



Provincial Centre for Adult Education Pescara - Chieti
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CPIA PESCARA-CHIETI

INSTITUTE REGULATION

A.S. 2023-2024



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TITLE 1 - STUDENTS

Article 1 - Registration

1. Enrolment for courses at the CPIA Pescara-Chieti takes place exclusively via the "*Online Enrolment*" function of the SOGI Electronic Register on the institutional website <https://www.cpiapech.edu.it/>.
2. They can register for teaching activities at CPIA Pescara-Chieti:
 - Italian or foreign minors (with a regular residence permit) who have reached the age of 16;
 - Italian or foreign adults (with a regular residence permit) wishing to obtain a first-level school-leaving certificate (formerly middle school-leaving certificate);
 - Italian or foreign adults (with a regular residence permit) wishing to obtain first-level second-period certification (two-year high school);
 - Foreign adults (with a regular residence permit) who wish to attend literacy and Italian language learning courses (Italian L2);
 - Italian or foreign adults (with a regular residence permit) who intend to attend the Competence Guarantee Pathways aimed at developing the eight key competences for lifelong learning referred to in the Recommendation of the Council of the European Union of 22 May 2018.
3. Students who have reached the age of 15 can also enrol at the CPIA Pescara-Chieti, on the basis of the agreement between the Abruzzo Region and the USR Abruzzo (DGR n. 902 of 10/11/2015 and D.P.R. 263/12, art. 2, paragraph 2), in compliance with the regulations on the fulfilment of compulsory education, Ministerial Decree 139/2007 and subsequent amendments and supplements, and on the right to education and training, Legislative Decree 76/05.

The enrolment of students of 15 years of age may only take place in the First Level First Didactic Period courses, subject to admission by the CPIA Pescara-Chieti Formative Pact Commission.

Parents (or the legal guardian) who intend to enrol a student aged 15 on CPIA Pescara-Chieti courses must first request permission from the school of origin, which must forward the documentation concerning the student to CPIA Pescara-Chieti, in accordance with the law.
4. Enrolment for institutional courses (Italian L2, First Level First Didactic Period, First Level Second Didactic Period) formally ends on 15 October of the current year, as per MIUR-DGOSV Circular no. 12757 of 27/05/2021.
5. For Italian L2 courses, enrolment may also be reopened after 15 October in the event of new courses being activated, subject to the availability of teachers and teaching spaces.
6. For the First Level First Teaching Period pathway, enrolments up to 31 December may be accepted in special cases, after consultation with the Headmaster, only on the basis of



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of an assessment as to whether such deferred enrolment will still allow the planned number of hours to be completed within the current school year.

7. Enrolment in the Competence Guarantee Pathways, on the other hand, is open throughout the year. The inclusion of trainees in the already started pathways will be evaluated on a case-by-case basis.
8. The following documents must be enclosed with the application:
 - For trainees of Italian or European citizenship:
 - Identity document;
 - Tax code.
 - For non-EU foreign students:
 - Identity document;
 - Tax code;
 - Residence permit.

In the event that the non-EU student is waiting for a response from the Questura for a Residence Permit to be issued, the receipt for the Residence Permit application (so-called "cedolino") may be attached to the application form.

At the request of their parents or legal guardian, foreign students who are minors, who have recently arrived in Italy and do not have a residence permit, and who are only in possession of the so-called STP document, with a temporary tax code, issued by the ASL in the event of urgent medical necessity, may also be admitted to enrolment. In this case, however, the student's position must be regularised before the end of the course. Otherwise, final certification will not be possible.

9. In the event of incomplete documentation that can be rectified, the secretariat will give the person concerned a period of seven days to produce the required documents (or self-certification where applicable), under penalty of exclusion from the courses.
10. Applications for enrolment must be signed by the person concerned. In the case of a minor student, the application must also be signed by the parents or legal guardian.
11. For the institutional courses (Italian L2, First Level First Didactic Period, First Level Second Didactic Period), after enrolment, candidates are called by telephone and e-mail to the indicated location for the initial reception, which includes an interview and an entrance test.
12. For Competence Assurance Pathways there may be no initial reception, except in some cases, such as English language courses where the initial level must be ascertained.
13. Students will be notified by telephone and e-mail of the course start dates.
14. Courses are normally activated with a minimum of 10 participants, except in exceptional cases that will be evaluated on a case-by-case basis.



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15. For institutional courses (Italian L2, First Level First Didactic Period, First Level Second Didactic Period), priority for inclusion in courses is determined on the basis of the date of submission of the application.
16. For the Competence Guarantee Pathways, precedence in course placement is established on the basis of the following criteria:
 - a) trainees who have already attended a previous course;
 - b) internal personnel of the CPIA Pescara-Chieti (Managers, Teachers, ATA and School Collaborators);
 - c) students belonging to the so-called '*weaker segment*' of the population (unemployed, precarious etc.);
 - d) among the remaining users, priority will be determined by the date of submission of the application.
17. Attendance at courses is subject to payment of a registration fee, which varies according to the type of course.

Article 2 - Course Attendance

1. Participants are required to ensure their attendance according to the programme and schedule that will be provided to them at the beginning of the course.
2. Timetables, course attendance days and programmes are fixed by the CPIA Pescara-Chieti on the basis of the didactic and administrative organisation, the availability of venues and teachers
3. In order to complete the training course for admission to the final examination and/or issuance of the envisaged certificates, attendance of 70% of the customised total number of hours is required.
4. The Headmaster may declare a student who has not attended for at least two consecutive months to be disqualified from enrolment.
5. In the event that the number of participants in a given course falls below 8 students, the Head of School may decide to cancel the course or merge it with a course of the same type, where possible.
6. Entry to classrooms and, in general, to the entire school building during the course of a particular course is only permitted for students regularly enrolled in the course in question. Outsiders are only allowed if authorised in advance. Access to the secretarial premises is only permitted during the pre-determined times.
7. Trainees are required to attend classes regularly and to report any prolonged absences or the need to leave the course. Absences by under-age students must be justified by their parents/guardians in the electronic register using the appropriate access credentials.
8. At the start of the courses, the CPIA and the enrolled students sign the Individual Training Pact in which the salient data of the training course are recorded. In the case of minors, the Patto Formativo is signed by one of the parents or their legal guardian. Adherence to the Formative Pact is binding for admission to the final examination in courses leading to the final Secondary School qualification.

Article 3 - Certificates and Certifications



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1. For some courses, there is an entrance test and a final test.



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2. The costs of participating in exam sessions for any certifications (CELI, ICDL/ECDL, Trinity, etc.) are borne entirely by the student.
3. The trainee must arrange for the purchase of a textbook, if required.
4. The CPIA Pescara-Chieti issues:
 - Certificate of Italian Language Level A2 (Ministerial Certificate of Competence);
 - Certificate of attendance of the Italian language skills guarantee pathway level B1 (100 hours);
 - Certificate of attendance at the B2 level Italian language skills guarantee course (100 hours);
 - Certificate of attendance at the C1 level Italian language skills guarantee course (100 hours);
 - Certificate of attendance at the C2 level Italian language skills guarantee course (100 hours);
 - Secondary School Diploma (First Level First Teaching Period);
 - Certification of competences in fulfilment of compulsory education (First Level Second Period);
 - CELI language certifications;
 - DILS-PG first and second level glottodidactic certifications;
 - Trinity Certifications;
 - ICDL/ECDL certifications;
 - Attendance certificates at the end of the basic module of the Competence Guarantee Pathway (50 hours);
 - Attendance certificates upon completion of the Skills Guarantee Pathway (basic module + intermediate/advanced module = 100 hours).

Article 4 - Rules of Conduct

1. Trainees must behave in accordance with their status as learners, respecting the rules of coexistence and cooperation; in particular, they must act in a correct and respectful manner among themselves and towards all school staff.
2. Students are expected to respect the school environment (including furniture and buildings). Students are expected to keep the classrooms clean, cooperating with the staff in maintaining hygiene and not eating during lessons.
3. The trainees are individually liable for any damage caused to persons, the school building and the equipment used.
4. Smoking is forbidden in all rooms and areas pertaining to the school (gates and courtyards). The ban also applies to electronic cigarettes (Decree Law 104/2013, art. 4). In the event of an infringement, the student is subject to the penalties laid down in the regulations in force.



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5. The use of mobile phones is forbidden in the CPIA classrooms during teaching hours. The same rule applies to other electronic devices (tablets, mp3/mp4 players, etc.) the use of which has not been expressly authorised by the teacher for the performance of a teaching activity.

The use of mobile phones may be granted as an exception to current regulations only to those students who have special needs (e.g.: availability for work, serious family problems, etc.). In case of need, the use of the ringer in silent mode is still required. The user will take care to leave the room if there is an urgent need to communicate with the outside world.

No student may access the school's wi-fi network.

Any use of mobile phones contrary to the rules and disruptive to the lesson is subject to sanctions.

6. All students are entitled to respect for the cultural and religious life of the community to which they belong. However, prayer activities are not permitted within the school grounds.
7. Trainees are required to comply with the CPIA regulations and the regulations of the host structures.

TITLE 2 - TEACHERS AND PERSONNEL

Article 5 - Assistance and supervision during school hours

TEACHERS

1. Upon entry of the pupils, supervision in the classrooms is the responsibility of the teachers on duty at the first hour. Teachers must be in the classroom five minutes before the start of class.
2. Teachers must supervise the entry and exit of pupils and the observance of timetables.
3. During breaks, teachers supervise the whole class. Recess is part of the teaching activity and does not constitute an interruption of supervisory obligations. Teachers are therefore required to implement the usual organisational and disciplinary measures to avoid danger: regulating access to toilets, snack and drink dispensers, etc.
4. During class time, pupils may only leave the classroom if really necessary. The teacher will ensure that the exit is no longer than necessary. Classroom supervision is the sole responsibility of the teacher. In the event of an accident in which the pupil is a victim, the teacher must demonstrate that he/she has been vigilant with appropriate foresight for any hazardous situation that may arise in relation to known, frequent and/or similar precedents.
5. If a teacher has to leave his or her classroom for a few minutes, he or she must notify a school staff member to watch over the class.
6. Changes of teachers in the various classrooms must take place quickly in order not to burden non-teaching staff with supervision.
7. Teachers in the last hour of class will ensure that all pupils have left the room and that this is done in an orderly manner. Each teacher can and must intervene



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with regard to all pupils, even those not their own, especially in the event that the teacher of that class is absent.

8. In the school understood as an educating community, anyone is entitled to intervene to curb and/or report behaviour at risk or otherwise not in keeping with the school institution.
9. Classes are not allowed to leave the classroom before the end of class; teachers are responsible for compliance.
10. During recess and in all cases where students have to leave the classroom during the lesson, teachers are assisted by school staff, who are in charge of supervising the stairs, toilets, exits and outdoor school areas, paying particular attention to compliance with the ban on smoking in all indoor and outdoor areas of the school and the ban on leaving the perimeter of the building.
11. It is forbidden to expel a pupil or pupils momentarily from the classroom, as expulsion does not remove or reduce responsibility for supervision. If pupils behave in a disciplinary manner, the facts should be noted in the class register and, for particularly serious behaviour, the Secretariat should be notified.
12. Students are reminded that the use of mobile phones and other electronic devices to record or play images and videos constitutes an offence. If students misuse mobile phones during class time, teachers will make a note of this in the class register and inform the families. In cases of repeated use, the sanctions laid down in the school regulations will be applied.

SCHOOL STAFF

2. The surveillance of the atrium and corridors is carried out by school staff, placed at the positions provided for in the ATA Staff Activity Plan.
3. School employees will assist in supervising the entry and exit of pupils. Pupils may enter five minutes before the start of lessons.
4. School employees must:
 - be readily available to teachers for any eventuality;
 - notify the Headmaster or his staff immediately if the teacher is absent from the classroom, to prevent the class from being left unattended;
 - ensuring the safety and security of pupils, particularly at the entrance, during intervals, when moving and when pupils leave to go to the services or to other premises;
 - escorting back to their classrooms pupils who are standing in the corridors outside the recess and without a sermon;
 - ensure that pupils leaving early have been authorised in advance;
 - supervise pupils in the event of the teacher being late, absent or momentarily absent from class;
 - prevent pupils from carrying out disruptive actions in the corridor, if necessary by promptly reporting particular situations to the plexus contact person;
 - ensure that persons present in the school are authorised;



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- prevent persons not authorised by the Headmaster (e.g. parents, representatives,...) from circulating inside the building and/or disturbing lessons.

Article 6 - Compilation of registers and general rules

5. The first-hour teacher must indicate in the electronic register (and in the class register, if present) any absent pupils, check those from previous days and any justifications made by the parents/guardians of under-age pupils.
6. In the event of a pupil being late, the time of entry, justification or request for justification must be noted and the pupil admitted to class.
7. If a minor pupil asks to leave early, the teacher must note the departure in the class register and ensure that the pupil is picked up by the parent/guardian, or his/her delegate, who must present identification.
8. Teachers must indicate the results of oral or written tests in a timely manner on the electronic register and report on the class register and on the electronic register on the subjects performed.
9. Teachers must be familiar with the evacuation plans for the school premises and must make pupils aware of safety issues. They must also be familiar with the fundamental rules on safety in the workplace (Legislative Decree no. 81 of 9 April 2008, 'Consolidation Act on health and safety in the workplace', subsequently amended by Legislative Decree no. 106 of 5 August 2009)
10. If the teacher is prevented, due to legitimate impediment, from coming to school, he/she must notify the secretary's office in good time and in any case no later than the beginning of the teacher's working hours, even if the absence continues (CCNL 29 November 2007, art. 17, c. 10).
11. Teachers are entitled to request interviews with families/students with a view to a more transparent and effective school-family relationship; they must in any case be available for any meetings requested by the families, providing parents/guardians of under-age students with a reception time.
12. All circulars and notices published on the school's institutional website, also sent by mailing list to all teachers, are deemed to have been duly notified.

TITLE 3 - DISCIPLINARY REGULATION

Article 7 - General Provisions

1. Disciplinary measures have an educational purpose and tend to reinforce a sense of responsibility and the re-establishment of correct relations within the school community.
2. Disciplinary responsibility is personal. No one may be subjected to disciplinary sanctions without first having been invited to state his or her case.
3. Under no circumstances may the free expression of opinions that are correctly expressed and not harmful to the personality of others be sanctioned, either directly or indirectly.



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4. Sanctions, with the exception of expulsion, are temporary in nature and are always proportionate to the disciplinary offence and inspired, as far as possible, by the principle of repairing the damage. The school values course enrolment and attendance as the result of a conscious and responsible choice, outside compulsory schooling. Moreover, it considers it a priority to ensure that all students have the opportunity to achieve their educational goals in a serene atmosphere and within a reasonable timeframe. For these reasons, and considering the shortage of spaces and professional resources, the sanction of suspension from lessons will always be considered as an effective removal, without the possibility of carrying out remedial or alternative activities, so as to encourage also a personal reflection on the validity and motivation of one's choices.
5. The students share, also by signing the Educational Responsibility Pact, the responsibility for making the school environment welcoming and taking care of it as an important factor in the quality of life at the Institute. They also collaborate in maintaining safety conditions.
6. Students who incur a very serious or very serious disciplinary offence (as per Table, Annex 1) immediately forfeit any elective office (class representative, school representative,...).
7. In any case, the Headmaster has the power to expel a student who engages in behaviour that is aggressive or dangerous to the school community.

Article 8 - Disciplinary Sanctions

1. In the event of a breach of the rules of conduct, the sanction will be imposed by the teacher, the Class Council, the School Council or the Headmaster, depending on the seriousness of the breach.
2. Violations of the disciplinary duties of the school regulations result in the application of the sanctions listed in Annex 1, proportionate to the seriousness of the offence.

Article 9 - Guarantee Body (GM)

The Guarantee Body, identified pursuant to Presidential Decree 235/2007, is chaired by the School Headmaster and is composed of:

- 2 teachers elected by the School Council;
- 2 students elected by the School Council.

Elections take place at the beginning of each school year.

The OG intervenes in disciplinary sanctions (other than disciplinary notes) and conflicts concerning the application of the School Rules, at the request of anyone with an interest.

The functions of the OG are:

- proposal of possible modifications/additions (as a result of the investigations carried out);



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- facilitation/mediation in case of conflict between the parties;
- assistance to students who are subjected to an expulsion order (suspension) from school during and after the order;
- intermediary with the judicial authority in case it becomes necessary.

An appeal to the OG is made within 15 days of the imposition of the sanction and may be lodged by the student or anyone with an interest.

In the event of an appeal or conflict, the PM shall first convene the parties to the dispute to allow them to put forward their point of view; if it considers it appropriate, it may consult an expert, also from outside the school.

The primary purpose of the OG is to arrive at a mediation that is satisfactory to the parties in dispute; if this is not possible, the OG drafts a resolution that the parties must abide by. The decision is recorded and publicised by posting it in a special place.

The OG meets compulsorily in case of need.



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Annex 1

Table - Disciplinary Sanctions and Competent Authorities

Violation	Sanction	Competent authorities
Violation of the rules of behaviour (failure to respect the rules of coexistence and cooperation, tardiness, failure to excuse oneself, negligence, inappropriate use of mobile phones, etc.).	Disciplinary note on class register*	Lecturer
Repeated infringements or conduct disrupting the regular course of lessons and/or cause damage to the school; disrespectful behaviour towards the staff; removal from school without permission	On the third disciplinary note on the class register: up to five days actual suspension from lessons**	School Headmaster, upon proposal of the Class Council
Particularly serious offences that offend personal dignity or of institutions, aggressive behaviour or dangerous to the school community or serious damage to facilities	up to 15 days actual suspension from lessons**; if the offence is particularly serious, effective suspension from the upper classes to fifteen days; after a further note on the register or, in general, for facts particularly serious, aggressive or dangerous behaviour for the school community, the sanction of expulsion is provided for, paid by the Headmaster	Up to 15 days: Headmaster, on a proposal from the Class Council Greater than 15 days: Council of Institute, upon proposal of the Class Council



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* Disciplinary note: annotation made in the class register by the teacher on duty denouncing the offending behaviour and warning not to repeat it, This sanction is only recorded in the class register.

** Actual suspension from lessons: exclusion of the student from teaching activities and the use of school facilities for a variable period to be determined by the competent body and depending on the seriousness of the offence. The measure is recorded in the class register, on the student's personal documents and formally communicated to the family or legal guardian.

Within 15 days of the imposition of the sanction of suspension, an appeal may be lodged with the Guarantee Body.