



## **Istituto Comprensivo Statale Mestre 5 “Lazzaro Spallanzani”**

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### **SYNTHESIS of the rules relative to entry/exit and alla day absence**

1. All absences and late entries due to any cause have to be justified in the school personal booklet.
2. Late entries, early exits and all day absences' justifications have to be signed by one of the student's parent or by a delegated person. The full signature must correspond to one of the authorized signatures listed on the front page of the student personal booklet.
3. Students arriving at school after the beginning of the first lesson must present the justification to the teacher.
4. Students asking to leave the lessons before the end of the school day are allowed to go home only if accompanied by one of their parents or a delegated person, whose name is listed in the proxy form presented to the Administration office, at the beginning of the school year.
5. Every late entry to school is written on the class log and may negatively affect the student behavioral grade.
6. In order for the school year to be legally valid, we remind you that the maximum amount of absence hours must not exceed a total of 250 (ex CM n. 20 del 4 marzo 2011).
7. The student personal booklet has to be taken to school every day, kept with care and preserved whole.
8. Absences from school of more than 5 days - due to illness - (festivities has to be taken into account) must be justified in the personal booklet and a medical certificate has to be requested to the family G.P. or Pediatrician and presented to the teacher on the first day back to school.
9. Absences from school of more than 5 days - not due to illness - have to be reported to the Administration office in advance (in person, by telephone call or by e-mail), it will be the Office responsibility to tell the class Coordinator about it. When returning to school the student must present the relative justification written on the personal booklet.

**→ Entering the school after the end of the second lesson is not permitted unless justified by family serious matters, by medical visits and /or health interventions. Furthermore, the student in need of periodical and constant medical visits and/or health interventions during the school hours, must justify the absences by presenting the medical certificate written by the family G.P. or the A.S.L. (Azienda Sanitaria Locale). This certificate will replace the justification on the personal booklet.**

