases the family must provide a written notice in advance.
21. The justified absences will be indicated to the parents. The absences that remain unjustified will be marked on the student report.

## **B. THE CLASSROOM**

6. During the lessons the students must be well behaved with peers and adults
7. All book bags and school materials need to be orderly placed in the appropriate designated spaces.
8. When leaving the classroom each student must put in order his-hers own desk and personal belongings
9. No boxes, containers or bottles are allowed to be left around, place all rubbish in proper bins.
10. Every day, at the end of the lesson, before leaving the students should control that the classroom is in order.

## **C . RECREATION**

9. During recreation the students go to the courtyard accompanied by the teacher.
10. No one is authorized to stay in the classroom
11. In case of bad weather, the class teacher may decide to volunteer to monitor the students in the class.
12. During playtime the students need to be well behaved with peers and adults. The students are not allowed to push, shove ,hit and insult other students.. The students are not allowed.
13. Papers and trash must be put in the proper bins. Jackets and personal belongings must be placed orderly in the courtyard.

14. During recreation, in the courtyard, the students must use the lavatories on the ground floor.
15. For security reasons the students are not allow to: climb on the trees, walls, fencing and gates and no running on the metal platforms
16. At the end of recreation the students return to the classroom accompanied by the teacher.

#### **D. THE CATEEN**

1. The students will go to the lunch room punctually at the established time.
2. The students must leave personal items neatly by the entrance of the lunchroom.
3. The students must enter the lunchroom in an orderly manner following the instructions of the canteen monitors.
4. The student must behave in the correct manner with peers and adults.
5. If a student misbehaves the family will be notified by the Director. After a few notices the student will not be allowed in the canteen for a period of time.
6. The students that are involved in afternoon activities are to wait for teachers at the main entrance. The students that go home will leave the canteen by the exit that enters the courtyard, where they will be picked up by the parents. Students cannot leave the courtyard without a parent or authorized adult.

#### **E. THE SCHOOL BUILDING**

7. It is prohibited to bring mobile phones, iPod, eletronical devises and cameras to school.
8. It is prohibited to run in the halls and disturb lessons in other classes.
9. The lavatories must be keep clean and the door need to be closed.
10. All school property needs to be handled with care and cannot be damaged. If school property is damaged or broken the student or parents will be responsible for the repairs.
11. The student is not allowed to enter the library or computer lab without permission.
12. The student needs to dress appropriately, no hats or caps are to be worn during lessons.

#### **F. PHYSICAL EDUCATION LESSONS**

6. The student need appropriate gym shoes or socks used exclusively for the gym .
7. The students have minutes at the beginning and at the end of the lesson to change clothing.
8. For hygienic reasons it is prohibited to wear normal shoes in the gym.

9. If a student cannot participate in gym lesson because of medical reasons, the parents must write a justification. If a student is unable to participate for more than a week a medical certificate is needed to be given to the class teacher.
10. All students are obliged to be present during gym lessons, even if a student is not participating in the activity.

#### **G. LOST AND STOLEN OBJECTS**

1. In case of stolen objects it is necessary to make a detailed report in the school office.
2. The school will not refund stolen objects. Students should not bring valuable objects to school and names should be written on all objects: books ,notebooks ,hat and all personal items.
3. All objects found must be brought to the school office.
4. All objects found in the locker rooms must be given to the teacher.
5. The school is not responsible for any damaged objects brought into the school, stated in Article 35 in the general regulations.

#### **H. EXITING SCHOOL DURING SCHOOL HOURS**

7. The students are not to leave school during regular school hours, unless they have special permission slip signed by their parents or guardians
8. Permission to attend a doctor's appointment that involves the student missing a full afternoon or some class hours will granted only when strictly necessary. Permission must be asked for at least a day in advance to the Administration. Afterwards proof of the medical appointment must be presented to the school.
9. Parents are fully responsible for their children during school absences.
10. The school is in no way responsible for the actions of students who are not on the school premises.
11. The school insurance policy covers personal damages only to the parties who are on the school premises and are on the most direct route from home to school.
12. Injured students who need to use crutches for a certain time period must present a medical certificate to the school stating that they are allowed to attend school.

#### **I. CELL PHONES AND ELECTRONIC DEVICES**

2. Cell phones and electronic devices of any sort are not allowed at school. Cell phones and electronic devices will be confiscated.

#### **J. LIFT**

2. The lift is to be used exclusively by authorized personnel. Students may use the lift when they have obtained a special permission. Authorized personnel must accompany them.

## **K. PARENTS**

10. At the morning entry, students wait for their class teacher in the courtyard and parents may accompany them only as far as the glass doors, afterwards they are to leave the school building. Afternoons or during the day the parents are not allowed to loiter in the school courtyard.
11. Families of students entering school after 8:30 must request permission from Deputy Head. When the late slip has been filled out, the Deputy Head will have the student accompanied to class by a member of the school personnel.
12. The parents are not allowed access to the school classrooms unless it is during parent teacher meeting hours. Access to the canteen is forbidden, with the exception of parents who are on the Canteen Commission.
13. Absences will be authorized only in case of illness, serious family circumstances and sports events. Absences for any type of holiday, during any time of the year, are not permitted.
14. If cases of head lice arise it is absolutely necessary that the family work in strict collaboration with the school to limit the spread of head lice. Should a family find head lice it is recommended that they inform the class teacher who can aid in containing its diffusion. The family must treat their child immediately with the pediatrician recommended remedies. The only constant possible prevention is the constant monitoring of the child's scalp.
15. Parents are responsible for reading all the communications the school sends home and the responding to them in a timely matter. These include e-mails, messages in the child's school diary and circulars.
16. Parents are to be punctual when picking up a student from school.
17. If a student has to leave the school before school hours have finished, the teacher should be notified first, when this possible. A student may be taken from school only when the necessary forms have been filled out.
18. If an unauthorized object has been confiscated from a student, the parents must go to the Deputy Head to get it back.

The school administration hopes that disciplinary action will not have to be enforced. The school, however, reserves the right to carry out disciplinary actions as allowed under The European School Regulation.

## **DISCIPLINARY MEASURES**

The purpose of disciplinary shall be to educate and train. A pupil who fails to observe the school rules and general rules of communal life within the school shall be subject to disciplinary measures. Serious branches of discipline shall be immediately reported to the Director.

The disciplinary measures in the primary cycle shall be as follows:

1. Reprimand

2. Extra work
3. Detention
4. Warning and or sanction by the Director
5. Warning and or sanction by the Director on a recommendation from the Discipline Committee, with or without threat of exclusion.
6. Expulsion from the school decided by the Direction on a recommendation from the Discipline Committee.

The list of disciplinary measures shall not imply that they can be imposed only in order given.

All disciplinary measures from detention onwards shall be entered in the pupil's personal file.

Disciplinary measures shall be taken at the four following levels.

1. The offences may be dealt with directly by the member of the staff who witnessed the incident.
2. Appropriate action by a teacher concerned in collaboration with the class teacher. They decide together on the appropriate disciplinary measure.

In cases one and two, the disciplinary measurements may extend to a temporary exclusion of recreation time or extra work, both with written notification to the parents.

3. The Director's intervention: on the basis of a report submitted, the Director shall summon the pupil. The Director's intervention will take place after a consultation of the Discipline Council, which may propose disciplinary action.

4. The Discipline Council will meet to examine extreme cases.

### **III. Secondary cycle**

#### **A. Start and end of lessons**

##### **On school premises**

The students, on their way to and from school and home, must respect the street laws and allow authorised vehicles freely circulate in via Saffi.

##### **Access to the building**

The classes start at 8 :40 and end at 16 :30. before 8 :10, students are not authorised to enter the school property.

For students of the 1st and 2<sup>nd</sup> year, classes end at 13 :00 on Tuesdays and Fridays.

For students of the 3rd year, classes end at 13 :50 on Wednesday and Fridays.

For students from the 4th to the 7th years, classes end on Fridays at 13 :50.

As soon as the students arrive, they must wait in the classroom in which they will start their first period until their teacher arrives. The students must behave properly, keeping quiet and calm, staying out of the corridor, which would block free access to the others. Before entering class, they must complete the daily canteen form checking their name on the given sheet.

At the end of lessons, students must leave the school without loitering in the corridors. Students are not authorised to stay on school premises, except if they have obtained written authorisation from a teacher or school staff (for example, in the afternoon if they have a « short » day).

## **B. Lateness and absence**

Presence at lessons is obligatory.

At the beginning of the first lesson, as in each lesson thereafter, the absentee students will be registered in the daily form.

The late students (for each period during the day) may be excluded from the lesson. They then must go to the school counsellors. Repeated lateness may be subjected to disciplinary measures.

If a teacher is absent, students go directly to the room in which they have guided study.

If a student cannot come to school, the principal caretaker must inform the school as soon as possible. When the student returns to school, he must bring a written parental certificate to the school counsellors. For this reason, each student has a booklet of school notes. For illness that exceeds 5 days, there must be a medical certificate presented upon re-entry. For illness less than 5 days, a written parental note is expected. .

An absence that exceeds 5 days that is not due to illness must notify the direction beforehand.

Permissions for absence for either one day or part of a day must be requested beforehand with a written parental note presented to the school counsellors.

Parents are advised to not keep their children home from school a week before or after school holidays. The direction cannot authorise these absences.

In the case of lateness or absence of students that have already turned 18 years old, the direction has the right to contact the parents for whichever reason is considered necessary.

When the students are absent, they will only be re-admitted with a medical certificate even if the absence is less than 5 days, except in the case of mild health disturbances. After infectious illnesses these certificates, which are subject to health reports, may be written only by the student's pediatrician or family physician ; the ASL Pediatrician is responsible

to write re-admission certificates in the special cases of meningitis, hepatitis and tuberculosis.

The immediate dismissal of students from school premises is allowed directly by the teacher in the following circumstances:

- fever (underarm temperature higher than 38°)
- persistent and intense cough with respiratory difficulty
- diarrhea
- vomit
- lipothimia

## **C. Leaving school premises during school hours**

1. Students cannot leave school before the end of lessons, except when students present a written note by the adjunct director or head school counsellor.

Some exceptions to point 1 are allowed and are defined by the written report of school permission slips as seen below:

- 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup> and 7<sup>th</sup> year students: if their parents give written permission at the beginning of school year, the students are authorised to leave school during the lunch break (from 13:50 to 14:50). In this case they will receive a written permission slip that must be presented to the person in charge who is at the school entrance.

Parents must be aware that they are wholly responsible for their children during the entire time they are not present at school. The school is not responsible for the students' conduct off school premises. The school insurance only covers « personal harm » risks on the inside of school property or regarding the briefest distance from students' school to home.

## **D. Breaks**

1. At the moment of the first break (11.55 – 12.10) all the students must leave their classrooms and go downstairs in an orderly manner to stay in the internal courtyard. They must go directly downstairs without returning to their classrooms if they are in the laboratory or specialized classrooms.

They can neither move from the courtyard nor stay in the following places:

- Yellow area,
- Science laboratory,
- ICT lab,
- Ground and first floor corridors,
- Artistic education classroom,
- Secondary cycle library,
- Gym.

2. During break times all students are monitored by the school counselors and by teachers who are on courtyard surveillance.
3. All dangerous games are forbidden if they damage property or persons.
4. For security reasons, it is forbidden to sit on the barriers found in the courtyard (in front of the laboratories and near the canteen) and in the school entrance.
5. Sponge or beach balls are allowed, but only in the internal courtyard.
6. During the breaks students may only use the bathrooms found on the building's first floor.

## **E. Student behaviour**

All students must make an effort to keep the school clean and orderly. This means that:

- Pieces of paper, cans, plastic cups and other types of rubbish must be thrown in the correct bins, which are available in every room of the school;
- The rubbish must be separated by category, according to the recycling principles (paper in the blue bins...);
- The classes must be tidied up at the end of each lesson, making sure that the space is ready to welcome a new group of students. For this reason, every week a student will be given the responsibility according to the head teacher who is ultimately responsible for the tidiness or lack thereof.

The yellow area, which is not different from any other school area, will also have a person responsible for its tidiness.

1. The use of the automatic drink and food machines is allowed only during the first break (11.55 – 12.10) and/or at the lunch break.
2. It is absolutely forbidden to eat and drink inside the classrooms. Drinks and snacks must be consumed in the areas next to the automatic machines and/or in the courtyard.
3. It is absolutely forbidden to use cell phones during lessons, and generally on school premises. All telephones must be turned off during lessons. It is absolutely forbidden to take photographs and films during the lessons.
4. It is absolutely forbidden to use personal stereos, CD players, MP3, i-pods, lap-taps and other electronic equipment on school premises.
5. Students must walk orderly and not run on school premises.
6. Students are not allowed to stay at school after the lesson has ended, except when a school staff member has given his/her authorization.
7. It is severely forbidden to consume alcohol on school premises. It is also absolutely forbidden to smoke. This not only regards the time spent in lessons, but also the minutes that precede school entry and leaving. Moreover, this extends to places that are found next to the school entrance.
8. "Playing" with another student in a dangerous way is absolutely forbidden, even when the student in question consents to this "playing".

9. Students are invited to keep their personal objects and snacks inside their personal compartments, which are placed along the corridor walls, avoiding the interruption and disturbance of lessons. They can take their things at the beginning of the first break or in case they need school material.
10. **Elevator.** Only students who have the authorization of the school counselors may take the elevator. Moreover, students may not take the elevator by themselves, but need to be accompanied by an adult.

## **F. The Canteen**

Students who wish to eat lunch in the canteen must first be registered according to the procedure indicated in point « **C** ». If there is a justified lateness, the student may sign up for lunch with the scholastic collaborators up until 9:30. The student who has not signed up on the daily log cannot eat in the canteen for that day.

During the meal, the surveillance is guaranteed by the school counselors and/or by the teachers.

Students are allowed to leave the canteen when the meal is finished and after having made sure that they have left the table tidy and clean. The student who has incorrect behavior during the meal will be punished by the canteen monitors.

## **G. Guided Study**

During guided study periods, the students must go to the scheduled room that has been set aside for this activity. Studying must be carried out in silence. Students read or study. They are under the charge of school counselors or the presiding teacher.

## **H. ICT Labs**

Students are only allowed to enter into the ICT lab if they are accompanied by a teacher or a school counselor.

The use of the computer is authorised only for research or for work connected to coursework.

Any incorrect use and disrespect for the rules of the computer will be severely punished.

## **I. Stolen and lost objects**

A student who is a victim of a theft must immediately notify the direction in written form.

The school cannot reimburse the stolen or lost items. To best safeguard his/her personal belongings, the students are urged to keep in mind these simple precautions:

- do not bring large sums of money to school ;
- write your name on your belongings and gym clothes, jacket, etc.

The found items must be brought to the school counselors.

In order to avoid thefts, students should leave their school material in their personal compartments that are placed in the secondary cycle corridors.

## **J. Physical Eductaion**

For physical education classes, students must bring garments that are used exclusively for this. The teacher will communicate all the necessary information on gym apparel at the beginning of the year.

A student who cannot take part in the lesson must bring a written parental note. If the student cannot take part in the lessons for more than a week, he must bring a medical certificate.

## DISCIPLINARY MEASURES

In the case a regulation is not respected, the teacher will consult with the head teacher, the school counselor, and the direction in order to evaluate the seriousness of the situation and to take further decisions.

Disciplinary measures should be instructive and educational for students. The director supervises the coordination and harmonisation of these disciplinary measures. The applicable measures and sanctions are found in the following : (Chap. VI, Art. 42 of the European School Regulations) :

a) The order of the different disciplinary measures does not mean that one of these may be used only after trying the ones before.

Starting with being kept after school, the disciplinary measures are written in the personal file of the student and kept for a time no less than 3 years.

When there is a particularly serious case, in which the safety or health is put at risk inside the school, the director can hand over that child to the custody of his legal representatives until the Disciplinary Committee can meet.

b) In the secondary cycle, the applicable disciplinary measures are the following:

1. Call to order
2. Extra work
3. Detention
4. Warning or sanction by director
5. Warning or sanction by the director as requested by the Disciplinary Committee
6. Temporary suspension from school:
  - by the director for a maximum of three school days,
  - by the director as requested by the Disciplinary Committee for a maximum of 15 school days
7. Permanent expulsion from school by the director as requested by the Disciplinary Committee.

All the disciplinary measures, except for the call to order, will be communicated to the legal representatives of the student.

If a teacher deems it necessary to expel a student from the lesson, that student must go immediately to the school counselor, and therefore, cannot remain in the corridors or any other part of the school.

If a behavior or disciplinary problem becomes increasingly serious, the **disciplinary committee** will evaluate the cases and take necessary measures.  
(Ref. Art. 44 of the European School Regulations)

