

BOARDING SERVICE REGULATIONS

PREAMBLES

1. Scope of and Changes to the Regulations

- a. These Regulations are an integral and substantial part of the Contract concluded between H-International School S.r.l. (“**H-IS**”) and those exercising parental responsibility for students enrolled at H-FARM International School Venice (the “**Parents**”) who intend to use the boarding service, as described in the aforementioned Contract (the “**Service**”).
- b. These Regulations apply to all the students who use the Service (individually, a “**Student**”, and collectively, the “**Students**”) provided on H-FARM Campus (“**H-FARM Campus**” or just the “**Campus**”).
- c. H-IS may amend these Regulations at any time by sending the Parents written notification via email. The Parents and the Students will be considered to be aware of the new Regulations and to have fully accepted them 7 (seven) days after the aforementioned notification has been sent.

2. The Service

- a. The aim of the Service offered is to allow the Students, from classes Middle Years Programme 3 (MYP3) to Diploma Programme 2 (DP2), to make the most of the training and educational services offered by the School, within an international environment. The Service has been designed to meet the different needs of the Students, with a view to facilitating regular attendance of lessons as well as participation in extracurricular educational activities.
- b. The Students may be accommodated in units consisting of twin rooms, single rooms and shared bathrooms between two rooms. Changing of bed and bathroom linen (sheets and towels) on a weekly basis is included in the Service, as is room cleaning. Cleaning of the hall of residence’s communal areas is carried out every day, and the bins are emptied.
- c. Residency at the accommodation is managed by the *Head of Boarding*, who acts as a point of reference for the Students: he is supported by the *House Coordinators*, who coordinate the *Boarding Educators*, whose job it is to organise the extra-curricular afternoon and evening activities, and to support the Students in developing their knowledge of the subjects further.

GENERAL RULES

1. Prohibited Conduct

- a. Within the accommodation and, more generally, on H-FARM Campus, the behaviour of each Student towards other Students, Boarding Educators and all individuals representing H-IS must comply with the basic rules of tolerance, respect and mutual cooperation.
- b. All the Students are also required to treat the property of others with respect, with particular reference to the goods of other users of the accommodation, of H-IS and, more generally, of third parties present on Campus, such as companies belonging to the “H-FARM Group”, which H-IS is part of.

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IB World School
Member of the Council of International Schools
Recognised as 'Foreign School in Italy' by the
Italian Ministry of Education

Società soggetta a direzione
e coordinamento di H-FARM Spa

Tenuta Ca' Tron,
Via Sile n. 41
Roncade 31056 (TV) — Italy
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- c. In view of the above, the following behaviour is strictly prohibited and, where observed by the Boarding Educators, will result in disciplinary measures being taken, as described below in these Regulations (see section “*Disciplinary Measures*”):
- i. disparaging behaviour, offensive words, intimidation, insults and a lack of respect towards other Students, Boarding Staff and, more generally, school and non-school members of staff who have access to the halls of residence or Campus, as well as behaviour intended to exclude or marginalised other Students, in any form, including through digital communication tools, such as messages, social networks and e-mails;
 - ii. aggressive or violent behaviour;
 - iii. vandalism and action taken to damage the property of another Student or the accommodation and related furniture, including the communal areas;
 - iv. theft;
 - v. possession and/or use of any weapons, such as knives, cutters, firearms, items designed to cause harm, etc., or dangerous items like poisonous or flammable substances. If a Student has any doubts about the danger of an item, they should ask the Boarding Educators for clarification before bringing such an item onto the Campus;
 - vi. possession and/or use of smoking products, such as cigarettes, electronic cigarettes, tobacco heating devices (e.g. IQOS) and any other kind of tobacco or derivatives also if a student is over the age of 18.
 - vii. possession, consumption and/or sale of alcohol;
 - viii. possession, use and/or sale of drugs;
 - ix. any and all other behaviours considered illegal by the Italian law.

2. Consequences to apply according to specific circumstances

- a. Should the Boarding Educators find weapons, smoking products, alcohol and/or drugs (as indicated in point 1.c above), they will immediately confiscate the items and/or forbidden substances, and will also proceed to inform the Student’s Parents, who must collect the confiscated goods from the Campus.
- b. In the event that the Student’s behaviour is considered illegal, H-IS will also report it to the competent authorities and, if necessary, will share the goods previously confiscated from the Student with them.
- c. Where there are grounds for suspecting that one or more Students are using or have used, or are in possession of, smoking products, alcohol or drugs as described above, the Boarding Educators may access and inspect the accommodation of the Students concerned, in order to take appropriate measures.

3. For safety reasons, the following behaviour is also prohibited:



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- a. covering, damaging or, in any case, tampering with smoke detectors and/or fire doors;
- b. behaving in an irresponsible or reckless way that may endanger the Student's own or other people's safety, such as, by way of example, climbing on the windows or furniture, playing dangerous pranks on classmates, and using the facilities available to the Students on the Campus improperly;
- c. driving cars, mopeds, electric cars or any other means of motorised transport on Campus, with the exception of the electric scooters available to rent to facilitate movement around the Campus.

CHECK-IN PROCEDURE. ROOM ALLOCATION

1. Rooms are allocated based on criteria set out by the boarding staff: Boarding Team will consider these aspects during the process of assignation of the rooms:
 - Service (5/7 or 7/7 or occasional)
 - Age (MYP5 and DP2 are considered before the other classes)
 - Academic results of the previous school year
 - Behaviour of the past and of the current school years
 - Medical certificates released by a specialist and reviewed by the school medical staff
2. To proceed with allocation of the accommodation, the Student's family must not have any outstanding debts with H-IS or other companies that are part of the H-FARM Group. If there are any outstanding debts, the Student will be refused access to the Service.
3. Upon allocation of the room, the Parents or the Student, if the Student is over 18 and not accompanied by their Parents, accept the room in the state in which they find it. They will be required to sign a handover report for the accommodation, in which the state of the room allocated, as well as the furniture and any furnishings present in the room, will be described. Any anomalies must be reported, no later than 48 hours after handover of the accommodation, by email to the address: boarding@h-is.com.
4. By signing the Contract and these Regulations, the Parents assume all responsibility for the proper use of the accommodation and the communal areas by the Student, as well as for any infringements of these Regulations. During the check-out procedure, everything made available or handed over to the Student must be returned in good condition, except for normal wear and tear due to use, and without any alterations or damage. If this is not the case, the Parents will be required to refund the cost of repair in full or pay for the damage suffered by H-IS.
5. Once the Student has registered, they will be given an access pass, which is needed to enter the halls of residence and their room. The pass is strictly personal and may not be assigned to third parties, even on a temporary basis. In the event of loss or theft of the pass, the Student must promptly notify the Boarding Educator and send an email to the address boarding@h-is.com. In such circumstances, the Student is required to pay an amount of €25.00 (twentyfive/00) to receive a new access pass.

USE OF THE ACCOMMODATION BY THE STUDENT

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All Students are required to:

- a. keep their room, bathroom and the communal areas clean and tidy. In order to facilitate weekly cleaning of the rooms, in the allocated day the Students have to leave their rooms tidy, and remove personal belongings from the beds; those who leave the halls of residence on a Friday are required to take their suitcases with them to School in the morning;
- b. take care of their personal hygiene and always wear appropriate, clean and suitable clothing for the place where they are going;
- c. promptly report to the Boarding Educators any infectious diseases contracted during the period of time for which the accommodation is allocated and leave the accommodation until they have completely recovered, in order to avoid any infections. Recovery must be certified with a specific medical certificate;
- d. sort waste for recycling;
- e. make sure they have switched off the lights, turned off the taps and closed the door when they leave their room;
- f. respect the hours of silence, particularly between 10pm and 7.30 (MYP) and 10.30pm and 7.30 (DP) on weekdays and between 11 p.m. and 10 a.m. on weekends and bank holidays, so as not to disturb other Students ;
- g. inform the Boarding Educators when they leave campus by 1) inserting a leave request on the Boarding App "REACH" and 2) advising in person before leaving the campus;
- h. inform the Boarding Educators when they come back to campus advising in person that they are back. This is necessary both when they come back from the weekend and both when they come back from a daily trip;
- i. promptly inform the Boarding Educators of any faults, breakage or damage that may occur in their room or in the communal areas;
- j. allow the appointed members of staff to carry out necessary ordinary and extraordinary maintenance, as well as regular cleaning activities for rooms and communal areas;
- k. read the procedures to be followed in the event of fire and emergency in general.

On the contrary, all Students are required not to:

- a. throw or leave rubbish or waste outside the specific containers or contrary to the indications for sorting waste for recycling;
- b. remove, move, dismantle or alter furniture or equipment within the accommodation and/or in the communal areas, paint the walls of their room, or introduce any furniture of any kind into their room that has not been previously authorised by the Boarding Educators;
- c. carry out or get repairs or maintenance carried out, without prior authorisation from the Boarding Educators;
- d. have external people stay overnight;
- e. go into the rooms of Students of the opposite sex. Students of different sexes are only allowed to meet in the communal areas;
- f. go in the other Boarding House (MYPs are not allowed into the DP Boarding House and vice versa);
- g. keep pets, both inside the halls of residence and in the surrounding areas;

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- h. make a copy or give the access pass for their accommodation to other people, even just on a temporary basis;
- i. Students are not allowed to access a different floor to the one their room is on at night (after curfew time);
- j. Students are advised not to keep valuables or large sums of money in their room: they can use a padlock to secure personal belongings inside the cabinet that is assigned to them. In any case, should there be any thefts, or if any personal effects within the accommodation go missing, H-IS will not assume any related liability.

1. Use Of The Communal Areas

- a. The Students may use the communal areas. These spaces must be used with the same diligence required in the use of each Student's allocated room.
- b. Given the close proximity involved in using the communal areas, once they have used these spaces, all Students are required to leave them tidy and to avoid leaving their personal effects in these areas.
- c. The Parents are also responsible for any damage to the communal areas caused by the Student. Should responsibility for damage caused be impossible to attribute to one or more residence guests, the cost of the damage will be shared equally among all the Students who have access to these communal areas.
- d. Students may also use other services on Campus, such as the library, the School (MYP building) in the afternoon and evening, the sports areas, in compliance with the relevant regulations, where applicable, and common rules of coexistence, since these spaces are not for the exclusive use of H-IS Students.

2. Cleaning of the Accommodation and Communal Areas

- a. H-IS guarantees the cleaning of rooms twice a week and changing of linen (sheets and towels) once a week, as well as daily cleaning of the communal areas. In any case, Students are required to keep their accommodation clean and tidy, as well as the communal areas after they have used them.
- b. Should any extraordinary cleaning prove necessary, H-IS may carry out such interventions, charging the related cost to the Students staying in the rooms that need cleaning, or, more generally, to the Students who are to be held responsible, and dividing it equally between them. Such expenses must be paid no later than 7 (seven) days from their notification by H-IS to the Parents.
- c. On Campus, there is a laundry room equipped with coin-operated washing machines and coin-operated dryers, which can be used by the Students. 7/7 students can use it with the Laundry Card given by the Boarding Staff, which includes one free washing and one free drying per week for the whole school year. 5/7 students can use it at their own expense.

3. Changing Accommodation

- a. At its sole discretion, H-IS reserves the right to move the Student to another accommodation, should supervening circumstances of an educational, technical, organisational or logistical

nature occur that make moving necessary. In such circumstances, where possible, H-IS will notify the Student and the Parents of the move with adequate notice.

- b. Changes of accommodation will not be made during the academic year at the Students' or Parents' request. This is except for cases in which these requests are made for safety reasons or specific cases that may be assessed on a case-by-case basis at the sole discretion of the Boarding Educators.

4. H-IS's Access to the Accommodation

- a. H-IS has a copy of the keys/pass to access the halls of residence and individual accommodation. Members of staff, operators and/or technicians employed or appointed by H-IS have the right to access the halls of residence and individual accommodation, as specified below:

when the Student staying in the room is present:

- regular checks during the period of time for which the accommodation is allocated, also for the purposes of checking compliance with these Regulations;
- at the request of one of the Students;

also when the Student staying in the room is not present, with the supervision of the Boarding Educators:

- inspections to check the condition of the accommodation both at the beginning and at the end of the period of time for which it is allocated, or as part of verifications aimed at checking maintenance conditions;
- ordinary maintenance interventions;
- other, justified, non-urgent access requirements;

also when the Student staying in the room is not present, without with the supervision of the Boarding Educators:

- substantiated report of a breach of these Regulations requiring access to the room;
- urgent repairs or interventions;
- safety reasons.

In such circumstances, the Student will be notified of access to the accommodation in a timely manner, as soon as possible.

In the event that, during one of the aforementioned checks carried out by H-IS, any infringements of the Regulations are observed, H-IS may take appropriate disciplinary measures against the Students involved.

5. Use of the accommodation during the school holidays

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- a. During school breaks and especially during the Christmas holidays, H-IS reserves the right to use the spaces granted to students for other purposes related to the mission of the school, after notice to students and families; in these cases students will be asked to leave the room free and they will be given an appropriate space within the structure where they can store their belongings.

6. Maintenance of the Accommodation and Halls of Residence

- a. The Student is required to promptly report any faults or malfunctions that may occur in the accommodation allocated to them, and/or in the communal areas, by sending an e-mail to the address: boarding@h-is.com.
- b. Ordinary and extraordinary maintenance of the accommodation is at H-IS's expense, except in the event that the fault or malfunction is the result of an improper or incorrect use of the facilities by the Student. In such circumstances, the cost of the repair will be charged to the person who caused the fault. Alternatively, if the damage concerns the communal areas and a single person responsible cannot be identified, the cost of the repair service will be divided equally between all the Students who caused the damage.

7. Visitors

- a. Visits from Parents or friends are allowed after school hours, subject to notification, which should be sent via email to the Boarding Educators, using the address boarding@h-is.com, at least 24 (twenty-four) hours before the visit. In the event that the visitor is a friend of the Student or, in any case, a third party other than the Parents, the House Coordinator must authorise the visit, taking into account the Student's study commitments.
- b. Guests may access the areas of the Campus that are open to the public; access to the halls of residence, communal areas and rooms is not permitted. In specific cases where required, only the Parents, subject to prior communication to the Boarding Educators, may access the Student's accommodation.
- c. Visitors are required to comply with the regulations and procedures that govern the use of services on Campus by the public. In the event of inappropriate behaviour, visitors – or those exercising parental responsibility for them if they are under 18 – will be personally accountable for any damage, disturbances and/or problems caused by them on Campus.
- d. Visits are not permitted after 10 p.m.
- e. People from outside are not allowed to stay in the halls of residence.

8. Check-Out Procedure

- a. All Students must leave their room and return their access pass to one of the Boarding Educators before leaving the halls of residence and, in any case, by 7:00 PM on the last day of the academic year.

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- b. Before leaving the accommodation, a joint inspection will be organised alongside the Boarding Educators to check the state of the room and the areas available to the Student (e.g. the entrance and the bathroom of the room). If the Student is not available, H-IS will check the state of the room and the areas available to the Student anyway. After the inspection, a report will be drawn up for the return of the room, which will state the conditions of the accommodation.
- c. Any damage, missing items or requirement for extraordinary cleaning revealed during the inspection will be charged to the Student: H-IS will have the right to demand the additional amounts due to cover the expenses incurred from the Parents.
- d. Any personal effects left at the accommodation by the Student will be removed at the Student's expense and will be kept for the owner to recover for a maximum period of 10 (ten) days. After this time, H-IS shall not be held liable under any circumstances for the safekeeping of these personal effects or items and will dispose of them in the manner it deems most appropriate, at the Student's expense.

9. Use of Computing Devices and Internet

- a. Students may use computers, mobile phones and other electronic equipment (tablet, gaming consoles, etc.) in their free time, only in the communal areas, taking into account their study commitments.
- b. The use of such devices is not permitted at convivial times, such as mealtimes or during periods dedicated to study, except in the event that the device is needed for educational purposes (e.g. to carry out research).
- c. After 11:00 PM from Sunday to Thursday, and after 12:00 AM on Fridays and Saturdays, Students are advised not to use their devices, except for studying.
- d. Any use of IT systems by the Student that is considered inappropriate or unsuitable will be promptly communicated to the Parents via email.
- e. Access to the internet is primarily permitted for teaching and educational purposes.
- f. All Students must access the internet using their personal username and password, which may not be assigned to third parties, even on a temporary basis.
- g. It is strictly prohibited to:
 - i. use the internet to illegally download any files (videos, films, music, books, etc.) protected by copyright or to illegally stream them;
 - ii. access illegal websites (e.g. child sexual abuse websites, websites that incite hatred, websites that are harmful to a person's dignity, etc.);
 - iii. use the internet for any other illegal activity.
 - iv. H-IS does not assume any kind of responsibility for illegal activity by the Student through use of the internet or IT devices.

LIFE ON H-FARM CAMPUS

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1. Daily Timetable and Extra-Curricular Activities on Campus

- a. The Service is guaranteed for the entirety of the academic year, excluding school and national holidays, as provided for by the school calendar. The halls of residence are open from the evening before the day on which the Student goes back to school.
- b. The daily timetable for the activities that are scheduled for the Students, both during the week and on a weekend – for those who have chosen the seven-day-a-week Service – (the “**Timetable**”) is attached to these Regulations as **Appendix A**. The Timetable contained herein should be considered indicative of a typical day on Campus and may therefore be altered and updated by H-IS, wholly or partially, at any time, taking into account the needs of the Students who are staying at the halls of residence.

2. Staying at the Halls of Residence During School Hours

- a. Students are not allowed to be in the halls of residence (neither in their rooms nor in the communal areas) during school hours, except for health reasons and upon explicit authorisation of a Boarding Educators.
- b. Should the Student not feel well during school hours, after an initial assessment carried out by the Nurse on duty at School and after contacting the Parents, the Boarding Educators will be informed to authorise the Student’s early exit from school and return to the halls of residence.

3. Social and Recreational Activities

- a. Upon written request, which should be sent via e-mail to the address boarding@h-is.com, communal areas at the halls of residence or other buildings or spaces on the Campus may be made available to the Students for the organisation of recreational, cultural or social activities. In the event that the organised activity is also intended to be open to third parties besides the Students, such circumstances must be indicated in the request mentioned above and must be expressly approved by the Boarding Educators.
- b. Any activities must be finished by 10 p.m., unless otherwise indicated by the Boarding Educators, and must be carried out in consideration of other Campus guests, without disturbing the normal peace.

4. Moving Around H-FARM Campus. Leaving the Campus

- a. During their free time, the Students may move around H-FARM Campus and use the services offered on Campus, according to the relevant regulations, where applicable. In any case, the Student must first inform one of the Boarding Educators of their movements.
- b. If the Student is under the age of 18, use of the skatepark (pump track and freestyle track), of the Inside Out gym and of the climbing wall is only permitted subject to prior express authorisation from the Parents, which must be provided by signing a specific consent form.
- c. The Students are not allowed in the areas relating to H-FARM S.p.A.’s headquarters and its parking lot, the College Area, the Serra, the DP School Area (after 5:00 PM)
- d. For Students under the age of 18, any trips off Campus must be expressly approved by the Parents on each occasion. Approval must be sent through a Leave Request with the Boarding App “REACH” and must contain the following information:
 - day and time of the trip off Campus and expected time of return;
 - where possible, reasons for the trip;

- if the trip envisages an overnight stay for the Student off Campus, an indication of who will be looking after and accommodating the Student, as well as a phone number;
 - whether the Student is authorised to leave the Campus on their own or whether they will be collected by an adult. In the second instance, identification details of the person who will collect the Student are requested;
 - a phone number where the Student can always be reached.
- e. If the Student is over the age of 18, the Student must send notification of any trips off Campus through a Leave Request with the Boarding App “REACH” and in the same way set out in the section above. Notification must always have at least one of the Parents in copy. Notification must contain the following information:
- day and time of the trip off Campus and expected time of return;
 - where possible, reasons for the trip;
 - if the trip envisages an overnight stay for the Student off Campus, an indication of the place where they will be staying and a phone number;
 - a phone number where the Student can always be reached.
- f. During weekdays (Monday-Thursday), both MYP and DP Students are allowed to leave once, without compromising the participation in Study Time.
- g. During the weekends (Friday-Sunday) MYP students are allowed to leave once and DP students are allowed to leave without limitations.
- h. All Students leaving Campus have to show up in front of one of the Boarding Staff members to confirm their leave.
- i. In the event that Students over 18 provide false information relating to the trip, the Parents will be informed in a timely manner and disciplinary measures may be taken against the Student.
- j. In any case, for organisational and safety reasons, the access to the Boarding must happen before 10:00 PM (for MYP students) and 10:30 PM (for DP students) from Sunday to Thursday, and before 11:00 PM on Fridays and Saturdays. Therefore, after this time, Students will not be allowed to return to the Campus, and the Student will have to stay elsewhere.
- k. During such trips, H-IS and its members of staff may not be held responsible for the safety of the Student in any way. In such instances, the Parents will be solely responsible for Students under the age of 18.
- l. In relation to Students both under and over the age of 18, the Boarding Educators will inform the Parents if they believe that the Student’s academic performance is not good enough and it would be preferable, also as a disciplinary measure, to restrict the Student’s trips off Campus. Such a decision will be made with the consent of the Parents.
- m. The Boarding Service includes free of charge transportation from Mestre Train Station every Sunday at 7:15 PM.
- n. The Boarding Staff also organises free of charge transportation to and from Venice Marco Polo and Treviso Canova airports for international Students on the last day of lesson at the beginning of the school holidays and on the day before the re-start of the lessons.

5. Return Home

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- a. Boarding Service follows the School Calendar.
- b. During closure of the halls of residence and at weekends for the Students who have chosen to use the five-day-a-week Service, the Students are required to return home.
- c. If Students who have chosen to use the five-day-a-week Service need to stay at the halls of residence over the weekend too, the Parents may send a request, with adequate notice of no fewer than 2 days, to the e-mail address boarding@h-is.com. The cost relating to this service will be specifically and separately invoiced by H-IS and charged to the Parents.
- d. Leaving the Campus independently and subsequently returning home will only be permitted subject to prior explicit authorisation from the Parents, except in the case of Students over the age of 18. In all other cases, Students may only leave the Campus upon arrival of their Parents or someone who is duly authorised to collect them.
- e. Maximum punctuality is requested in compliance with departure and arrival times at the Campus. The Students are expected at the halls of residence by 7:30 PM. on the day before lessons resume. Due to specific requirements, if it is not possible to respect the departure or arrival times on Campus, a communication through the App "REACH" or an email informing the Boarding Educators must be sent to the address boarding@h-is.com, with adequate notice.
- f. Transport with the School Buses to and from the railway stations of Mestre, Padova and Quarto d'Altino is guaranteed free of charge (from Monday to Friday) where there are seats available on the School's means of transport. The Students who use this school transport service are required to comply with the relevant service regulations.

DISCIPLINARY MEASURES

1. General Provisions

- a. In the event of a breach of these Regulations, disciplinary measures may be taken against those Students who are responsible for the aforementioned breach. The measures that may be taken are listed below:
 - verbal warning;
 - written warning;
 - alternative services or loss of opportunity;
 - suspension;
 - Expulsion.
- b. The disciplinary measure to be imposed on the Student will be assessed on a case-by-case basis, taking into account the circumstances surrounding the event, the seriousness of the infringement committed, the age of the Student and the Student's disciplinary history and after hearing the Boarding Educators. If necessary, the decision on the disciplinary measure to be taken will be made:
 - for minor infringements, by the Head of Boarding, who will interact with the Head of Programme in which the Student is enrolled;
 - for more serious infringements, by the Head of Boarding, together with the Head of Programme and with the Head of School.

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- c. The responsibility for infringements of the Regulations lies with the individual. However, if a Student witnesses conduct by another Student that is contrary to the Regulations, the Student is required to notify the Boarding Educators immediately. Failure to report or attempt to hide any infringements by the Student who has witnessed them may result in disciplinary measures being taken.
- d. Hereinafter, some infringements of the Regulations are indicated alongside the relevant disciplinary measures that may be imposed. However, where the circumstances of the specific case denote a greater or lesser seriousness of the Student's behaviour, the Heads, as appropriate, may impose a different disciplinary measure compared with the one that is usually envisaged for a certain infringement of the Regulations.
- e. Disciplinary measures will have repercussions on the students' Boarding Life; in very serious cases the Head of School can decide differently.
- f. Escalation of the consequences:
 - After 3 infractions, a written communication will be sent to the students' parents: in these occasions a sanction among those described at paragraph B will be considered..
 - After 5 infractions, students will either lose opportunities or will be assigned community services.
 - After 8 minor infractions (5+3), students will be assigned more important consequences such as suspension.

A. Verbal Warning. Written Warning

1. In the event of minor infringements, the Student may receive a verbal warning from the House Coordinator. In such circumstances, the Student will be summoned by the House Coordinator who will highlight the Student's non-compliant behaviour and warn them of the disciplinary measure imposed.
2. In the event of minor infringements for which a verbal warning is not considered sufficient, or if a verbal warning has already been given for the same behaviour or for other behaviour, the Student may receive a written warning. This measure involves an email being sent to the Student and the Parents, in which the infringement committed by the Student is stated alongside the application of the measure in question.
3. These kinds of measures will be adopted for any breach of the Boarding Regulation:
 - a. use of vulgar language;
 - b. disparaging behaviour, offensive words, intimidation, insults and a lack of respect towards other people (e.g. other students, Boarding Educators, H-IS staff, etc.);
 - c. inadequate cleaning or care of the Student's room and the communal areas when used;
 - d. leaving waste outside the specific bins and/or failure to sort waste for recycling;
 - e. delay in turning off lights or failure to respect silent hours;
 - f. delay in returning to the halls of residence after lessons or in the evening, after the curfew (10:00 PM for MYP Students and 10:30 PM for DP Students, from Sunday to Thursday, 11:00 PM on Fridays and Saturdays);

- g. delay in participating in the afternoon activities organised by the halls of residence;
- h. delay in studying during the allocated hours;
- i. refusal to participate in the activities and/or sports organised in Boarding;
- j. driving motor vehicles, electric cars or other means of motorised transport on Campus;
- k. keeping pets;
- l. letting visitors into the halls of residence beyond permitted cases;
- m. creation of a copy or transfer of the Student's personal access pass to third parties – in such circumstances, a written warning is envisaged;
- n. dismantling the furniture in the Student's room or in the communal areas, painting the walls and bringing furniture into their room without the relevant authorisation – in such circumstances, a written warning is envisaged;
- o. possession of smoking products – in such circumstances, a written warning is envisaged.

B. Alternative Services and Loss of Opportunity

1. In the event of infringements of medium gravity, or in the case of repeated minor infringements, measures involving alternative services or loss of opportunity may be adopted, taking into account the seriousness of the infringement, the Student's behaviour after the event, the age of the Student and the Student's disciplinary history. The Parents will be promptly notified of the implementation of the measure, the reasons for it and its duration via email. Where deemed appropriate, a meeting with the Parents and the Student may also be requested.
2. Alternative services mean activities that are socially useful to life at the halls of residence, such as cleaning and tidying communal spaces, helping younger students with their studies and organising recreational or reflective activities for the entire halls of residence.
3. Loss of opportunity means the possibility of taking something away from the Student that is normally allowed, for a longer or shorter period of time depending on the seriousness of the infringement, such as freedom to move around the Campus, participation in sporting activities, participation in trips off Campus, etc.
4. These kinds of measures may be adopted in the following circumstances:
 - a. repeated breach of the Regulations for which a verbal or written warning is received in the first instance;
 - b. possession of smoking products (repeated) – in such circumstances, loss of some opportunities is envisaged, which will be decided by the Head of Programme;
 - c. irresponsible or reckless behaviour that may endanger the Student's own or other people's safety;
 - d. alcohol possession – in such circumstances, loss of some opportunities is envisaged, which will be decided by the Head of Programme;
 - e. theft;
 - f. violation of room/building division.

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C. Suspension

1. Suspension of the Service consists of sending the Student away from the halls of residence for a longer or shorter period of time depending on the seriousness of the infringement committed. The Parents will be promptly notified of the implementation of the measure, the reasons for it and the duration of the suspension via email. Where deemed appropriate, a meeting with the Parents and the Student may also be requested.
2. During the Student's suspension, the Student may not access the halls of residence and the Parents will have to independently provide for the Student's transportation to school, as well as alternative accommodation. Suspension of the Student does not result in any form of refund or reduction in the Boarding Fee owed to H-IS, which must be paid in full by the Parents.
3. This kind of measure is envisaged in the following circumstances:
 - a. aggressive or violent behaviour;
 - b. Sexual harassment
 - c. Students having sex inside the Campus premises
 - d. possession of any kind of weapon;
 - e. Possession or use of smoking products;
 - f. possession or consumption of alcohol;
 - g. possession and/or use of drugs;
 - h. theft;
 - i. vandalism;
 - j. behaviour that may endanger the safety of the guests at the halls of residence, such as tampering with or damaging smoke detectors and fire doors;
 - k. subleasing the Student's room or letting third parties or other students stay in a way other than those permitted;
 - l. repeated breach of the Regulations, even where the behaviour does not result in the Student's suspension when considered individually.

D. Expulsion

1. The Student's expulsion consists of sending the Students away from the halls of residence permanently. Students that have been expelled may no longer use the Service or request registration for it for subsequent academic years. The Parents will be promptly notified of the implementation of the measure and the reasons for it via email. Where deemed appropriate, a meeting with the Parents and the Student may also be requested.
2. Expulsion of the Student does not result in any form of refund or reduction in the Boarding Fee owed to H-IS, which must be paid in full by the Parents.
3. This kind of measure is envisaged in the following circumstances:
 - a. possession, involving infringement of the rule for a second time, or use of any weapons;
 - b. Possession or use of smoking products (repeated violation);
 - c. possession or assumption of alcohol (repeated violation);
 - d. possession and/or use of drugs;

- e. selling or distribution of drugs for whatever reason;
- f. repeated breach of these Regulations, even where the behaviour does not result in the Student's expulsion when considered individually;
- g. disciplinary suspension of the Student twice during the school year, regardless of the length of the suspension.

Application note

The above disciplinary measures will be applied after assessing all the circumstances: Head of School, Head of Boarding, Heads of Programme and Boarding Staff will gather information and assess on the basis of the individual case that arises from time to time.

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APPENDIX A OF THE REGULATIONS

DAILY TIMETABLE FOR THE HALLS OF RESIDENCE – ON-CAMPUS ACTIVITIES

DAILY TIMETABLE

Below is an indicative timetable for a “typical day” of a Student at the halls of residence.

For Students who have chosen to use the five-day-a-week Service, arrival on Campus is expected on a Sunday evening by 7:30 p.m.

Weekdays

7:30 - 8:30 AM: Wake Up

7:45 - 8:20 AM: Breakfast in the MYP and DP canteen

8:30 AM - 4:15 PM: School lessons

4:15 PM: End of lessons, return to halls of residence. The Boarding Educators check that all Students have returned at the end of School lessons.

4:15 - 6:00 PM: Sports or Study Time (the Students may begin individual or group studying, they can dedicate to sports, or to personal activities or interests)

6:00 - 7:30 PM: Study Time (or Sports)

7:30 - 8:30 PM: Dinner Time

8:30 - 10:00 PM: Evening activities/Free time/Study in the library or in rooms.

10:00 PM: Return of Students to their rooms for MYP students and collection of electronic devices

10:30 PM - Return of students to their rooms for DP students

10:00 - 11:00 PM (MYP) and 10:30 - 11:30 PM (DP): Silence. Lights must be switched off to accommodate those who want to sleep.

11:00 PM - 7:30 AM: Sleep Time

Weekends

The general schedule for weekends is as follows:

- *Fridays*

4:15 PM: End of lessons, return to halls of residence. (Leave for 5/7 Students)

5:00 - 7:30 PM: Trip to the Mall

7:30 - 8:30 PM: Dinner Time

9:00 - 11:00 PM: After dinner Activities

11:00 PM: Curfew

11:00 PM - 12:00 AM: Silence. Lights must be switched off to accommodate those who want to sleep.

12:00 - 10:30 AM: Sleep Time

- *Saturdays*

10:30 AM: Wake Up Call

11:00 AM - 6:00 PM: Boarding Trip

11:00 AM - 2:00 PM: Brunch

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3:00 - 5:00 PM: Sports
6:00 - 7:30 PM: Study Time
7:30 - 8:30 PM: Dinner Time
8:30 - 10:30 PM: After Dinner Activities
11:00 PM: Curfew
11:00 PM - 12 PM: Silence. Lights must be switched off to accommodate those who want to sleep.
12:00 - 10:30 AM: Sleep Time

- *Sundays*

10:30 AM: Wake Up Call
11 AM: - 2 PM - Brunch
3:00 - 5:00 PM: Sports
6:00 - 7:30 PM: Study Time
7:30 - 8:30 PM: Dinner Time
8:30 - 10 PM: After Dinner Activities
10:00 PM: Curfew for MYP Students and collection of electronic devices
10:30 PM: - Curfew for DP Students
10:00 - 11:00 PM (MYP) and 10:30 - 11:30 PM (DP): Silence. Lights must be switched off to accommodate those who want to sleep.
11:00 PM - 7:30 AM: Sleep Time

During the weekend, in agreement with the Boarding Educators, free time may also be used for activities off Campus, such as guided tours or short trips. In such instances, the Parents will always be informed beforehand of the activity schedule. Participation is required at least once a month.

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