



**CCI**  
The Renaissance School

## Student Handbook

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### **CCI Mission Statement**

To provide a unique environment in which students experience a renaissance: academic, social and cultural.

### **CCI Motto**

Perge e Valeas – Proceed and you shall succeed

## **School Contact Information**

### **North American Office**

CCI The Renaissance School  
59 Macamo Court, Maple, ON, Canada L6A 1G1  
Telephone: 905-508-7108 or 1-800-422-0548  
Fax: 905-508-5480  
Email: [cciren@rogers.com](mailto:cciren@rogers.com)

### **Italian Office**

CCI The Renaissance School  
Via Cavour 13, 66034, Lanciano, CH, Italy  
Telephone: 011-39-0872-714969  
Fax: 011-39-0872-45028  
Email: [cciren@tin.it](mailto:cciren@tin.it)

### **Residences:**

Allegria Residence: (011 39) 334 794 7045

Santa Maria Residence: (011 39) 0872 716700

## **Administration, Faculty and Staff**

### **Italian Office:**

**Director – Mrs. Marisa DiCarlo D'Alessandro**

**Head of School – Mr. George Rutherford**

**Office Manager – Mr. Stephen Centofanti**

**Book Keeper – Mrs. Loredana Coletta**

### **Faculty:**

**Ms. Antonietta De Bellis – English, Humanities**

**Mrs. Nancy Irons-Murray – Social Sciences**

**Mr. Timothy Knapp – Mathematics**

**Ms. Andrea Milne – Fine Art**

**Mr. Joseph Murray – English, History and Physical Education**

**Ms. Vittoria Tozzi - Italian**

**Ms. Anneli Schadel** – Science and Mathematics

**Mr. Mitch Zuvela** - Science

**Residence Dons:**

**Cavour: Mr. Matteo Benaglia  
Mr. Pino Ucci**

**Santa Maria: Ms. Antonella Giancristofaro  
Ms. Debra Nasuti**

**Cleaners:**

**Mrs. Angela Castiglione**

**Ms. Monica Borsweva**

**School Driver:**

**Mr. Maurizio Crognale**

**Maple, Ontario Office**

**Office Manager – Mr. Luciano Zeppieri**

**Admissions – Mrs. Jocelyn Manchee**

**University Advisor – Mr. Geoffrey Smith**

## Daily Weekday Timetable

	Monday	Tuesday	Wednesday	Thursday	Friday
8:30	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
9:15	Morning Assembly	Morning Assembly	Morning Assembly	Morning Assembly	Morning Assembly
9:30 – 10:50	A	B	C	D	A
10:55 – 12:15	B	C	D	A	B
12:15 – 1:00	Lunch	Lunch	Lunch	Lunch	Lunch
1:00 – 2:20	C	D	A	B	C
2:25 – 3:45	D	A	B	C	D
3:45 – 4:15	Break	Break	Break	Break	Break
4:15 – 5:15	Extra - Curriculars	Extra - Curriculars	Extra - Curriculars	Extra – Curriculars	Extra – Curriculars
5:15 – 7:00	Break	Break	Break	Break	Break
8:00 – 9:00	Study Hall	Study Hall	Study Hall	Study Hall	Study Hall

Each weekday begins with breakfast served at the school starting at 8:30 a.m.

Every day before students go to school they are to clean and arrange their rooms in advance of a daily room inspection. As a checklist, students are to ensure that their

- 1) beds are made;
- 2) desks /night tables tidy and free of clutter;
- 3) floors clear and swept;
- 4) armoires tidy/ doors shut and locked;
- 5) laundry is in bags or containers;
- 6) no dirty dishes or dirty glasses are in the rooms; and
- 7) if food is kept in the room, it is in sealed containers.

The Residence Don will conduct a room inspection each morning after the students leave for school. They are to notify the Head of School of untidy rooms before going off duty. He in turn will require the students to clean their rooms immediately on their return to the Residence Don's satisfaction.

The Residence Don will be the first person to conduct a uniform inspection and will require students to change if they are not properly dressed.

The Front Door of the school will be locked at 9:15 a.m. Students who are late will be admitted to the school after Morning Announcements and will serve a 30 minute detention after school that day.

Classes are 80 minutes in duration.

Lunch and dinner are eaten at the Mercato or the Allegria depending on the day of the week..

Students choosing to remain in the residence or go elsewhere for dinner must sign out with the Residence Don.

There is a 5 minute break between the two morning and two afternoon classes. This break is designed to permit movement through the building so that classes start on time. Students will NOT be permitted to go outside during those 5 minutes.

Extra-curriculars will start in the second week of the semester. (This will allow sufficient time for everyone to get over jet lag and to orient the new students.) Extra-curricular sign ups and attendance will be overseen and monitored by the Quartiere teachers.

Students are required to attend Study Hall in the school or in the residence Monday to Thursday, depending on their marks and classroom performance. On Sunday evenings, study hall is held in the residence.

Study Hall runs from 8:00 p.m. until 9:00 p.m.

Please refer to the Study Hall section for more detailed information.

### **Daily Weekend Timetable**

On Saturday and Sunday mornings, students often sleep in. Brunch is served at noon at The Allegria. The afternoon hours are spent relaxing or working on projects and assignments. Dinner is served at 7:00 p.m. both evenings. The Saturday night curfew is midnight while the Sunday evening curfew is 8:15 p.m. followed by Study Hall from 8:30 – 9:30 p.m.

### **Annual Schedule**

When parents enrol their children at CCI, they will be given specific information including arrival and departure dates as well as residence opening and closing dates. As mentioned in the Residence sections, students are not permitted to remain in residence when the school is closed as they will not be supervised.

Parents are encouraged to book return flight tickets whenever possible. Students will not be permitted to depart CCI earlier than the specified dates as it will interfere with writing their exams.

In general, students will arrive in mid-August for the First Semester and depart in mid-December after exams are written. For the Second Semester, students arrive in mid-January and depart in June.

### **Academics**

CCI is a university preparatory school. Graduates from CCI attend universities in Canada and in countries throughout the world.

CCI offers courses in accordance with the stipulations and requirements of the Ministry of Education for the Province of Ontario in Canada.

The language of instruction is English.

## Various Academic Policies

As CCI is accredited by the Ministry of Education (MOE) for the Province of Ontario in Canada, it complies with various Ministry policies as stated below.

### Homework for the next day not done or incomplete

- The classroom teacher will record the student's name and assignment in Study Hall binder located in the Staff Room.
- The Study Hall teacher refers to the binder during Study Hall and reminds the student to complete the homework for the next day.
- At the end of Study Hall, the Study Hall teacher asks the student if the homework is completed or not, records the student's answer in the binder.

**Late Evaluation Assignment** (An assignment is defined as a student product completed over a number of days for marks. The following sanctions are in effect in the absence of any agreed to prior extensions given by the classroom teacher or any verifiable student illness or emergency.)

- All assignments are due at the beginning of the class on the due date.
- Students will lose 5% off of the earned mark for each day the assignments is late up to a maximum of 3 days which is the maximum late period.
- Students who have not handed in their work by the third day will have an interview with the Head of School who will communicate with his/her parents and some combination of detentions or gatings.

**Missed Assignment** (A Missed assignment is defined as Late Evaluation Assignment as described above beyond the three day late period.)

- On Day 4, the student has another 5% penalty. The student will remain after school for one hour to complete the assignment. After one hour the student will submit whatever work has been completed. The classroom teacher will assess the work and award a mark less 20%.

### Ontario Secondary School Literacy Test (OSSLT)

When admitted to CCI the Ontario Student Transcript (OST) of students is checked by the Director of University Counselling to see if the OSSLT requirement has been met. If this is the case this information is added to the OST generated by CCI.

Those students have not met the OSSLT requirements are registered to write the OSSLT in the current academic year. Students from other provinces not planning to graduate from CCI are exempted.

### Ontario Student Record (OSR)

Under current the MOE policy an OSR may not be kept outside the physical borders of Ontario. However the information required in an OSR is maintained in the CCI office in Italy.

**Policy for Waiving of Prerequisites**

If the Principal waives the requirement that the prerequisite for a course is completed this information is recorded in the student's file.

**Procedure for the Substitution of Compulsory Courses**

If a course is substituted for a compulsory course, this is done following MOE guidelines. It is recorded in the student's file and on the OST.

**PLAR Policy**

To date no student has challenged a course. If this arises the MOE procedures will be followed.

**Policy on Alternative Means of Earning Credits**

After consultation with the Principal a student may receive permission to enrol in an Independent Learning Course (ILC) correspondence course or an online course with the Virtual High School (Ontario).

**Policy for Granting Credits for Non-Ontario Students**

For granting credits to new student(s) who have not previously attended a school within Ontario or have previously studied in a non-inspected private school, CCI grant equivalent credits upon review of the student's previous academic record.

Students that have been successful in their previous high school education will be granted equivalent credits based on the credits a student would achieve under the Ontario Secondary Schools Grades 9 to 12 – Program and Diploma Requirements, as per the number of years the student successfully completed in a high school program outside of Ontario or at a non-inspected private school. Students that have been unsuccessful in their previous high school education will be granted equivalent credits based on the student's successful academic achievements.

**Responsibilities**

*The parent or student is responsible for* Submitting final report cards/transcripts to CCI

*CCI is responsible for:*

- Reviewing new student academic records and recommending equivalent credits (EQVs) to be granted
- Receiving approval of recommended equivalent credits by the Principal
- Notifying student of equivalent credits (EQVs) granted
- Preparing notification document to be signed by Principal, and file in Ontario Student Record (OSR)

CCI's Principal is responsible for:

- Reviewing and approving equivalent credits granted to student(s) and signing student notification document to be filed in Ontario Student Record (OSR)

**Student Attendance Policy**

Student attendance is recorded daily by the classroom teacher. Absences are reported to the school office and recorded on report cards.

## **Dropping and Picking up Courses**

Courses offered at CCI are done so in compliance with the standards and stipulations of the Ministry of Education for the Province of Ontario. As such, the courses are designed to be a minimum of 110 hours in length.

While it is acknowledged that some students may wish to drop out of one course in order to enrol in another at the start of the semester, it is the expectation of the school that the allotted timeframe for this process will end after the second week of classes in any given semester (that is no later than after 10 classes). Students who elect to move from one course to another after the start of the semester are expected to complete and submit any work assigned in the newly adopted course.

CCI will contact the student's parents to verify that they are in agreement with any such move before it is made.

A student's attendance record for the new course starts when he/she starts the new course and not when the semester began.

## **Graduation Requirements**

The graduation document used by CCI is the Ontario Secondary School Diploma (OSSD). When students apply to CCI, our staff assists students with course selection and graduation requirements recognizing that our international clientele have varied educational backgrounds.

## **Course Selection**

The structure of the year is such that the school has two semesters and a summer programme. The First Semester runs from mid-August until mid-December. The Second Semester runs from mid-January until June. Finally, the summer programme runs throughout July.

Students take a maximum of four courses per semester for a total of eight credits for the year.

## **Exams**

There is a set of compulsory exams scheduled at the end of each semester.

## **Reporting to Parents**

A series of reports are emailed to parents throughout the semesters.

### First Semester

Late September - Preliminary Report which includes a Residence Report

Early October – Parents interviews

Early November – Interim report

Early December – Progress Report

January - Final Report for the First Semester

## Second Semester

Early March – Preliminary Report which includes a Residence Report

Mid - April - Progress report

June – Final Report for the Second Semester

## **Academic Integrity**

In preparation for university, college and the workplace, honesty is a cardinal virtue embraced by CCI.

Breaches of this standard generally fall into two categories – plagiarism and cheating.

1. Plagiarism is the unacknowledged use of another's words or ideas in one's work.
2. Cheating by any means. This would include using unauthorized notes or other aids in a test or exam, or copying from or being influenced by another student's work during an evaluation. It would also include, giving unauthorized aid to another student such as allowing another student to copy or use one's test, exam, paper, or homework.

As with all schools, such actions will prompt a swift consequence. Students caught either plagiarizing work or cheating are given a mark of zero on the assignment. It will be up to the discretion of the teacher in consultation with the Head of School if students will be permitted to re-do the assignments for credit and/or whether further sanctions are warranted. The lingering affect of such actions is a suspicion that students cannot be trusted in future. This is a difficult perception for students to overcome and so they are advised to resist the temptation.

Students will remain after school to complete any unfinished homework supervised by the teacher or Duty Teacher.

## **School Trips**

The essence of CCI is that challenging learning takes place in the country of the Renaissance whose archaeological, historical and art treasures are visited as an integral part of the CCI educational experience. A global education demands of our students a comfort with travel on supervised trips in Italy and Europe. Trips to cities such as Rome, Florence, Venice, Sorrento and Pompeii are organized by the teachers. Tours are conducted which expand the scope of the student's education.

Such school sanctioned trips are mandatory. The Code of Conduct is in effect on these and any other trip organized by the school.

## **Textbooks**

CCI provides students with the necessary textbooks for each course. Students are expected to return them in good condition to the school at the end of the semester.

## **School Supplies and Laptop Computers**

Students are expected to bring adequate school supplies such as lined paper, pens, pencils, rulers, calculators, etc. with them.

Although not a requirement, increasingly students attending boarding schools and then university bring a laptop with them. It is wise for CCI students to bring a laptop with them as well. Though they are not necessarily used in every class, the trend is that they will be using them for homework as well as preparing and producing research assignments.

Italy has a 220 volt electrical system with either two or three prong tubular receptacles. Students do not need a voltage converter with them for their laptops, only a wall plug adaptor which can be purchased in Italy. Computers can automatically adapt to the voltage change.

## **Internet Access**

Students are welcome to use the internet for their research. They should not be accessing inappropriate sites at all. Certainly, they also may not be doing anything to compromise the school's equipment or that of any other student.

Since so many students want to have ready access to the internet, the practice of downloading music or films is not permitted at that time as it slows down or interferes with such access.

## **Student Leadership**

There are a number of opportunities for student leadership. The Student Council which co-ordinates social activity for the students is elected each semester by the students. Residence Proctors assist the Residence Dons to co-ordinate activities in the residences and/or assist as required. Club leadership opportunities arise from time to time as well.

## **The Quartieres**

Each student is automatically a member of one of four houses or Quartieres. Named after the districts in Lanciano, they are Borgo, Civitanova, Lancianovecchia, and Sacca. Students can earn points for their quartiere through responsibility, academics, sports, clubs and service.

## **Dress Code, Grooming and Uniforms**

### **General Grooming Guidelines and Expectations**

In all cases, grooming and uniform standards will be the discretion of the Head of School.

- It is expected that students will shower regularly.

- Visible tattoos and body piercing are not permitted.
- Boys are to be clean shaven at all times. Beards and moustaches are not permitted.
- Boys will keep their hair cut to a reasonable length. Long hair or dreadlocks are not permitted.
- Un-natural hair colours, punk hairstyles, gang related emblems or colours are not permitted.
- A reasonable amount of make-up and jewellery is permitted for girls.

### **General Uniform Guidelines and Expectations**

Students are expected to arrive at school each day wearing their proper uniforms. They are to wear them at all times during the academic day, including at lunch. Students are expected to wear their uniforms properly and with respect. At the end of the academic day, students are advised to change into regular clothes. If they choose to remain in their uniform after school, they must wear it properly.

- Variations of the uniform or of the Dress Code are not permitted.
- Uniforms are to be kept neat, clean and in good repair at all times.
- All items of the uniform are to be proper size for the individual student.
- Dress shirts are to be done up and tucked in at all times.
- Ties are to be properly tied and done up at all times.
- Hats, bandanas or any non-religious head covering are not permitted to be worn with the uniform.
- Jeans, cargo pants, yoga style pants or shorts of any colour are not to be worn as part of the uniform.
- Scarves are not to be worn as part of the uniform.
- Uniforms are not required to be worn on school trips (except for Remembrance Day) for the evening meal or on weekends.

### **The Dress Code**

For the most part, students will bring their uniform items with them. The boys' uniform items can be obtained at any men's clothing shop, such as Moore's in Canada. The girls' Black Watch tartan kilt and navy blazer should be available at any major school uniform supplier.

On arrival in Italy, students will be provided with a CCI golf shirt, tie, sweater, and school crest for the blazer. Girls will be provided with a Black Watch tartan vest.

### **A1 Dress**

**This is the uniform that students wear on special public occasions throughout the year. Students will be told when to wear this uniform.**

#### **Girls:**

- Navy blue single breasted blazer with CCI crest
- Pleated Black Watch tartan kilt
- Fitted Black Watch tartan vest
- White button down dress shirt
- School tie
- Navy tights– non-patterned
- Black dress shoes - low heels

#### **Boys:**

- Navy blue single breasted blazer with CCI crest
- Medium grey dress pants
- Black belt with a conservative belt buckle
- White button down dress shirt
- School tie
- Black socks
- Black dress shoes only

### **Regular School Dress**

**This is the uniform that students wear to school most days of the academic year.**

#### **Girls:**

- Navy blue single breasted blazer with CCI crest or navy blue school sweater
- Pleated Black Watch tartan kilt or black dress slacks
- White button down dress shirt
- School tie
- Navy tights – non-patterned, navy knee high socks or black socks with black dress pants
- Black dress low heeled shoes

#### **Boys:**

- Navy blue single breasted blazer with CCI crest or navy blue sweater
- Medium grey dress pants
- White button down dress shirt
- School tie
- Black socks
- Black dress shoes only

### **Warm Weather Dress**

**The Head of School will determine when this dress code is in effect.**

#### **Girls:**

- CCI golf shirt
- Pleated Black Watch tartan kilt or black dress slacks
- Knee high navy socks, navy tights– non-patterned or black socks with black dress pants
- Black dress low heeled shoes

#### **Boys:**

- CCI golf shirt
- Medium grey dress pants
- Black socks
- Black dress shoes only

### **General Dress Guidelines When Students are not in Uniform**

Students are reminded that they live in a community in their residence and in the town itself. To that extent, they are to be appropriately dressed reflecting modesty and decorum.

- Clothing should be clean, in good repair
- There must not be any offensive language, symbols or images on any item of clothing.
- Pyjamas, halter tops, bikini tops, bathing suits or revealing clothing are not to be worn outside of the residence.
- Boys must have a shirt on at all times.
- Girls must not wear tops that bare their midriff.
- Hats must not be worn when dining.
- Footwear is to be worn at all times.

**Uniform infractions** – The students will be engaged in supervised community service around the school that day such as cleaning up papers, straightening up classrooms or simply serve a detention supervised by the Duty Teacher whereby the student just sits there.

### **Code of Conduct for Students**

Our Code of Conduct for Students is founded on the fundamental principles of openness, fairness, mutual respect, consistency and the preservation of dignity. It supports the idea that every student should fully expect to live and study in an atmosphere and environment that is positive, safe, respectful and non-discriminatory of any individual or group, no matter their age, gender, race, colour, nationality or religion.

The purpose of the Code is to clarify the expectations of students and the responsibilities that they each share to help ensure that their behaviour is aligned with the fundamental principles of the Code of Conduct for Students. It is designed to foster self-discipline such that as students mature they

take into consideration the impact and potential consequences of their actions before acting. As with any such code, there are rights and there are responsibilities.

Since students wish to be treated as maturing individuals, they are expected to understand, respect and follow the rules set out below and to govern themselves accordingly. In doing so, they will avoid any sanctions.

Sensitivity and mutual respect are basic values of the CCI community. Specifically, CCI prohibits, in all its programmes, discrimination against or harassment of any individual or group based upon factors such as age, gender, race, color, national origin or religion.

The Code of Conduct is in force at all times when students are on campus, in their residence or on any school trip.

## **Harassment**

CCI is fully committed to respecting and protecting the personal dignity and human rights of our employees and students. Harassment in any form is against everything for which we stand as an educational institution. Harassment will not be tolerated.

Harassment is understood to be any unasked and unwanted behaviour on the part of one person, which threatens the dignity and self-respect of another or embarrasses or humiliates another person. Sexual harassment is particularly objectionable as it is not really about sex but about, power, hurt and intimidation.

Examples of harassments include, but are not necessarily limited to:

- Verbal abuse or threats;
- Remarks, jokes, innuendo or taunting about a person's body, race, colour, attire, ethnic origin, religious beliefs or sexual orientation;
- Writing, drawing or otherwise displaying offensive graffiti or pictures;
- Practical jokes which cause awkwardness or embarrassment;
- Distribution by mail, fax, email, or any other electronic means including all types of social media, of material which potentially could be offensive to anyone who might view it or receive it;
- Unwelcome invitations, requests, gestures or physical contact;
- Deliberate bullying of any kind; and/or
- Any sort of initiation or hazing.

### **Students have the right:**

- to be treated fairly, consistently and with respect by the students, Faculty and Staff;
- to be safe from verbal and physical abuse, or actions and behaviour which are detrimental to the positive learning environment at CCI;
- to expect that their property will be respected;
- to expect a positive learning environment in which their feelings and opinions will be respected; and

- to expect that others at CCI will exercise self-control.

### **Students have the responsibility:**

- to treat others with compassion and with respect, accept different points of view, different heritages, and different racial or national origins as valuable and adding to the richness of the CCI environment;
- to respect and accept the authority of the Faculty and Staff;
- to refrain from verbal and/or physical abuse of others;
- to respect the property of CCI and fellow students;
- to contribute to a positive learning atmosphere in their classes and to respect the feelings and opinions of others;
- to be aware of and follow the rules and expectations as set out by CCI; and
- to exercise self-control in our school, residences and community.

### **School Rules**

These rules are rooted in common courtesy, an assurance of orderliness and a concern for the safety of all. Following the rules ensures that a proper and safe learning and living environment is maintained in both the academic building, in the residences, the dining hall and on school sanctioned trips.

The term ‘campus’ as used below, includes the academic building and the residences. However, the rules are in effect when students are on school sanctioned trips.

1. Students are expected to know where they are supposed to be at all times and then be there for their own safety. They are to be punctual at all times – for class; in the morning at the start of the day; for meals; and, for all curfews including those on school sanctioned trips. (Students will serve an automatic 30 minute detention after school supervised by the Duty Teacher for being either late for class or late for school.) Students are not to be off campus without permission. Nor are they to visit in residence or hotel rooms (on school sanctioned trips) of the opposite sex. This ensures that the whereabouts of all students is known to Faculty and Staff.

2. Students are guests in Italy. They are expected to respect the rights and property of our neighbours accordingly. Making excessive noise, littering, being disruptive or disrespectful are all unacceptable behaviours.

3. Students are not to chew gum in class. There should not be any need for chewing gum.

4. Students are expected to respect the property of the school, the Faculty and Staff as well as their fellow students. Wilfully damaging or stealing others property will not be tolerated. Apart from any punishment that may arise, perpetrators may find themselves responsible for repair or replacement costs.

5. Students understand that any key that they are given by CCI remains the property of CCI. They are to copy or make any inappropriate use of keys issued to them or any key that they borrow.

6. Students are not to engage in any unsafe practices or possessions that compromise their health and/or that of others. The following are guidelines which may not address all such practices or possessions and should not therefore be considered as a comprehensive list. When in doubt the Head of School shall make the final determination.

- Students may not engage in dangerous pranks or other activities that pose any threat to personal safety or in some way undermine the dignity or reputation of another.
- Students may not light a fire, fireworks or candles anywhere on the campus.
- Students may not have in their possession anywhere on campus weapons including guns (real or otherwise), knives, sling shots, or any other device deemed to be a weapon.

7. The CCI campus is a smoke free environment. Students are reminded that research has demonstrated the serious health hazards of smoking, particularly during adolescence. Students under the age of 18 who smoke may only smoke with written permission from their parents.

8. The possession, distribution or use of alcohol anywhere on campus, on school trips or especially in residence is strictly forbidden.

In Europe, attitudes towards the consumption of alcohol vary greatly from those in North America. It is illegal to purchase spirits for children under 18 in Italy. Having a glass of wine with one's meal while eating in a restaurant is considered a social norm, in Italy. However intoxication is frowned on.

While acknowledging that students want to embrace Italian culture, CCI will not tolerate any abuse of alcohol including returning to residence in an intoxicated state. Should a student choose to have a drink, the school strongly recommends doing so at the rate of one drink per hour. If there is abuse of alcohol or if a student assists in any way a fellow student who is intoxicated to avoid detection, parent(s) and/or guardian(s) will be contacted and students will face a severe consequence.

On Friday or Saturday evenings, students who have signed out with their Residence Dons to eat at a restaurant may consume wine or beer with their meal. Spirits are forbidden. (In Italy consumption of spirits by persons under the age of 18 is illegal.) Students may drink moderately on those evenings after dinner.

The consumption of any alcohol is expressly forbidden from Sunday through Thursday.

The consumption of alcohol solely for the purpose of becoming intoxicated is an extremely serious breach of our rules.

9. The purchase, possession, distribution or use of controlled or illegal drugs or drug paraphernalia anywhere on campus, in town or on school trips is strictly forbidden and may result in expulsion.

### **Consequences Arising from Breaking School Rules:**

Faculty and Staff will use a range of consequences and strategies in response to students breaking school rules. These include but are not limited to the following:

- Informal or formal discussion with the Faculty and Staff member
- Formal conversation with the Head of School
- Community services clean-up work assignments or appropriate work assignments.

- After school detentions
- Close monitoring for attendance and behaviour
- Removal of privileges
- Contact and/or interviews with parents/guardians
- Gating

A gating is a confinement to residence during a time that the student would otherwise be permitted to go out. (For example, a student may be gated for the period following dinner on a Friday or Saturday night instead of being allowed to go out.) Parents are contacted via email by the Head of School in most instances to report on their child's behaviour and the school's sanctions.

Generally speaking, a gating is understood to be a confinement of a student to residence following dinner and starting no later than 8:00 p.m., for the rest of the evening. However, the duration of a gating period will be more drawn out and include daytime periods if the infraction warrants such a response.

Residence Dons may choose to give a student a gating for an afternoon, say on a Sunday for a Saturday night infraction.

Students who return to residence intoxicated are automatically gated for the next following free night and their parents are notified.

Students, who do not properly respond to the above measures as evidenced by little or no change of behaviour, will be directed to the Head of School who has sole responsibility for the following sanctions.

- Individual Performance Contracts
- Suspension
- Expulsion

The Individual Performance Contract is designed to stipulate the precise behaviours expected by that student within a set time frame. It would be developed in consultation with his/her parents. The student would be expected to sign such a document as a form of a pledge to honour a commitment to change. The Head of School would sign it as well to ensure that the student understands the seriousness of his/her circumstances. Parents will be contacted and will receive a copy of the contract.

A suspension occurs when a student repeatedly refuses to comply with the rules and if other measures fail to produce any improvement in attitude or behaviour. The student is sent home for a period of time, usually a week, at the parent's expense. It is given that the student's parents would be contacted in advance of a suspension being given. Furthermore, it is also understood that the student's voice would be heard in the process. Finally, the student is expected to keep up with his/her school work during that period.

An expulsion occurs either when a student's behaviour is as reprehensible or reckless either on a one time basis or as a build up, to warrant the most drastic of responses from the Head of School. The student will have fair hearing and his/her parents will be contacted as part of the investigation process.

An expulsion would occur immediately resulting potentially in a student forfeiting his/her credits for that semester.

## **Code of Conduct for Student Residential Life**

The success of each student's experience at CCI The Renaissance School is determined, in large part, by the friendships formed amongst those living closely together in residence. For many, this is a first in a lifetime experience – living with people who are not their family members. Given the various customs and nationalities represented in the student body, it is imperative that everyone respect each other and treat the residence as if it is one's home.

### **Residence Hours**

During the academic day, the residences are closed to students so that they can be cleaned. Residences are closed generally by 8:30 a.m. and reopened at 3:30 p.m. on weekdays. They are open all weekend long.

### **Curfew Times**

Weekday curfew is 7:45 p.m., and Sunday curfew is 8:15 p.m.

Friday and Saturday curfew is 12:00 a.m. For any Friday night when classes are in session on Saturday, curfew is 7:45 p.m.

On weekends, students must see their Residence Don by 6:00 p.m. to check in.

### **Sleep**

Everyone needs a regular good night's sleep. It is important for students especially to get adequate sleep. The general practice is to expect students to be in bed no later than midnight on weeknights.

To ensure our students have adequate sleep, we turn off the internet routers at 11:15 p.m. Monday – Thursday and Sunday nights. The routers remain on however for the entire weekend.

At 11:30 p.m., lights are out in all rooms Monday-Thursday, on Fridays preceding Saturday classes on and Sunday nights. On most Friday and on all Saturday nights, students may stay up until 1:00 am in the residence but they are to be quiet and in or near their rooms. Lights out on those two nights is at 1:00 a.m. Students may lie in bed to read using small lamps which would not disturb their roommate.

### **General Residence Rules**

**All school rules found in CCI's Code of Conduct for Students apply while a student is in residence. The Residence Dons have the responsibility to maintain good order and discipline in the residences for everyone's well-being and safety. Students are required to know and obey the following rules.**

1. Students are expected to treat the personal belongings of others with respect and care.
2. Students are not to enter another student's room without prior permission.
3. Students are reminded that the room and any furnishings therein are the property of CCI and are being rented from CCI are expected to maintain them in the same condition that they were issued. A room condition report will be prepared before a student occupies a room, following an initial inspection. Any charges assessed for damage or special cleaning will be deducted from the students' Sundry Funds.
4. The cleaning staff looks after each residence every weekday. Although they are responsible for washing floors and cleaning all washrooms, students are expected to clean up after themselves and leave washrooms and common room in a clean and neat condition. Cleaning supplies, mops, and brooms are available for accidents and weekend spot cleaning.
5. Furniture is to be left in its present location unless the Residence Don grants permission to change it. Furniture must never block the windows or exits.
6. Students may use only the bulletin boards provided or the armoires for putting up posters and photographs. Posters and photographs deemed inappropriate by the Residence Don will be removed immediately.
7. Dishes, cutlery, pots and pans are available for student use in the residence. Students are responsible to clean up after themselves. Dirty dishes or cutlery or open containers of food are not to remain in the rooms as they attract bugs. Refrigerators are available in residence kitchens for perishable items.
8. Common areas (washrooms, common room, etc.) must be treated with respect. Furnishings may not be removed from any common room without permission of the Residence Don.
9. Residence buildings are out of bounds to all visitors at all times. Boys are never to be in the girls' residence and girls are never to be in the boys' residence. From time to time, parents and their guests will be permitted by the school to be in the residences. Those times will be announced.
10. Students are expected to return to residence by the appointed times. If a student has not returned to the residence by the chiming of the final bell, they are late! There are no exceptions, since excuses are very difficult to verify, and vigilance will promote a prompt emergency response time. Lateness is often punishable by a gating.
11. Smoking is not permitted in the residences (that includes any residence balconies) at any time.
12. Students should keep their valuable possessions properly stored and locked in their armoires.

## Study Hall

This is the period on Monday through Thursday, some Fridays and on Sunday evenings. It is held in the school building or the residences on Monday – Thursday evenings from 8:00 to 9:30 p.m. and in the residences on Sunday evening from 8:30 to 9:30 p.m.

Students are to be doing their homework or studying at that time.

At the beginning of each semester, new students will attend Study Hall in the school. Returning students will attend Study Hall in their residence at the discretion of the Head of School.

All students will receive an Update Report within the first few weeks of the semester that will include a letter grade (see below) as well as an assessment of their Learning Skills in accordance with the Learning Skills Rubric.

### Letter Grade Scale:

A 80 – 100%

B 70 – 80%

C 60 – 70%

D 50 – 60%

F 0 – 50%

Students who have achieved a mark of 'B' in each of their courses and who do not have any Learning Skills below 'G' for Good may study in their rooms in the residences. (They are welcome to come to the school in the evening for Study Hall.)

Students will be required to check in with the Teacher on Duty or the Residence Don at the beginning of Study Hall depending on where they are located.

The location of Study Hall for each student remains in effect until the next report card.

During Study Hall, students are not permitted to talk on the phone or on Skype or via any other electronic means, watch movies unrelated to school work, or generally fool around. Students are expected to be quiet, focussed on their work and not disturbing others.

Parents are respectfully asked not to contact their children by any means during these hours.

## **Trip Guidelines**

CCI students experience three types of trips. The first category is the Annual CCI Planned and Supervised Trips. The second type is the Teacher Planned and Led Optional Trip. The final category is the Student Planned and Led Optional Trip. Each of them is outlined below.

### **Part A: Annual CCI Planned and Supervised Trips**

Being in school in Italy as we are affords students, teachers and staff to visit many of Italy's significant cultural, artistic, archaeological and historic sites as a school group. As much as possible, such trips are linked to the curriculum and there is some degree of student work done in preparation for and as a consequence of such trips. Such trips are altered year over year as a consequence of student, teacher and staff feedback or to take advantage of new opportunities or interests.

These trips are built into the school's annual calendar and are planned and supervised by the faculty and staff. The cost of the trips excluding incidentals and some meals on some trips is included in the tuition fee.

Student participation is mandatory.

### **School Rules and Behavioural Expectations for Students on School Supervised Trips**

The CCI Code of Conduct is in effect for all school sanctioned trips. There is a greater need for adherence to the CCI's expectations and rules on trips as students and teachers represent our school and may do damage to CCI's good reputation by behaving poorly while in public.

To be clear, there is to be no possession or drinking of any alcoholic beverage or possession or use of any illegal drugs at any time for any reason on any school trip.

Therefore in addition to CCI's expectations and rules being in effect on such trips, it is understood by all students that they are also bound by the rules, customs or laws of the countries they visit, the travel carriers used and the hotel or hostels they stay at.

It is further understood that students who breach any of the above rules, customs or laws may be liable for sanctions that could include anything from a reprimand, to withdrawal from activities on the trip, to police activity, to being sent home at their parents' expense, to suspension or expulsion depending on the circumstance and at the sole discretion of the Head of School and/or Director. Any such behaviour may result in a forfeiture of the student's privilege to attend future Teacher Planned and Led Optional Trips or Student Planned and Led Optional Trips or lead to restrictions on future school trips or some combination thereof.

### **Part B: Teacher Planned and Led Optional Trips**

Teacher Planned and Led Optional Trips are offered to students as an enhancement of their experience at CCI. They are not necessarily tied to curriculum though such trips are considered in the very least to be experiential learning trips. As such it is expected that such trips will have at least

in part a cultural, historical or artistic focus to them. (In other words, a shopping trip to Milan would not qualify.)

While teachers assume great responsibility of the planning and execution of such trips, they also have the benefit of having their own costs covered entirely or in part by the cost charged to each student.

### **Trip Proposal Elements**

Advance notice to the Head of School and/or Director would come in the form of a draft proposal to include the destination of the trip, the anticipated dates, proposed activities or daily schedule as well as a cost per student estimate. Approval of the trip is at the sole discretion of the Head of School and/or Director.

### **Draft Letter to Parents**

A draft letter to parents should accompany the proposal if possible that outlines the following information.

- The objectives of the trip
- The itinerary and duration of the trip
- Travel arrangements
- The costs involved and method of payment
- The rules of behaviour to be observed
- Any information regarding insurance and indemnity
- Instructions about how, when and to whom parents give their consent

Once the trip is approved, the Head of School will cause the letter to be sent to all parents and assist as required in all further planning.

### **School Rules and Behavioural Expectations for Students on Optional Trips**

The CCI Code of Conduct is in effect for all school sanctioned trips. There is a greater need for adherence to the CCI's expectations and rules on trips as students and teachers represent our school and may do damage to CCI's good reputation by behaving poorly while in public.

Therefore in addition to CCI's expectations and rules being in effect on such trips, it is understood by all students who sign up for a trip that they are also bound by the rules, customs or laws of the countries they visit, the travel carriers used and the hotel or hostels they stay at.

It is further understood that students who breach any of the above rules, customs or laws may be liable for sanctions that could include anything from a reprimand, to withdrawal from activities on the trip, to police activity, to being sent home at their parents' expense, to suspension or expulsion depending on the circumstance and at the sole discretion of the Head of School and/or Director. Any such behaviour may result in a forfeiture of the student's privilege to attend future Teacher Planned and Led Optional Trips or Student Planned and Led Optional Trips or lead to restrictions on future school trips or some combination thereof.

Students participating on such trips must first sign and submit to the teacher in charge an Optional Trip Contract.

### **Decision Making Criteria for Student Participation**

At the sole discretion of the Head of School and/or Director, a student may forfeit the privilege of attending such a trip and the money spent to pay for it for the following reasons.

- He/she has a chronically poor academic performance as indicated by his/her report card marks and Learning Skills such that he/she is required to attend supervised Study Hall.
- He/she has been gated twice in a semester for serious breaches of the CCI Code of Conduct as found on the CCI website prior to the trips' dates.
- He/she is gated for the weekend of the proposed trip.
- He/she refuses to sign a Teacher Planned and Led Optional Trip Contract.
- He/she has breached the signed agreement on a previous Teacher Planned and Led Optional Trip that semester.
- He/she has been gated directly as a consequence of his/her behaviour on a CCI Planned and Supervised Trip.

### **Part C: Student Planned and Led Optional Trips**

Student Planned and Led Optional Trips are not planned or supervised by run by CCI personnel. While we recognize that being in Italy affords students opportunities for travel in Italy and Europe, CCI relies on students' parents or guardians to fully understand the nature of such proposed trips, their destinations, expected costs and ultimately grant permission for their children to participate in such trips.

### **Trip Proposal Elements**

At least two weeks on advance of the proposed trip, the Head of School and/or Director must be notified of the proposed trip. This notice would include the following information.

- The itinerary and duration of the trip
- Travel arrangements
- Contact information

Students must not go ahead and make planning arrangements or financial commitments without first discussing these details with the Head of School and/or Director first.

### **Trip Planning Elements**

At this stage, there are three steps.

1. The Head of School and/or Director will check the school's calendar for any conflicts with regular school activity or trips. Should there be a conflict alternative dates will be discussed.

2. The Head of School and/or the Director will provide students with a Weekend Leave Request form. This form is to be completed and submitted to the Head of School no later than the Monday of the proposed departure date.

3. The parents of each student participating on the trip must send the Head of School an email stipulating that they grant permission for their child to participate in the trip, preferably by that same Monday and certainly by the day before departure.

### **CCI Permission Criteria for Student Participation**

At the sole discretion of the Head of School and/or Director, a student may not be permitted to participate in such trips and forfeit the money spent to pay for it for the following reasons.

- The Head of School and/or Director have not received an email or phone call from the student's parents granting him/her permission to participate.
- The Head of School and/or Director deem that too many school days will be lost by the students as a result of the trip.
- He/she has a chronically poor academic performance as indicated by his/her report card marks and Learning Skills such that he/she is required to attend supervised Study Hall.
- He/she has been gated twice in a semester for serious breaches of the CCI Code of Conduct as found on the CCI website prior to the trips' dates.
- He/she is gated for the weekend of the proposed trip.
- He/she has breached the signed agreement on a previous Teacher Planned and Led Optional Trip that semester.
- He/she has been gated directly as a consequence of his/her behaviour on a CCI Planned and Supervised Trip.



**CCI**  
The Renaissance School

### **Teacher Planned and Led Optional Trip Contract**

This contract agreement is between CCI and (Student's Name) \_\_\_\_\_ who understands and agrees to be bound by this agreement for the (Name of Trip) \_\_\_\_\_ trip.

### **School Rules and Behavioural Expectations**

The CCI Code of Conduct is in effect for this trip.

To be clear, the above named student agrees not to possess or consume any alcoholic beverage or possess or use of any illegal drugs at any time for any reason on the above named school trip.

There is a greater need for adherence to the CCI's expectations and rules on trips as students and teachers represent our school and may do damage to CCI's good reputation by behaving poorly while in public.

Therefore in addition to CCI's expectations and rules being in effect on such trips, it is understood that the student named above will be bound by the rules, customs or laws of the countries he/she visits, the travel carriers used and the hotel or hostels he/she stays at.

It is further understood that if the student named above breaches any of the above rules, customs or laws, he/she may be liable for sanctions that could include anything from a reprimand, to withdrawal from activities on the trip, to police activity, to being sent home at his/her parents' expense, to suspension or expulsion depending on the circumstance and at the sole discretion of the Head of School and/or Director. Any such behaviour may result in a forfeiture of the student's privilege to attend future Teacher Planned and Led Optional Trips or Student Planned and Led Optional Trips or lead to restrictions on future school trips or some combination thereof.

### **Student Commitment**

I understand and agree to be bound by the School Rules and Behavioural Expectations as stated above at all times on this trip.

Student's Name \_\_\_\_\_

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

## **What Students Need to Know About CCI Residential Life**

**Banking** - Canadian bank accounts are accessible from bank machines with one caveat - they must be chequing accounts. We recommend that students have a convenience card on the PLUS or CIRRUS systems, connected to their account in Canada. PIN numbers must be four digits. It is also advisable that students have with them credit card.

**Bicycles** - Students are not allowed to have bikes or to use bikes at CCI.

**Birthday Dinners** – Birthdays are special days and worthy of celebration. Students can celebrate them on Friday or Saturday nights with their friends.

**Calculators** – Math courses at CCI are taught with the latest calculator technology. Students taking Grade 12 math courses must bring their own TI-83+ graphing calculator.

**Cash Advance** – CCI will not advance money to students unless it is an extreme emergency. Parents are advised to either wire funds through Western Union or supply post dated CDN/US cheques for their son/daughter that can be kept in the safe and cashed with the school in case of need. Cash advances cannot be charged to sundry funds.

**Day Students** – Without express permission of the Residence Don and only periodically for the purposes of conducting school work like group projects, day students are not to be in residences.

**Electricity** - Italian electrical wall sockets operate at 220 volts. For most computers all that is required is an adapter to change the North American plug to an Italian one. All other North American electronics operating at 110 volts will require a transformer. Students must have all adapters cleared by their Residence Don before using them.

**End of Semester/Year Routine** - Residence staff will hand out Room Checklists and will complete Room Damage Reports before students leave. Each student must have his or her room inspected before he or she departs. Any damage will be billed to the student. As a general principle, students must vacate the residence within 24 hours of the end of term. These times are announced.

**Extended Meal Times for Special Occasions** – From time to time, students may be granted an extended meal time in order to celebrate a birthday or to have dinner with visiting parents. Students must ask permission from school officials and/or Residence Dons before going out.

**Hair Dryers and Straighteners** – These can be purchased for a reasonable price in Italy. North American models burn out in Italy.

**Holiday Seasons** – The residences are closed during the Christmas holiday and March Break.

**Laundry, Dry Cleaning and Tailoring** - There are facilities for doing laundry in each residence. Students are required to purchase their own laundry soap. A tailor's shop and dry cleaning establishments are located close to the school.

**Linens and towels** – CCI provides these to students and uses a laundry service to launder them on a regular basis.

**Luggage** – The Residence Dons will advise students where their luggage is to be stored.

**Meals** – Breakfast is served at the school. Lunch and Dinner are served at the Allegria or the Mercato, depending on the day of the week.

One Sunday per month, we will have a Quartiere Meal. Each Quartiere would develop a theme and a menu. Students will be invited to help prepare the meal. They will be expected to serve it as well (it is not buffet style). For the three other Quartiere meals, they would be invited guests. Quartiere points will be awarded.

From time to time, we may have family style sit down meals whereby food is brought out on platters.

**Medication** – Students should bring any medications they need i.e. Tylenol, antihistamines such as Benadryl, or specific prescribed medications. Similar medications, under different names, are also available in pharmacies in Lanciano. Please keep medications in the original packaging.

**Moving in** – CCI will notify parents and students of the dates and times that students can move into residence in advance of the start of a semester.

**Parcels from home** – Parents are advised that when sending parcels by courier or mail to Italy, customs duty must be paid on it. The school office will not pay these charges on the student's behalf. Please inform your son or daughter prior to sending a package & ensure they have sufficient funds to pay the duty charges. If you are sending a care package or clothing, it is best to record an insignificant value or, if clothing, identify it as used and send it regular air mail. Documents are fine to be sent by courier. Please do not courier computers, vitamins or cosmetics as these will be held by customs.

**Parent Visits** – Parents are always welcome to visit their children at CCI. Most parents choose to do so during Parents Week in October. Events including sightseeing tours and Student Progress Interviews are arranged. However, some parents do not have a schedule that allows them to visit then. When visiting, parents are reminded that the school programme continues. We discourage taking the students out of classes. We respectfully ask parents to be mindful that students still need their time for homework and for sleep. During Parents Week, we permit parents to take their children out for dinner along with some of their friends. When parents visit outside of Parents Week, we limit the number of student guests to two. No matter when parents are taking students out to dinner, there are two expectations. First, students will return to their residence directly after dinner; that is, they are not to be going out afterwards, unless it is Friday or Saturday night. The second expectation is that parents notify the Residence Dons of their plans so that the Dons know when to expect the students to return.

**Pets** - Pets are not permitted in the residences. Students are discouraged from feeding local pets, 'street dogs or cats' as they may carry diseases.

**Pillows and Comforters** – For sanitary and hygiene reason, students are expected to bring their own pillow with them. These can be easily purchased in Lanciano.

**Residence Proctors** - Proctors are appointed by the Residence Dons and assist the Dons with the day-to-day administration of the residence.

**Room Inspection** - Residence Dons are responsible to ensure that residences are kept clean and tidy. They will carry out room inspections each day Monday through Friday. In addition, they may conduct random room checks during the day. Students are expected to:

- Make their beds neatly;
- Empty their garbage cans;
- Put all of their clothing away;
- Clear their floor of any clutter;
- Turn off all lights, computers, etc., when away from their room; and
- Clean up their desks and dresser surfaces

**Stereo Systems** – Students are welcome to have an AM/FM radio or CD player. The use of headphones in residence is encouraged and is mandatory at certain times during the day, like Study Hall and after midnight. Students are not permitted to put their sound system speakers on windowsills to provide music for outside activities.

**Student Safety in the Community** - Students (especially females) need to be made aware of the importance of safety in numbers. A minimum of three when going out is a good rule of thumb.

Students should always be walked home by or with friends at night.

Students who sign out must specify their intended whereabouts and the expected time of their return. They must have a cell phone with them and keep it turned on when they are out. Finally, they must have the telephone number of the Residence Don programmed into their phone.

Never, under any circumstance, should students hitchhike. Even in groups of three or more this can be dangerous.

**Telephones** - It is very simple to call home from Italy. Students can purchase inexpensive cell phones or international phone cards. Residence telephones will only accept incoming long distance calls. There are pay phones in the Piazza Plebiscito. Canadian cellular telephones do not, as a rule, work in Italy. CCI encourages students to purchase their own cellular telephones. Residence Dons must have a record of student cell phone numbers. No local calls can be made on residence phones. Residences are close enough that students may meet to make arrangements. Students are not permitted to make outgoing long distance calls and will not be able to because of call block for long distance. Students can receive calls only on the residence line. Calling cards can be used from the Residence Don's apartment phone.

**Television sets** – These, DVD players and VCRs are not permitted in the rooms.

**Vehicles** - No student may have a personal vehicle at CCI. Students may not ride in another individual's vehicle unless they are travelling with parents or family and have parental consent to do

so. Parents/ guardians must consent to assume liability for any damages and/or injuries and recognize that CCI is not responsible.

**Visitors** – Anyone visiting CCI students may not stay in the residence. There are a number of hotels available for visitors listed elsewhere on our website.

## **The Infirmary**

Students who are too ill to attend class must be signed in to the Infirmary by a Faculty or Staff member.

Students are not permitted to sign themselves in.

The Infirmary is reserved for those students who are feverish. Simple fatigue arising from a lack of sleep is not a sufficient reason for admittance to the Infirmary.

When signing in a student, Faculty and Staff members will include the following information on the Admittance Sheet located on or near the Infirmary door.

- Date
- Time of admittance
- Name of student
- Reason for admittance
- Teacher's name
- Time of return to class, if applicable
- Tests or presentations that they are missing
- Any medication taken

### **General Policies**

While in the Infirmary, students are expected

- to rest or sleep
- not to do any homework or study;
- not to play around on a computer or phone;
- not go outside for breaks between classes;
- to try to eat at lunch if possible; and
- not to have student visitors for any reason.

Students who are absent from class are expected to be in contact with their teachers to get caught up with class work or assignments as soon as possible.

At the end of the school day, students who have been in the Infirmary are to return to their residence to rest and remain there for the duration of the afternoon and evening, except to go to dinner. The Residence Dons on duty will check the list before going on duty for the evening.

## **Weekday/Weekend Leave Request**

Subject to the stipulations of the Trip Guidelines outlined above, students may request to travel on their own or with a small group of friends during their stay at CCI. Our school policy is that students do not travel on such trips in the first month of the semester.

Our reason is simple, they are still getting settled into routines and getting to know their fellow students. We organize trips and events for them to accomplish this early in the semester for that reason.

A Weekday-Weekend Leave Request Form must be completed which outlines the destination of the students, contact phone numbers and requires teachers to sign off on the form indicating that the students' work is up to date. We do not want students to be missing school needlessly.

Request forms are available from the Head of School.

This form must be completed and submitted to the Head of School three days in advance of the planned departure date.

Completed forms will be retained by the Residence Dons.

Updated – January 5, 2012