



# Canadian College Italy

**"Proceed and you shall Succeed"**

"PERGE ET VALEAS"

## Student Handbook

**2021 – 2022**

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## **Mission, Objectives, and Core Beliefs**

*“I created you... that you might be free to shape and overcome yourself. The supreme and marvellous felicity of being human is that you can be what you will to be: you may sink into a beast, or be born again to divine likeness.”*

-Giovanni Pico della Mirandola (1486), Florence

### **MISSION:**

**To provide a nurturing environment in which students experience an intellectual awakening — a passion for the pursuit of reason, human connection, and curiosity.**

### **OBJECTIVES:**

- To create a renewal in student learning through caring teachers, challenging academic demands, and focused study in small classes of international students.
- To lead students to accept ownership of their learning.
- To foster a respect for honest debate and diversity of viewpoints.
- To develop an appreciation for mindful activities and the effects that thoughts and actions can have on emotions.
- To encourage a lifestyle based on the healthy habits of time management, physical activity, and a nutritious diet.
- To broaden one's horizons through an immersion in Italian culture.

### **Core Beliefs about the Importance of Education:**

CCI is a university preparatory school. Graduates from CCI attend universities in Canada and in countries throughout the world. CCI stresses the importance and value of completing a secondary school education. The Ontario Ministry of Education requires that students remain in school until age 18 or the completion of an Ontario Secondary School Diploma. We believe in the value of education as a means to a richer and fulfilling life and we tend to attract students of like mind.

We attract students who are focused on their post-secondary studies, are determined to succeed academically, and who value a classically liberal, education with an emphasis on science and history. In some cases, we enroll students who have already graduated but have chosen to increase their credit count while enjoying a boarding school experience in Italy.

Our teaching faculty, our Masters, are carefully chosen and thoroughly vetted by Canadian College Italy. They believe in the future of our youth and are committed to the academic success of every student. They can be found assisting students inside and outside the classroom, after school hours, and evening study hall.

## **Boarding Program Overview, *Cultura*: The Mindful Approach**

Life at Canadian College Italy is centered around meritocratic academic achievement, this is our primary goal. It is best achieved through integrating rigorous academic pursuits with cultural exploration; we call the extra-curricular part of each day *Cultura*, for simplicity.

The goal of all *Cultura* activities is to encourage mindfulness. We want our students to practice being anchored in the present moment. It is a well established tenant of Italian culture that living in the moment can unlock much of the beauty of the human experience. We want our students to practice mindfulness so that being present minded may become a lifelong habit.

Also, approaching one's studies from a mindful perspective is a long term antidote for procrastination.

### **Cucina**

*Cucina* is Italian for cooking, the *Cucina* Program covers food served at meal time as well as formal culinary demonstrations and informal practical sessions in the student kitchens. Formal demonstrations will be held 2-4 times per semester and all boarding students must attend. They cover recipes, basic culinary techniques and terms, as well as food and kitchen safety.

All Canadian College Italy's menus are prepared by our chefs, in consultation with award winning chefs from around the world. All our ingredients are locally sourced and food is cooked fresh daily. The menu is a cross section of Italian cuisine with a focus on the Abruzzo region (our Chef's are all from our region). Dishes are chosen because they are considered foundational to modern Italian cuisine. No stay in Italy would be complete without thoroughly experiencing the classics. They include such famous dishes as: ragu alla bolognese, pizza margherita, risotto alla milanese, bucatini amatriciana, spaghetti cacio e pepe, spaghetti allo scoglio, tiramisù, and many, many, more.

In addition to regular meals students are encouraged to cook on their own. Each residence is equipped with at least one kitchen. On Friday evenings and Saturday afternoons, students who wish to cook can have a choice between an oven ready meal (*ciotolina*), that they can simply heat up in their own ovens, or they can request a *box*. A *box* is a crate full of ingredients for the most recently demonstrated dish. By the end of the first semester, it is expected that each student will know how to prepare a basic tomato sauce, cook pasta al dente, and prepare a tiramisù for their families over the Christmas break.

### **In Giro**

*In Giro* means to be 'out and about.' Physical activity is mandatory for all boarding students from Monday to Thursday between 16:15 and 18:00, unless exemptions have been made. We encourage students to participate in our intramural program available twice a week at a gymnasium near the school. Activities are determined based on student interest during the first week of school and normally start within one week. Students normally need the first week or two to overcome their jet lag and get their bearings around town. The most popular activity among students by far is going to the gym. We encourage students to incorporate their Duke of Edinburgh Award into their physical activity.

## **Gym**

The school pays for the first month of gym memberships for all students at a local gym called Jolly Gym. All students must attend a safety course before attempting any resistance training; they need to show competency before being allowed to train on their own. No power lifting is allowed at this gym and any students who wish to perform a free weight back squat or bench press need to get advanced permission and must use a spotter at all times.

CCI highly recommends that if students are passionate about resistance training that they use a proper program. The Nike training app is a good starting point, and it is free. CCI also has a coupon code for the program builder at Biolayne.com

## **The Duke of Edinburgh Award**

Canadian College Italy is proud to be an officially licenced provider of [The Duke of Edinburgh's International Award](#). The award, founded in 1956 by HRH Prince Philip, Duke of Edinburgh, is the world's leading youth achievement award. The award is a beyond-the-classroom achievement that creates unique opportunities for young people to develop skills, become physically active, give service, experience adventure.

While not mandatory, we strongly suggest students consider participation in the award, as it encourages motivation, organization, commitment and a willingness to try new things. The award program is also recognized worldwide, providing students with a unique international accreditation of their experiences.

## **How it works**

Students design their own program, set their own goals and record their own progress. In [the words of the Duke of Edinburgh](#), the "award is basically a do-it-yourself kit in the art of living."

Personal goals can be designed from the following categories:

- Service.
- Physical Recreation.
- Skills activity.
- Adventurous Journey.

The only person they compete against is themselves, by challenging their own beliefs about what they can achieve.

## **The benefits**

The award allows young people to challenge themselves and discover the world around them.

Since its launch over sixty years ago, millions of young people have been transformed by their participation in the award, with millions more benefiting from its impact in communities around

the world.

Young people who do the award:

- Become more confident and resilient.
- Develop skills in:
  - Communication
  - Problem solving.
  - Leadership.

This in turn impacts members of their communities, who see improvements in areas such as employability, health and wellbeing, and educational attainment.

### **The framework**

The award comprises three levels and four sections and is designed to provide a balanced program of personal development and challenge. Participants complete all four sections at each level in order to achieve their award. At Gold level, participants also complete a Gold Residential Project.

- Bronze - For those over 14 years old.
- Silver - For those over 15 years old.
- Gold - For those over 16 years old.

### **Time requirements**

**Bronze** – for those over 14 years. At least 6 months minimum participation required. The Adventurous Journey is two days and one night; average of six hours of purposeful effort per day; minimum 12 hours of purposeful effort in total;

**Silver** – for those over 15 years. At least 12 months minimum participation required (or 6 months if a Bronze Award holder). The Adventurous Journey is three days and two nights; average of seven hours of purposeful effort per day; minimum 21 hours of purposeful effort in total;

**Gold** – for those over 16 years. At least 18 months minimum participation required (or 12 months if a Silver Award holder). The Adventurous Journey is four days and three nights; average of eight hours of purposeful effort per day; minimum 32 hours of purposeful effort in total. Gold Award participants must also complete a Gold Residential Project.

For more information, please see the [official Duke of Edinburgh's International Award website](#).

### **Cycling**

Students are not permitted to ride bikes unless they are on the *Pista Ciclabile Della Costa Dei Trabocchi* on an official school outing. We encourage students to build a Duke of Edinburgh award program that involves cycling on the Pista, it is one of the world's most beautiful bike paths.

## **Sartoria**

The Sartoria program is designed to help students be mindful of how they present themselves to the world. The program starts in the fall with a series of lectures given by representatives of a well known fashion consulting firm composed of several famous 'Pret a porter' designers. The purpose of these lectures is to create an understanding of basic fashion concepts like fit, cut, look, and trend.

Students will then create a vision board focussing on a single garment. This could be something to wear to one's first job interview, for example, or simply something to wear out on a Saturday night. In 2021 we will start with a shirt or a blouse. After checking their vision boards with a local consultant the students will source their fabric from local shops and meet with a tailor or seamstress to have their garment manufactured. After several fittings the garment will be delivered. Students who wish to model their creation in a local fashion show will have the opportunity to do so in the spring.

Please note, the Sartoria program does not allow for costumes or elaborate gowns. It is a serious exercise in mindful dressing, the garments must be practical.

## **School Organization**

### **Annual Schedule:**

The school year is made up of two semesters, with students taking a maximum of four courses per semester. Typically, the first semester begins in late August and finishes in mid-December. The second semester begins in late January and ends on the first Friday of June. Exams are scheduled for the final four days of each semester.

Exact calendar dates can be found on the school website: [www.CanadianCollegeItaly.com](http://www.CanadianCollegeItaly.com)

<b>Schedule "A" Regular Schedule</b>	
Assembly	9:15 – 10:00
Period 1	10:00 – 11:20
Period 2	11:25 – 12:45
Lunch	12:45 – 13:30
Period 3	13:30 – 14:50
Period 4	14:55 – 16:15
Extracurricular	16:30 – 18:00
Dinner	18:30 – 19:30
Study Hall	20:00 – 21:00
Lights Out	23:00

<b>Schedule "A" Regular Schedule</b>	
Assembly	9:15 – 10:00
Period 1	10:00 – 11:20
Period 2	11:25 – 12:45
Lunch	12:45 – 13:30
Period 3	13:30 – 14:50
Period 4	14:55 – 16:15

<b>Schedule "B" No Lunch Schedule</b>	
Assembly	9:15 – 10:00
Period 1	10:00 – 10:45
Period 2	10:50 – 11:35
Period 3	11:40 – 12:25
Period 4	12:30 – 13:15
Extracurricular	16:30 – 18:00

Extracurricular	16:30 – 18:00
Dinner	18:30 – 19:30
Study Hall	20:00 – 21:00
Lights Out	23:00

Dinner	18:30 – 19:30
Study Hall	20:00 – 21:00
Lights Out	23:00

<b>Friday</b>	
Assembly	9:15 – 10:00
Period 1	10:00 – 11:20
Period 2	11:25 – 12:45
Lunch	12:45 – 1:30
Period 3	1:30 – 2:50
Period 4	14:55 – 16:15
Check-in	18:00 & 21:30
Dinner*	18:30 – 19:00
Grade 9 Curfew	22:00
Grade 10 Curfew	22:00
Senior Curfew	23:30
Lights Out	24:00

<b>Saturday</b>	
Grade 9 Check-in	12:00
Lunch* Student Lounge	12:00 – 15:30
Grade 9 Check-in	15:00
Check-in	18:00
Dinner* <i>Cucina</i>	15:30 – 16:00
Grade 9 Curfew	22:00
Grade 10 Curfew	22:00
Senior Curfew	23:30
Lights Out	24:00

<b>Sunday</b>	
<b>Grade 9 Check-in</b>	<b>12:00</b>
<b>Brunch*</b>	<b>11:00 – 12:00</b>

<b>Grade 9 Check-in</b>	<b>15:00</b>
<b>Dinner</b>	<b>18:30 – 19:00</b>
<b>Study Hall</b>	<b>20:00 – 21:00</b>
<b>Lights Out</b>	<b>23:00</b>

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
10:00 – 11:20	Block A	Block A	Block A	Block B	Block B
11:25 – 12:45	Block D	Block D	Block D	Block C	Block C
12:45 – 13:30	Lunch				
1:30 – 14:50	Block B	Block B	Block B	Block A	Block A
14:55 – 16:15	Block C	Block C	Block C	Block D	Block D

**\*These *a la carte* weekend meals are optional for students, and are served in the student lounge. The Cucina program runs from Friday evening to Saturday afternoon. Students can choose between an oven ready meal to cook in their residence kitchens, or a box of ingredients to attempt to reproduce the most recent dish that has been demonstrated for them. These meals all take place in the student lounge.**

## **Report Cards**

### **Reporting Periods:**

A series of reports are posted on the Student and Parent Portals of the CCI website throughout the semesters. The report card includes teachers' comments on the student's strengths, areas in which improvement is needed, and ways in which improvement might be achieved. Attendance in each course is also recorded. Students and parents and will be notified of the exact posting dates via email each semester.

#### **First Semester**

Late September – Preliminary Report

Mid-October – Midterm Report including a Residence Report

Early December – Update Report

January – Final Report for the First Semester

#### **Second Semester**

Mid-February – Preliminary Report  
Early April – Midterm Report including a Residence Report  
Mid-May – Update Report  
June – Final Report for the Second Semester

### **Reporting on Achievement of Curriculum Expectations:**

The report card provides a record of the student's achievement of the curriculum expectations in every course, at particular points in the semester, in the form of a percentage grade (with the exception of the Preliminary Reports where a more general letter grade is provided). The percentage grade represents the quality of the student's overall achievement of the expectations for the course and reflects the corresponding level of achievement as described in the achievement chart for the discipline. A final grade is recorded for every course, and a credit is granted and recorded for every course in which the student's grade is 50% or higher.

### **Reporting on Demonstrated Learning Skills:**

The report card provides a record of the learning skills demonstrated by the student in every course, in the following six categories: Responsibility; Organization; Independent Work; Collaboration; Initiative and; Self-Regulation

The learning skills are evaluated using a four-point scale:

- E – Excellent
- G – Good
- S – Satisfactory
- N – Needs Improvement.

The separate evaluation and reporting of the learning skills in these six areas reflects their critical role in students' achievement of the curriculum expectations. To the extent possible, the evaluation of learning skills, apart from any that may be included as part of a curriculum expectation in a course, should not be considered in the determination of percentage grades.

### **School Principles and Policies**

#### **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 programs, 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.

### **Student Rights & Responsibilities:**

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 be truthful in all their words and honourable in all their actions.
- to respect and accept the authority of the Faculty and Staff;
- to be honest with others and fulfill all their academic responsibilities with integrity.
- to refrain from verbal and/or physical abuse of others;
- to respect the property of CCI and fellow students;
- to use all forms of social media responsibly;
- to respect the laws of the land and the expectations of the school community regarding the use of alcohol and illegal substances and drugs;
- 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.

The school expects students to learn to work as individuals and also with others. The students are taught to investigate, analyze, synthesize, generalize, and make intuitive leaps in the pursuit of knowledge.

All members of the community are expected to live up to high standards of behaviour in the areas of personal integrity, and of respect for others and for community standards.

## **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, email, social media, or any other means, of material which potentially could be offensive to anyone who might view or receive it;
- Unwelcome invitations, requests, gestures or physical contact;
- Deliberate bullying of any kind; and/or
- Any sort of initiation or hazing.
- Tampering with culinary ingredients

## **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 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 morning detention for being late for school. A second late will result in an hour detention. Being late for a class will result in a 15-minute detention after school. Chronic lateness may result in a weekend gating, removal of privileges, or suspension. 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 Faculty and Staff know the whereabouts of all students.
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 that of their fellow students. Willfully 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 not 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 Headmaster shall make the final determination.
7. 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.
8. Students may not light a fire, fireworks or candles anywhere on the campus.
9. Students may not have in their possession anywhere on campus weapons including guns (real or otherwise), knives, slingshots, or any other device deemed to be a weapon.

### **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 Headmaster
- Community services, clean-up work assignments, or appropriate work assignments
- Morning and/or afternoon 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.

Residence gatings are given for infractions like messy rooms, being late for curfew and other such behaviour.

- A Friday gating will start immediately after school
- Saturday and Sunday gatings run for the full day
- The Residence Don may choose to remove the person's laptop, tablet, or phone and/or prevent the student from using another student's laptop, tablet or phone

- Weekly updates tallied by the Headmaster and reports may be emailed to parents as necessary

Students, who do not properly respond to the above measures as evidenced by little or no change of behaviour, will be directed to the Headmaster who have the 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 Headmaster 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 a given that the student's parents would be contacted in advance of a suspension. 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 Headmaster. 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.

### **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 will be given a mark of zero on the assignment. It will be up to the discretion of the teacher in consultation with the Headmaster if students will be permitted to re-do the assignments for credit and/or whether further sanctions are warranted. The lingering effect 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.

### **Homework:**

The classroom teacher may keep the student after school that day or require the student to arrive at school early the next day in order to complete the work. Even if the student completes the work that previous evening, he/she will still be required to attend school at the earlier time.

### **Late Assignments:**

- All assignments are due at the beginning of the class on the due date.
- To help prevent assignments from being late teachers will use a number of strategies including but not limited to:
  - working collaboratively when scheduling major assessments so that students will have no more than two assignments due on the same day;
  - holding teacher-student conferences during the process stage of assignments;
  - breaking larger assignments into smaller stages;
  - posting due dates on the student portal.
- If not submitted on the due date, the student will be asked to clarify the reason for the late assignment.
- If the reason for the late assignment is seen as valid, the teacher may reschedule the submission date, or provide the student with an alternative form of assessment.
- If the reason for the late assignment is not seen as valid, the teacher will use professional judgment to determine if:
  - the student must complete the work before returning to residence
  - the student is prohibited from leaving residence during the weekend until the assignment is complete
  - the parents must be notified
  - a meeting with Headmaster is necessary
  - a student must sign a academic contract
  - marks will be deducted from the assignment
- Should the teacher decide to deduct marks:
  - Students will lose 5% 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 Headmaster who will communicate with his/her parents and will have some combination of detention or gating.
  - 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%.

### **Missed Tests:**

- A student may only miss a test for a verifiable illness or emergency

- Missed tests are automatically rescheduled for the first day of the student's return
- Teachers may decide to deduct 5% for each day that passes, where the student does not write the rescheduled test, for a maximum of 3 days.
- On Day 4, the student has another 5% penalty. The student will remain after school for one hour to complete the test. 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%.

### **Student Attendance Policy:**

The classroom teacher records student attendance daily. Absences are reported to the school office and recorded on report cards. The Director and/or Headmaster may withdraw a student from CCI, should it be deemed that he/she has too many unexcused absences.

### **Uniform Infractions:**

Uniform inspection will take place every morning at school. Students who are missing a piece of the uniform will serve a 4:15 gating immediately after school on that day.

Uniform infractions will be recorded and tallied. A student will serve a weekend gating for every third infraction.

### **Punctuality:**

If a student is late to leave the residence in the morning, or late for announcements, he/she will at minimum, serve an 8:45 am detention the following day. A second late arrival in the same week will result in an 8:15 am detention. Subsequent lateness will result in Friday and/or Saturday night gatings.

Students late for a class will serve at minimum, a 15-minute detention after school with their teacher or Headmaster.

Chronic lateness will result in a meeting with the Headmaster, who will notify the student's parents. Privileges may be removed and students may have to take part in community service tasks in residence or school.

### **Smoking/Vaping:**

Students are reminded that research has demonstrated the serious health hazards of smoking, particularly during adolescence, and more studies are required to learn of the negative effects of vaping. Students under the age of 18 who smoke may only do so with the written permission from their parents.

If an underage student is found smoking/vaping without permission, the Headmaster will notify the parents within 24 hours – allowing the student time to “break the news”. This will be followed by a weekend evening gating.

### **Alcohol Policy:**

Students are not permitted to drink or have possession of alcohol at any time. Our alcohol policy is designed to reflect laws and cultural expectations of Italy, the home countries of our students, and of Ontario secondary schools.

In Italy it is illegal to provide alcohol to individuals under the age of 18. Unfortunately, this law is relatively new and establishments that sell alcohol do not always abide by it. Because of this, students have an added responsibility to overcome temptation, and CCI has the added responsibility to be vigilant and provide appropriate sanctions.

### Possession of alcohol

Any alcohol found in shared accommodations will be considered to be in the possession of each of the students sharing the room, as excuses are often impossible to verify. This also applies to students sharing a table at a restaurant, café, etc. or when they are in a group in public space. It is therefore the responsibility of each individual to not put themselves in precarious situations.

### Intoxication

In Italy, intoxication is highly frowned upon. As representatives of the school, Canada, and other nations, there is an even greater responsibility for students to act responsibly and with decorum.

CCI wishes to promote a culture of trust between and among students and staff; we believe the use of breathalyzers or other mechanical means to determine levels of intoxication counter this goal. We therefore rely on the good judgment of staff to determine if a student is inebriated. Some signs of intoxication include:

- Smelling of alcohol
- Slurred speech
- Poor balance
- Slow reaction time
- Staggering walk
- Glossy eyes
- Nausea and vomiting

### Severe Intoxication

Extreme cases of alcohol consumption must and will be handled with the upmost seriousness as the safety of the students is compromised. Signs of severe intoxication include:

- Slow or irregular breathing
- Inability to walk
- Loss of consciousness
- Uncontrolled vomiting

### **Sanctions for Possession of Alcohol or Intoxication**

CCI understands that young people must work at making responsible decisions. Our disciplinary actions are designed to deliver consequences for breaching the Code of Conduct, while offering students the chance to learn from their mistakes. Where possible, the College will institute a series of Progressive Discipline Protocols.

*First offence*

The student will serve a weekend gating. The Headmaster will notify the student's parents of his/her actions.

*Second offence*

The student will serve a weekend gating. The Headmaster will notify the student's parents of his/her actions. In addition, the student will serve five consecutive morning detentions.

*Third offence*

The student will be suspended for one week. He/she will have to leave the CCI community at the expense of his/her parents. The student will be gated until departure.

*Fourth offence*

The student will be expelled from CCI. The student will be gated until departure. The Headmaster and Principal will decide if the student will be allowed to complete his/her coursework at home.

**Drug Policy:**

Possession or use of illegal drugs and/or drug paraphernalia

Illegal drugs in any quantity, or drug paraphernalia, found in shared accommodations may be considered to be in the possession of each of the students sharing the room, as excuses are often impossible to verify. This also applies to students when they are in a group in public space. It is therefore the responsibility of each individual to not put themselves in precarious situations.

The Headmaster reserves the right to search the rooms, bags, clothing, etc. of any student when there is suspicion of drug use or possession. CCI wishes to promote a culture of trust between and among students and staff; we believe the use of blood or urine tests counter this goal. We therefore rely on the good judgment of staff to determine if a student is in possession of illegal drugs. That said, parents may request that a drug test be performed for their own knowledge. Some signs that may result in a search include:

- Smelling of marijuana or other drugs
- Smoking hand rolled cigarettes
- Having blood shot eyes or dilated pupils
- Returning from or heading to secluded places in groups
- Abnormal behavior

Sanctions for possession or use of illegal drugs and/or paraphernalia

*First offence*

The student will be suspended for one week. He/she will have to leave the CCI community at the expense of his/her parents. The student will be gated until departure. The student may have to submit to regular drug tests upon returning to the school.

### *Second offence*

The student will be expelled from CCI. The student will be gated until departure. The Headmaster and Director will decide if the student will be allowed to complete his/her coursework at home.

### Sanctions for the possession or use of synthetic or “hard” drugs

#### *First offence*

The student will be expelled from CCI. The student will be gated until departure. The Headmaster and Director will decide if the student will be allowed to complete his/her coursework at home.

### **Students Absent Without Leave:**

Students are liable to suspension if they leave campus without authorization and, in doing so, place themselves at risk and/or cause the adults in the community to go to some lengths to locate and secure them.

It is critical that all boarding students obtain permission from the Headmaster and their parents before leaving Lanciano. The only exception is for sort day trips to nearby San Vito or Pescara, where the student may obtain permission from the Residence Don instead. In all cases, the student must provide accurate and truthful contact and location information.

Violation of curfew by more than one hour is a serious breach of a major School Rule as is misrepresenting weekend or leave plans.

Day students require communication from their parents (i.e., note/email/phone), which they will present to the School Office before signing out to leave school if they are missing classes.

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

The success of each student’s experience at CCI 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.

### **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 expected to maintain them in the same condition that they were issued. Any charges for damage or 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 rooms 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 put up posters and photographs as long as walls are not damaged. Materials 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 including day students. 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 or early curfew.
11. With the exception of designated areas, smoking/vaping is not permitted in the residences at any time.
12. Students must keep their valuable possessions properly stored and locked in their armoires. They may also ask the Residence Dons to lock valuables in the Don's Office.
13. Prescription medications are to be locked in the Resident Dons' office.

### **Maintaining the Residences:**

The focus on room and uniform cleanliness (beds made, clothing picked up, garbage cleaned up) is an important part of the morning routine and critical so as to maintain sanitary conditions in the residences at all times.

Students who do not clean up are given consequences:

- 1<sup>st</sup> Offence – Student returns to residence after school to clean up
- 2<sup>nd</sup> Offence – Friday gating
- 3<sup>rd</sup> Offence – Saturday gating

At the end of the semester or the year, parents will be charged if CCI has to hire cleaners to clean up after the students once they vacate the residences.

### **Residence Hours:**

During the academic day, the residences are closed to students so that they can be cleaned. Residences are closed by 9:00 a.m. and reopened at 16:15 on weekdays. They are open all weekend long.

### **Curfew Times:**

Curfew from Sunday to Thursday is 20:00. Friday and Saturday curfew is 22:00 for students in Grade 9 & 10, and 23:30 p.m. for students in Grades 11 and 12.

On rare occasions when classes are held on a Saturday or Sunday, curfew on the night before classes is 20:00.

On Friday and Saturday evenings, students must check in with their Residence Don after school, before 19:00, and again

### **Lights-Out:**

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.

From Sunday to Thursday, lights are out in all rooms at 11:00 p.m. The same is true on Fridays and Saturdays if they precede weekend classes. On regular Friday and Saturday nights, lights-out is at 12:30 a.m. Students may stay up until 1:00 a.m. on those nights, but they are to be quiet and in or near their rooms and not disturb their roommate(s).

### **Maintaining Contact with Residence Dons:**

Students are to give their cell phone numbers to the Residence Dons as important information is often shared via a group chat. Students must answer the texts or calls of the Residence Dons.

### **Dress Code**

Uniforms are to be ordered online at <https://www.canadiancollegeitaly.com/admissions/uniform>. They will be waiting for you in your rooms.

### **Number 1 Dress:**

This is the uniform that students wear on special public occasions throughout the year.

Girls:

Boys:

- Navy blue single breasted blazer with CCI crest
- White button down dress shirt
- School tie
- Pleated Black Watch tartan kilt
- Fitted Black Watch tartan vest
- Navy tights (non-patterned)
- Black dress shoes - low heels
- Navy blue single breasted blazer with CCI crest
- White button down dress shirt
- School tie
- Navy blue dress pants
- Black belt with a conservative belt buckle
- Black socks
- Black dress shoes only

### **Number 2 Dress:**

#### Girls:

- Number 1 Dress blazer or Dark coloured blazer
- White button down dress shirt
- School cardigan (optional)
- School tie
- Pleated Black Watch tartan kilt or Navy blue or Charcoal dress pants
- Navy tights (non-patterned) or navy knee high socks, or navy ankle length socks
- Black dress shoes - low heels

#### Boys:

- Number 1 Dress blazer or Dark coloured blazer
- White button down dress shirt
- School cardigan (optional)
- School tie
- Navy blue or Charcoal dress pants
- dark socks
- Black dress shoes only

### **Warm Weather Dress:**

The Headmaster will determine when this dress code is in effect.

#### Girls:

- CCI golf shirt
- Pleated Black Watch tartan kilt or navy blue dress pants or (McCarthy Uniforms 103L.KHA)
- Navy tights (non-patterned) or navy knee high socks, or navy ankle length socks, or no socks
- Sandals or white runners

#### Boys:

- CCI golf shirt
- Navy blue dress pants or khaki bermuda shorts (McCarthy Uniforms 103L.KHA)
- white socks, or no socks
- Sandals or white runners

### **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.
- Pajamas, halter-tops, bikini tops, bathing suits or revealing clothing are not to be worn outside of the residence
- All students must wear shirts at all times
- All students must dress modestly during religious festivals (covered shoulders and midriffs)

- Hats must not be worn when dining
- Footwear is to be worn at all times

## **Student Safety & Security**

### **Fire and Evacuation Protocol:**

In the unlikely event of fire, extinguishers are located throughout the school and residences. Fire-fighting equipment, be it the alarms, smoke detectors or extinguishers, must not be misused.

If a fire cannot be extinguished, students are to follow the instructions of their teachers or Residence Dons, and move to the nearest exits. Evacuation protocol is posted in all buildings. Students and staff are to then move to the designated meeting area for roll call: in front of the Mercato.

### **Earthquakes:**

Italy's *Protezione Civile* ranks municipalities into different seismic zones from Zone 1 to 4 (4 being the most safe). Reassuringly, Lanciano is listed in Zone 3 as it only 12 km from the sea, away from the centre of the country where stronger earthquakes have occurred. Nonetheless, it is important that student familiarize themselves with the Earthquake Protocols that are posted around the school and in the residences. In the unlikely case that an earthquake causes damage to the campus buildings, students are to follow the instructions of their teachers or Residence Dons. If alone, students are to move to the designated meeting area for roll call: in front of the Mercato.

## **Academics and the Guidance Office**

### **Guidance and Career Education:**

Ninety-eight percent of all students continue on to universities and colleges. The school helps students choose appropriate courses and directs their college and university application while communicating with parents. The guidance resources include calendars and information packages from universities across North America and Europe.

### **Course Selection:**

New students will receive a draft course timetable in late spring after enrolling at CCI. Parents and students are encouraged to contact the Headmaster or Guidance Officer with any questions about academic planning when selecting courses.

Returning students will meet with the Headmaster or Guidance Officer individually to help with course selection.

Please note, that the timetable provided in late spring may change depending upon enrolment, teacher availability, and student interest. In cases where a course selected by the student is no longer being offered, the Guidance Office will draw up an alternative schedule suited to the individual's academic goals.

### **Adding and Dropping Courses:**

Students must meet with the Guidance Officer or Headmaster to add or drop a course. The add/drop period ends after the first week of school.

### **Independent Study Courses:**

A student is sometimes permitted to take a course through independent study online when the student is deemed to have a valid reason, including a timetable conflict or the school not offering the course. The student works independently to complete the online study units and staff members are available to assist them with any difficulties that they may encounter. Students are welcome to visit the website at [www.virtualhighschool.com](http://www.virtualhighschool.com)

### **University Applications:**

Graduates of CCI will obtain an Ontario Secondary School Diploma (OSSD). Students with an OSSD can apply to Canadian, American, and European universities. All university applications are prepared at the Guidance Office at CCI.

The deadline for applications to Ontario universities is the beginning of December. For other Canadian and American universities and European jurisdictions, applications are due between January and April. Canadian universities usually notify students of their acceptance in June, while American universities respond in April.

### **SATs:**

The school is a test center for the SATs for students wishing to apply to American universities. Typically, CCI will hold two writing sessions – one in October, the other in May. Third party SAT preparatory consultation can be made available, please inquire with Mrs. Smith.

### **Provincial Literacy Requirements:**

All students must meet the provincial literacy requirements in order to earn a secondary school diploma by either:

1. completing the Ontario Secondary Literacy Test (OSSLT) or
2. completing the Ontario Secondary Literacy Course (course code OLC4O)

The OSSLT is based on the Ontario curriculum expectations for reading and writing skills developed to the end of grade 9.

The test serves to determine whether students have acquired the reading and writing skills considered essential for literacy, and to provide confirmation that those students who have successfully completed the test have attained the provincial expectations for literacy. The test is normally written during the spring and is targeted at grade 10 students. Grade 11 and 12 students who are new to the Ontario system will also need to write the OSSLT. The Guidance Office will register all students who require the test.

### **Community Involvement Requirements:**

All students must complete a minimum of 40 hours of community involvement activities as part of the requirements for an Ontario Secondary School Diploma (OSSD). The purpose of the community involvement requirement is to encourage students to develop awareness and understanding of civic responsibility and of the role they can play and the contributions they can make in supporting and strengthening their communities.

Students may complete the 40 hours of community involvement activities at any time during their secondary school program. They may also complete any number of activities, as long as those activities result in the completion of 40 hours of community involvement.

The Headmaster will track the number of hours completed by the student. Confirmation that the student has met the requirements will be recorded on the Ontario Student Transcript (OST) of the individual.

### **Evaluation and Examination Policies:**

The evaluation is an integral part of the courses and not an appendix to them. The methods chosen support the aims of the courses.

Seventy percent of the final grade will be based on evaluations conducted throughout the course. This portion of the grade should reflect the student's most consistent level of achievement throughout the course, although special consideration should be given to more recent evidence of achievement.

Thirty percent of the grade will be based on a final evaluation in the form of an examination, performance, essay, and/or other method of evaluation suitable to the course content and administered towards the end of the course.

In all of their courses, students are provided with numerous and varied opportunities to demonstrate the full extent of their achievement of the curriculum expectations across all four categories of learning: Knowledge; Thinking; Application; Communication

### **Accommodations:**

The term "accommodations" is used to refer to the special teaching and assessment strategies, human supports, and/or individualized equipment required to enable a student to learn and to demonstrate learning. Accommodations do not alter the provincial curriculum expectations for the grade. CCI students who have been identified as exceptional may receive the following accommodations with the permission of the Headmaster:

- extra time on tests and exams (up to time and a half);
- the opportunity to write examinations in a separate, quiet room;
- the opportunity to use a laptop for extended written responses in tests and exams;
- oral responses on tests

### **Study Hall:**

At the beginning of each semester, all students must participate in supervised Study Hall from 20:00 to 21:00 at the school. After the Preliminary Reports have been released, the Headmaster will meet with the teaching staff to discuss each individual student. Students who are achieving their academic potential and have demonstrated good or excellent learning skills are given the privilege of staying in residence during that period. A list of goals is created with the remaining students, who may graduate out of study hall, be improving their marks and/or learning skills.

### **Tutoring:**

Teachers are available in the morning each day between 9:15 and 10:00 to work with students one-on-one, or in small groups. Students may also schedule “help sessions” with teachers after school, from 16:15 to 17:30. For students with identified exceptionalities, private tutors may be available.

### **English Language Learners:**

CCI has many students whose first language is not English. Coming to CCI provides a rich opportunity for these students who wish to improve their language skills by being immersed in English language courses, and using English to communicate with peers and staff. The diverse linguistic and cultural backgrounds create a unique community.

While all teachers share in the responsibility for these students’ English-language development, CCI also employs an English-language tutor, who works with these students individually before and/or after regular classroom hours.

### **Counselling:**

All CCI staff members are experienced with the problems faced by adolescents and are always available to listen. Students will naturally form stronger bonds with some staff member over others, and are encouraged to approach the individual with whom they feel most comfortable. Faculty subscribe to a policy of confidentiality in their dealings with anyone who may come to them for help. Confidentiality must yield to safety, however, when danger to the individual or the community arises.

There are times when a student may require the services of a professional, to help solve personal difficulties. In these cases, an English-speaking psychologist is available to all students and can be obtained through consultation with any faculty member, the Headmaster, or Guidance Office. Students under the age of 18 will need parental consent in order to make an appointment with the psychologist.

### **Daily Routine Information**

#### **Weekdays:**

Each weekday begins with breakfast served at the school starting at 8:45 a.m.

Before going to school, boarding students are to clean and arrange their rooms in advance of a daily room inspection. As a checklist, students are to ensure that

- 1) beds are made;
- 2) desks and night tables are tidy and free of clutter;
- 3) floors are clear;
- 4) armoires are tidy, doors are 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 residences will close promptly at 9:00 a.m. The Residence Don will then conduct a room inspection. If a room is left untidy, the Residence Don will notify the student and require him/her to clean their rooms immediately after school.

Once at school, attendance is taken by staff and uniforms are inspected. Announcements are held in the atrium at 9:15 a.m. Classes begin at 10:00 a.m. Students may use that time to meet with teachers, print assignments, visit the Guidance Office, or simply enjoy a cappuccino.

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.

Extra-curricular activities 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. The types of activities offered change year by year as they are based on student interest.

Students must check in with the Residence Don for dinner between 6:30 p.m. and 6:45 p.m. Dinner is held at the Allegria, located on the ground floor beneath the Girls' Residence.

Boarding students are required to attend evening Study Hall from 8:00 p.m. to 9:00 p.m. Please refer to the Study Hall section for more detailed information.

### **Weekends:**

On Saturday and Sunday mornings, students often sleep in. Lunch is served at noon. The afternoon hours are spent relaxing, working on projects and assignments, doing laundry, etc. Dinner is served at 6:30 p.m. both evenings. School trips and other activities are often run on Saturdays, keeping Sundays as rest days for students and staff.

### **The Infirmary:**

Students who are too ill to attend class must be signed in to the Infirmary by the Headmaster or Mr. Centofanti. Students are not permitted to sign themselves in.

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

When signing in a student, the following information will be recorded on the Admittance Sheet located on the Infirmary door.

- Date/time of admittance

- Name of student
- Tests or presentations that they are missing

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 be notified by the Headmaster who is in the Infirmary daily.

When necessary, either the Residence Don, or Mr. Centofanti make a doctor's appointment for the student and accompany them during the examination.

### **The Quartieri:**

Each student is automatically a member of one of four houses or Quartieri. 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.

### **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 a student vote.

Students who wish to stand for President will give speeches accordingly

- The student who gets the most votes will be the President, subject to the Director's approval.
- Students who wish to stand for Vice President, Treasurer, and Secretary will speak accordingly. Only one person will be elected to each position and runners up will not be included on the Student Council

Student Council members act as role models for the other students, and therefore are held to a higher standard. Members who do not abide by the Code of Conduct must be prepared to forfeit their leadership roles.

In some semesters, a Graduation Council may be formed as an alternative to the Student Council. The Graduation Council is made up of Grade 12 unelected student volunteers. Their responsibilities are similar to those of the Student Council, though the primary focus is to raise money for, and organize, the semi-formal at the end of semester 1, and the prom at the end of semester 2.

Club leadership opportunities arise from time to time as well.

## **Travel**

### **Behavioral Expectations for Students:**

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 Headmaster and/or Director. Any such behaviour may result in a forfeiture of the student's privilege to attend future trips or lead to restrictions on future school trips or some combination thereof.

### **Compulsory Trips:**

Being a school in Italy 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 Overnight Trips Fee. Student participation is mandatory.

### **Optional Trips:**

Typically, CCI offers one optional trip per semester. These trips are organized and led by CCI staff and are designed to provide 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.

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.

Students participating on such trips must follow CCI's code of conduct and must take part in all planned activities. Scheduled "free time" allows students to explore locations on their own, shop, eat, rest, and do other activities that do not require adult supervision. The school must approve of "free time" activities that require travel, tickets, or other financial commitments; student must propose such plans at least two weeks in advance.

At the sole discretion of the Headmaster 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 has demonstrated unacceptable behaviour on a previous Optional Trip.

### **Weekend Leave:**

Subject to the stipulations of the Trip Guidelines outlined above, students in Grades 11 and 12 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 early in the semester for that reason. Students are also not to

travel on such trips during the final three weeks of the semester, since they will be completing course culminating activities and focusing on upcoming exams.

A Weekend Leave Request Form must be completed which outlines the destination of the students, contact phone numbers and requires the Headmaster 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 Headmaster.

This form must be completed and submitted to the Headmaster one week in advance of the planned departure date. Students are not to make financial commitments until the trip has been approved by the Headmaster and the students' parents.

Students are only permitted to participate in one such trip per month. While we understand that such trips may lead to students having to miss a Friday or Monday class for travel, we ask that parents support us in limiting the total number of missed days to no more than five, and that such days are not consecutive.

For students planning a weekend trip to Rome, the expected departure time on Sunday from Rome is 2:30 p.m. unless there are exceptional circumstances necessitating a later departure. It is expected that students will be in Lanciano for Sunday dinner and Study Hall. Overnight trips to Pescara, or other towns within a 100km radius from the school, are not permitted.

At the sole discretion of the Headmaster 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 Headmaster and/or Director have not received an email or phone call from the student's parents granting him/her permission to participate.
- The Headmaster 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 demonstrated unacceptable behaviour on a previous trips

### **Living and Learning in Lanciano**

**Banking:** International bank accounts are accessible from bank machines with one caveat - they must be chequing accounts. We recommend that North American students have a convenience card on the PLUS or CIRRUS systems, connected to their account. PINs must be four digits. It is also advisable that students have a credit card. European students can use their normal banking cards.

**Bicycles, Skateboards, Inline Skates:** The streets in Lanciano are narrow, with surfaces unsuitable for such activities. For safety reasons, students are not allowed to have bikes, skateboards, or inline skates at CCI. Motorized vehicles are strictly forbidden.

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

**Calculators:** Students taking math and science courses at CCI must bring their own scientific calculator or purchase one in Lanciano. Graphing calculators are not necessary, as graphing technologies will be explored with online programs.

**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 cash for their son/daughter that can be kept in the school's safe 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 North American computers all that is required is an adapter to change the shape of the plug. 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 mealtime 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 burnout 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. Students should also have a small overnight bag to make trips more convenient.

**Meals:** Breakfast is served at the school Monday through Friday. Lunch and Dinner are served at the Allegria or the Student Lounge, depending on the day of the week. Please see the *Cucina* program.

**Medication:** Over-the-counter medications are generally available in Italy under different names. However, medications that require a prescription in your home country may not be available. Students should bring any prescription medications they need for the semester; these will remain in the safety of the Residence Don's office and distributed accordingly.

**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. When visiting, parents are reminded that the school program 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 visits, we permit parents to take their children out for dinner along with some of their friends though we limit the number of student dinner guests to two.

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 of any kind 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 also 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
- Clean up their desks and dresser surfaces

**Room Searches:** Supervised by the Headmaster, these may take place without notice to ensure that the residences, or hotel rooms on trips, are free of illegal substances or banned objects.

**Stereo Systems:** Students are welcome to have a stereo or set of speakers. 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 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 must have a cell phone with them and keep it turned on when they are out. 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.

**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 – this includes parents. There are a number of hotels and B&Bs available for visitors.

### **Holidays and Major Dates**

\*NB: Please note that dates are subject to change. For the most up-to-date information, please visit our website at [www.CanadianCollegeItaly.com](http://www.CanadianCollegeItaly.com)

#### **SEMESTER 1 (2021)**

Sat, Aug 21	Teachers Arrival in Lanciano*
Thu, Aug 26	Student Arrival in Lanciano*
Fri, Aug 27	Semester 1 Classes Begin, Orientation
Sat, Aug 28	Beach Day at Ortona
Sun, Aug 29	Ropes Course (Weather permitting)
Sat, Sep 4	Tremiti Trip (Weather permitting)
Sun, Sep 5	Chieti Trip (Optional)
Sat, Sep 11	Rome Trip (Historic Centre)
Tue, Sep 21	Preliminary Report Posted
Thu, Sep 30-Fri, Oct 1	Sorrento, Pompeii, Caserta Trip
Sat, Oct 9-Sun, Oct 10	Optional Trip Destination TBD
Sat, Oct 23	Rome Trip (Vatican)
Sat, Oct 23	Mid-Term Reports Posted
Thu, Nov 11	Remembrance Day (All Students)
Thu, Nov 25-Sat, Nov 27	Florence/Tuscany Trip
Fri, Dec 3	Update Report Posted
Tue, Dec 14 to Fri, Dec 17	Exam Days
Sat, Dec 4	SAT Exams
Sat, Dec 18	Departure from Lanciano*
Sat, Jan 8	Final Reports Posted

#### **SEMESTER 2 (2022)**

Sun, Jan 23	Student Arrival in Lanciano*
Mon, Jan 24	Semester 2 Classes Begin
Sat, Jan 29	Chieti (Optional)
Sat, Feb 5	Rome Trip (Italian Masterpieces)
Thu, Feb 17-Fri, Feb 19	Venice Trip
Mon, Feb 21	Preliminary Report Posted
Fri, Mar 4	Last Day of Classes before March Break
Sat, Mar 5	Departure from Lanciano*
Sat, Mar 5-Sat, Mar 19	March Break
Sun, Mar 31	Ontario Secondary Literacy Test
Fri, Apr 8	Mid-Term Reports Posted
Fri, Apr 8 to Sat, Apr 10	Ravenna Trip

**Sat, Apr 23-at, Apr 24**  
**TBA Sun, May 8**  
**Sun, May 15**  
**Fri, May 20**  
**Wed, Jun 1-Fri Jun 3**  
**Fri, Jun 3**

**Optional Weekend Trip**  
**SAT Exams**  
**Day Trip TBA**  
**Update Report Posted**  
**Exam Days**  
**Graduation Ceremony and Farewell Dinner**

**NB: Residences Close at Midnight. Bus Leaves for FCO at 12:30AM, All students are to be on bus or with parents.**

**Sat, Jun 5**  
**Fri, Jun 11**  
**Fri., June 12**

**Departure from Rome**  
**Final Reports Posted**  
**Final Reports posted**