

# **YORK CATHOLIC CENTRO SCUOLA**

**CANADIAN**

**ACADEMY IN ITALY**

A program in partnership with  
YCDSB and Centro Scuola

***STUDENT HANDBOOK***  
***2007-08***



### **FACULTY**

Lee Wilson  
Administrator

Lee Venditti  
Supervisor

### **TEACHING STAFF**

Cinzia Centorame  
Tiziana Molella  
Denise Zucchetto

## **York Catholic District School Board Mission Statement**

*The mission of the York Catholic District School Board  
is to educate each student to reach full potential  
in a dynamic, Christ-centred learning community  
which accentuates our unique Canadian identity  
in partnership with home and Church.*



## **Centro Scuola e Cultura Italiana Mission Statement**

*The mission of the Centro Scuola e Cultura Italiana  
is to promote the presence and maintenance  
of the Italian culture in Canada*



## **York Catholic District School Board Shared Vision**

*We are a Catholic Learning Community of collaborative partners,  
called to serve one another  
by being committed to and accountable for  
quality learning by all with Jesus as our inspiration.*

## Academic Year 2007

### Residence



#### **Residence Felicioni**

Address: **Lungomare Trieste  
64026 Roseto (TE)**

Phone: **011 39 085 894 4163**

Fax: **011 39 085 893 2846**

Website: [www.residencefelicioni.com](http://www.residencefelicioni.com)



The York Catholic District School Board and Centro Scuola e Cultura Italiana have opened a Canadian high school in Italy. Students will earn up to 5 Ontario credits and experience the rich culture and traditions of Italy. Students attend school Monday to Saturday in a modified school year - September to December.

The school and residence are located in the town of Roseto, a renowned seaside resort on the Adriatic coast in the region of Abruzzo. Abruzzo lies in the middle of the Italian peninsula and has a richness of natural and artistic beauty. The region is noted for its long golden beaches, the spectacular mountain zones of the Grand Sasso, natural lakes, celebrated National Park, citadels, castles and cathedrals. Students will have an opportunity to live and learn amidst this incredible wealth of natural, historical and architectural beauty. Students will be encouraged to take advantage of all the region has to offer from the sea to the mountains.

Students are comfortably housed in a recently constructed state-of-the-art facility Residence Felicioni. Three healthy meals per day as well as cleaning and laundry service are provided.

Classes take place in a school minutes from the residence Felicioni. The entire school has been secured for the programs. Computers and additional academic resource material is available within the residence as well as the school.



Throughout the school year, supervised excursions to Roma, Sulmona, Ferrara, Pescara, Firenze and Venezia will be an integral part of the curriculum. In addition to excursions within the region of Abruzzo school visits will be organized.

***Our goal is .....***

- ❖ To provide a Christ-centered environment with a focus on our Gospel values;
- ❖ To develop a sense of self-identity, motivation and self-discipline;
- ❖ To provide academically stimulating curriculum which will prepare students for University;
- ❖ To provide a rich cultural experience by scheduling students in organized curricular and co-curricular activities;
- ❖ To provide a safe, organized environment with a focus on students' well-being;
- ❖ To provide experienced Ontario teaching staff to foster interaction of students into the local Italian community sharing the cultural and artistic riches of Italy;
- ❖ To deliver curriculum so that each course taught has a cultural component;
- ❖ To provide travel opportunities throughout Italy.

**TABLE OF CONTENTS**

**CURRICULUM .....5**  
 Catholicity  
 Teaching Staff  
 Teacher Advisor Program  
 Student Government & Leadership Activities  
 Christian Community Service  
 Ontario Student Transcript  
 Provincial Report Card  
 Courses Offered  
 Assessment & Evaluation  
 Pre-Departure Requirements  
 Course Descriptions  
 Student Text  
 Homework  
 Notebook Policy  
 Field Trips & Excursions

**POLICIES AND PROCEDURES.....8**  
 Administration of Medication  
 Inclusive and Equitable Environment  
 Information Technology  
 Internet Usage  
 Smoke-Free Environment  
 Transportation/Bus Conduct

**GENERAL INFORMATION.....9**  
 School Uniform  
 Student Illness & Injury  
 Manners  
 Meals and Meal Routines  
 Special Dietary Needs  
 Security of Personal Property  
 Supervision  
 Visitors and Visiting  
 Telephones/Radios/Discmans  
 Telephone  
 Dormitory

**CODE OF CONDUCT.....13**

**EXPERIENCE THE RICH CULTURE!**



**DAILY SCHEDULE**

7:00 a.m.	Wake-up
7:30 - 8:00 a.m.	Breakfast
8:20 - 8:25 a.m.	Homeroom, Opening exercises
8:25 - 10:00 a.m.	Period 1
10:00 - 11:30 a.m.	Period 2
11:30 - 11:45 a.m.	Break
11:45 - 12:30 p.m.	Period 3 (B)
12:30 - 1:15 p.m.	Period 4 (B)
1:15 - 2:30 p.m.	Lunch
2:30 - 4:00 p.m.	Period 5
4:00 - 7:00 p.m.	Free Time
7:00 - 8:00 p.m.	Dinner
8:00 - 9:00 p.m.	Scheduled Study Period
11:00 p.m.	Lights Out

It is the responsibility of every student to be on time. Arriving promptly demonstrates a courtesy to staff and peers as well as demonstrating acceptable time management skills.

**Students must leave their rooms clean and orderly!!!**

**Classes begin promptly at 8:30 a.m.**

**CURRICULUM**

The staff is proud to offer a comprehensive and balanced program. Teachers plan learning opportunities that develop academic, personal, spiritual, social and physical skills . Our programs are based on current Ministry of Education and Training and YCDSB Board expectations.

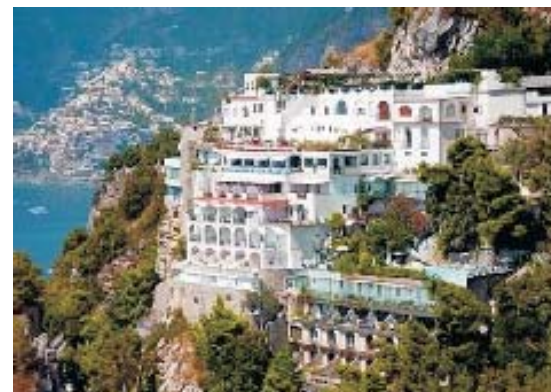
Current materials and resources support our programming . A balance of teacher directed and student initiated activities. Assessment and evaluation are based on the standards as defined by the Ministry of Education and Training and Board policy.

**CATHOLICITY**

In keeping with our values and traditions as a Catholic school, students will participate in daily reflection and prayer. On Sundays and other special days, students will attend liturgical celebrations at the local Church. Excursions to a number of churches and other historical, cultural and regional sites of interest will be organized .

**TEACHING STAFF**

The professional teaching staff is selected from among teachers of the York Catholic District School Board. Teachers selected are experienced in their fields, will remain professional and demonstrate a commitment to their students.

**TEACHER ADVISOR PROGRAM**

Students will participate in small advisory groups and activities and discussions are designed to assist with educational and social issues. Teacher advisors help students adjust to living and studying in Italy. Cultural and social activities will be coordinated through the advisory groups.

**ONTARIO STUDENT TRANSCRIPT (OST)**

The OST is a record of credits attempted and completed.

- Will record all Grade 9 and 10 courses successfully completed by the student, with percentage grades obtained and credits earned.
- Will record all Grade 11 and 12 courses completed or attempted by the student, with percentage grades obtained and credits earned.
- Identifies compulsory credits, including credits that are substitutions for compulsory credits identified by the Ministry as diploma requirements.
- Confirms whether the student has completed 40 hours of Christian Service and whether the student has successfully completed the provincial secondary school literacy test.
- Includes the record of the achievement of exceptional students who have alternative learning expectations in an individualized, non-credit program.

**PROVINCIAL REPORT CARD**

The Provincial Report Card, Grades 9-12, ensures that all students attending publicly funded secondary schools in Ontario receive a standard report card based on the Ontario curriculum. The report card provides clear and detailed information to each student and his or her parents about how well the student is achieving the provincial curriculum expectations. It also provides opportunity for students to assess their progress and reflect on the goals they have set in their annual education plans. In addition, the report card provides opportunities for parents to comment on students' achievements and to identify ways in which they can support their learning at home.

**COURSES OFFERED**

Students select 5 courses. Courses offered are at the Academic or University Level or University/College level by grade;

**Grade 12**

English, Italian, Mathematics, History, Sociology

**Grade 11**

English, Italian, Mathematics, World History, Religion

**Grade 10**

English, Italian, History, Religion, Mathematics

**Italian is a compulsory course for all students.**

**ASSESSMENT & EVALUATION**

Will be based on the provincial curriculum expectations and the achievement levels outlined in the document Program Planning and Assessment, 2000 and in the curriculum policy document for each discipline. A final grade is recorded for every course in which the student's grade is 50% or higher. The final grade for each course in Grades 9-12 will be determined as follows:

- 70% of the grade will be based on evaluations conducted throughout the course.
- 30% 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.

These are:

Level 4: 80-100%	A	Above the provincial level
Level 3: 70-79%	B	At the provincial level
Level 2: 60-69%	C	Below but approaching provincial level
Level 1: 50-59%	D	Below the provincial level

Students should ascertain with their school in September, that the credit they earned is included in their transcript.

**PRE-DEPARTURE REQUIREMENTS**

Students are required to attend in-class instruction prior to departure. Classes are held between 8:30 a.m. and 3:00 p.m. Attendance and punctuality are key requirements for successful completion of the course.



**STUDENTS TEXTBOOKS**

Students will receive some textbooks prior to departure. Other textbooks will be distributed at the school in Italy. Students should identify their text material by writing their name in the appropriate place. Students are responsible for ensuring that they take their textbook with them. Students may wish to take with them a small zipped binder to keep all their school work contained, including their textbook. It is recommended that students bring a dictionary or thesaurus and that these are brought to class on a daily basis.

**HOMEWORK**

Homework provides students with the opportunity to reinforce and extend in-school experiences through related out-of-school activities, which are completed outside classroom time. The YCDSB Homework Policy (#213) provides the following guidelines for homework assignments:

Intermediate & Senior Division: 45-90 minutes.

Students share with teachers the responsibility for their educational success. It is essential for teachers to provide parents/guardians with information about the class program. Parents/guardians are encouraged to:

- Recognize that the completion of homework activities is integral to school success.
- Become aware of the teacher's expectations with regard to homework by attending curriculum nights, reading class calendars and newsletters and understanding directions and criteria for projects.
- Provide an environment in the home conducive to the completion of homework activities.
- Establish a routine for homework completion.
- Encourage children to make homework completion a

priority.

- Encourage self-directed and independent learning.
- Provide help (but never do the work for the student) and monitor completion.
- Sign and return any forms or projects as requested by the teacher.
- Homework overseas will be monitored regularly.
- The mandatory evening Tutorial session is an opportunity for students to get assistance from the teacher, however students are expected to continue their homework in the study hall or in their rooms following the Tutorial session.

**NOTEBOOK POLICY**

A well-kept notebook is an accurate record of the material taught during the semester; it assists the student in the learning process and is a primary resource for study purposes.

***Guidelines:***

- All students must keep a notebook. All work must be placed in the notebook in chronological order in the appropriate section. The notebook must always be brought to class.
- Notebooks can be evaluated by your instructor at any time during the course.
- All handouts must be inserted securely in the proper places.
- A new page must be used for each new exercise or day.
- Two or three lines should be left after homework answers for revisions.
- All final, polished copies of projects or assignments

are double-spaced.

- Notebooks must be neat and notes must be legible.
- Notes should be written in ink (blue or black).
- Major headings must be underlined.
- Students must space appropriately.
- All work must be dated.
- No scribbling, doodling, or offensive material should be found in your notebook.

**FIELD TRIPS & EXCURSIONS**

Field trips and excursions are a valuable learning experience and an important part of the school program. The teachers will provide students with clear guidelines to be followed while on a field trip. Assignments related to the course will also be given to students to complete while on the field trip.

Many educational excursions are planned in conjunction with the curriculum. These are designed to enhance the students' comprehension and appreciation of the culture and language concepts presented in the classroom. It is expected that all students participate fully in excursions.



## POLICIES AND PROCEDURES

### ADMINISTRATION OF MEDICINE

If you are required, in the opinion of your physician, to take medication, it is the Board's policy that parents/guardians submit a completed Administration of Medication form (S-16) to the school with the medication. This form must be signed by the parent/guardian. Do not bring medication to school without notifying the school board and completing the appropriate form. Medication may be given to the principal for safe keeping. In cases where a student has a life threatening allergy, arrangements will be made for the student to have the medication with him/her at all times. (Policy # 207)

### INCLUSIVE AND EQUITABLE ENVIRONMENT

The YCDSB recognizes and celebrates the diversity of our communities and has policies on anti-racism and ethnocultural equity, gender equity, respectful workplace and harassment based on sex and gender, race and culture. These policies, consistent with the Ontario Human Rights Code and legislation and policies of the province, affirm the dignity of every student and Board employee, and their absolute right to be treated with respect. (Policy #808, #810, #811, #420, #217)



### INFORMATION TECHNOLOGY:

#### ACCEPTABLE STUDENT USE

The York Catholic District School Board strives to provide its students and staff members with the most current technology to access curriculum resources, enhance communication and gather information. Use of the Internet provides staff and students the tool to access information globally and improve communication between home and school.

Board Policy #220 Information Technology Acceptable Student Use outlines guidelines and procedures to be followed.

VISIT THE Y.C.D.S.B. Website [www.ycdsb.ca](http://www.ycdsb.ca)

#### INTERNET USAGE

Users are to act responsibly and follow the rules of etiquette. Each of your teachers can recommend appropriate sites related to the subject that they teach.

All school and Dormitory users of computers are governed by the York Catholic District School Board's expectations regarding the use of electronic information sources. Use must be in conformity with the moral values and Catholic philosophy of the School Board.

#### SMOKE-FREE ENVIRONMENT

It is the policy of the YCDSB to declare, establish and maintain a smoke-free environment in all buildings and on all properties owned and operated by the Board. (Policy #410). Students found smoking at the residence or school property will be subject to detention, withdrawal of privileges and will have the cigarettes confiscated. Parents will also be advised.

### TRANSPORTATION/BUS CONDUCT

Please review the following guidelines:

#### **Students must:**

- Enter and exit the bus in an orderly fashion;
- Be seated facing the front during the operation of the vehicle;
- Maintain a reasonable sound level to allow the bus driver to operate the vehicle safely;
- Be responsible for their own behaviour while on the bus and accountable to the principal;
- Be polite and courteous to the bus driver;
- Not consume food on the bus;
- Board and depart from the bus at their assigned stop;
- Show respect for the property of others and
- conduct themselves in a safe manner at the collector points;
- Be punctual.



## GENERAL INFORMATION

### SCHOOL UNIFORM

The school uniform must be worn to classes at all times. The uniform consists of: black dress pants, golf shirt, black fleece top and black shoes( No ballet type shoes). Outside of class, casual appropriate clothing may be worn. No low cut tops or tops cut at the mid-drift will be allowed. All students will have an opportunity to participate in physical fitness activities, appropriate clothing and runners are required. Comfortable walking shoes are recommended for touring.

### STUDENT ILLNESS & INJURY

Students are expected to attend school on time and be prepared for their lessons on a daily basis, unless they are ill. Student illness or injury must be reported to the teacher or principal immediately.

Students with a pre-existing illness, may be required to wear a safety alert bracelet. In a case where illness or injury appears to be serious, the parents/guardians or emergency contact person will be notified immediately. If contact cannot be made and it is determined that medical assistance is needed, the Principal or designate may take the child to the hospital or an ambulance may be called when appropriate.

### MANNERS

Students are reminded to mind their manners when interacting with people. Some courtesy words to remember are as follows:

Buon Giorno / Buona Sera, Grazie, Prego,  
Scusi, Per Favore

### MEALS AND MEAL ROUTINES

Three meals a day will be provided daily.

Meals will usually be served in a restaurant setting. Proper etiquette is expected. Students are expected to act respectfully and to mind their manners at all times.

- ✎ Students must be present at all meals whether or not they are eating (reported illness an exception);
- ✎ Students are expected to use proper eating etiquette;
- ✎ The use of appropriate cutlery is required;
- ✎ Students must not speak with their mouths full;
- ✎ All food and beverages are to be consumed in the restaurant;
- ✎ Students are expected to take only what they can eat and not waste food;
- ✎ Students are expected to dress appropriately (no hats at the table, shoulders & mid-drift covered, no beach wear or sleep wear).
- ✎ Students are expected to clean up after themselves after meals.

### SPECIAL DIETARY NEEDS

All attempts will be made to accommodate special dietary needs. Please notify the school administration in writing prior to departure so that special arrangements can be made.

### SECURITY OF PERSONAL PROPERTY

Students are responsible for their personal belongings. Students should take the necessary precautions with respect to personal and valuable items (I.e. credit cards, cameras, discman). Students should not leave these items laying around unattended and should place all items out of sight. Large amounts of money or valuables (i.e. expensive jewellery, electronic gadgets, etc.) are discouraged.

Please clearly label your name on articles of clothing, shoes and anything of value which may be lost or misplaced. Clothing sent for laundry service must be placed in a bag with the student name and room number. Uniforms must have student initials.

### SUPERVISION

School Administration, Teachers and other School Staff are responsible for supervision duties. Please help the staff in ensuring a safe and protected environment for all students.

- ✎ Students are to report to teachers/supervisors their whereabouts, at all times;
- ✎ Students are to be in the company of at least two other students, at all times; (rule of 3)
- ✎ Male students & Female students are to remain in their respective quarters and may not visit each others rooms at any time;
- ✎ Loitering on the stairs and on the access balconies is not Permitted;
- ✎ Socializing is encouraged on the ground floor areas and in the games room.

**VISITORS AND VISITING**

In the interest of safety of every student and to prevent interruptions to classes, all visitors, including parents/guardians, must report to the principal first upon arrival. Parental consent to receive visitors must be filed with the principal and the visitor must provide a photo I.D. and will be asked to sign in the Visitor's Log Book. In the interest of safety, students will not be allowed to leave the course site without the authority of the parent/guardian, in writing, and the expressed approval of the principal or his/her designate.

**UNSCHEDULED TIMES**

To assist students in achieving the goal of efficient time use when they do not have scheduled classes, the following guidelines have been established:

- ✍ The common area in the residence is available for studying and/or conferencing with staff and peers;
- ✍ In order to maintain decorum and demonstrate respect toward other guest, students are not permitted to wander, loiter, socialize or study in the hallways, stairwells or in each other's rooms;
- ✍ Students may not wander to the beach, pool or the town without reporting to a teacher or supervisor their whereabouts and the name of their "buddies".

**COMMUNICATION WITH PARENTS**

The YCCS administration and staff will communicate regularly with parents via telephone, email, web, etc.

Additional information will be available once a system has been confirmed. A cell phone number will be emailed to parents upon arrival in Italy. This number will link you with the Principal and is to be used only for emergencies or if you have not been able to contact your child. Monthly progress reports will be emailed to you by teachers. Teachers will be available through email. Their addresses will be sent to parents upon arrival in Roseto. Students will be able to communicate with parents through email whenever possible.

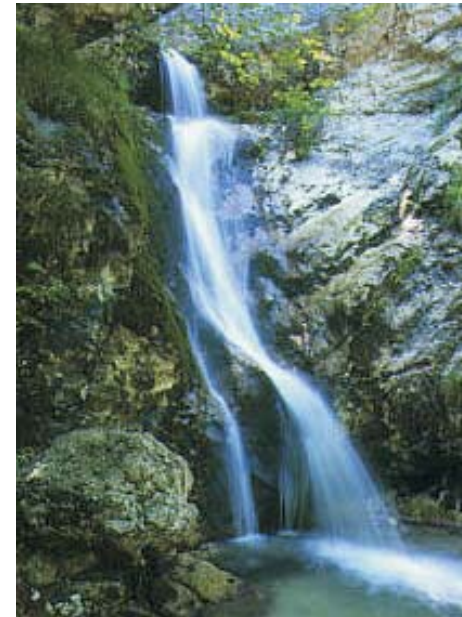
**CELL PHONES, MP3'S.**

Students are not permitted to carry Mp3's or telephones during class time or at meals. After an initial warning a student will have the item confiscated and returned at the end of class.

**TELEPHONE**

Speaking on the telephone for several hours will not be possible in Italy as the residence has limited phone lines. Calls are to be limited to immediate family. Calls made in the residence and any residence or hotel are very expensive. At checkout you are responsible for paying for the calls made from your hotel rooms and/or calls made from Residence Felicioni. We suggest you use payphone and purchase cards for international calls as they are reasonably priced. A separate card is to be purchased for calls within Italy. Cards purchased in Canada may be more expensive. Students may experience difficulty receiving phone calls. Calls will be transferred to the rooms from the reception desk. Not every member of the Residence staff speaks

English. Ask callers to speak slowly and clearly when they are calling the residence. Your call will then be transferred to the room. There is no voice mail-box to leave messages. There are only five phone lines in the residence. Students may receive telephone calls at the hotel, but are reminded that conversations must be short. Students may also use personal cell phones but should respect the rule for appropriate time of use. The Administration's cell phone is available for emergency calls only.



## RESIDENCE

### RESPECT FOR PROPERTY

A clean and orderly suite environment creates an atmosphere conducive to learning. Suites will be monitored regularly without notice for cleanliness and order. A reward system will be used for the cleanest and neatest rooms. The Residence Felicioni management will provide reasonable housekeeping on a regular basis, and maintenance as required. Each room will be equipped with a broom, dustpan, bucket and mop. Students will be responsible for some routine cleaning in order to maintain an adequate level of sanitation. Residence staff will clean floors according to a fixed schedule, but will not be available to mop up spills or accidents. Students will receive adequate instructions and guidance on this matter during orientation.

### ROOM DAMAGE

It is in the students' best interest to inspect their rooms upon arrival, and report (in writing) any damage they observe to the Principal. While on tour students should also inspect hotels/residences and report damage immediately to avoid being held responsible. Damage caused willingly or by accident will become the responsibility of the students sharing the room. This includes damaged caused by visitors, other students, and guests. Included are fixed or portable items, lamps, portable objects, TV and Heat control portable monitors. If items are damaged or broken they will be replaced at the price set by the establishment; many times this is at a high cost.

### STONE FLOOR

The floor of the residence is stone pavement, and as a result during the winter months, floors will be very cold. Students who are accustomed to walking around in bare feet or with socks on will find their feet will feel the cold. It is recommended that shoes or slippers be worn indoor at all times. If shoes are not worn, socks will become very dirty making them difficult to clean.

### TEMPERATURE CONTROL INDOOR

Indoor temperatures in Italy are cooler than in Canada. Prepare for this by bringing warm clothing and layering your clothing to achieve warmth. A maximum indoor room temperature will be established and monitored so that students do not exaggerate their heating needs.

### KEYS

Each room will be issued one key to avoid having them lost or misplaced. When students leave the building the key **MUST BE** returned to the front desk so that roommates have access. **DO NOT TAKE THE KEY WITH YOU.** This should be the practice when staying in any hotel on tour. Students will have access to the key from the front desk at all times. If the key is not in its place check with your roommate first. **DO NOT APPROACH** residence staff or front desk, speak to school staff first. If the room key is lost or misplaced, both students are responsible for paying for a replacement.

### FRONT DESK

All requests for service are to be made to the designated school administrative personnel. Place your requests in writing in a "Request" booklet. This excludes emergencies.

### LAUNDRY

Students are responsible for washing intimate articles in their rooms, and hanging them to dry on the drying rack located on the balcony. This is a standard practice in Italian households. Laundry not requiring dry cleaning will be washed once per week according to an established schedule. Each student is to place their clothing in a large cotton laundry bag with their name and room number on it. Cotton laundry bags are to be purchased. Clothes will be returned when dry. Uniforms should have the student initials on the inside to guarantee that there will not be a mix up.

Bed sheets will be washed once a week usually on Fridays. Towels will be replaced twice a week on Tuesdays and Fridays.

### **BUDGET & SNACK FOODS**

Three meals a day will be served at the residence, and food is plentiful and delicious. Some students tend to eat a lot of fairly expensive snack foods. As part of the life skills taught, all students will be required to prepare budget for all expenditures in Italy during the semester. A way to save is to buy in bulk at the grocery store, instead of purchasing snacks at the bar. Students will be assisted in monitoring how much money they are spending on snacking.

### **LIVING ROOM & GAMES ROOM**

The Residence is equipped with a games room and students will have access to video games, a pool table, gettoni table, card games, sofas and chairs for relaxation. Students will use their own coins for play.

A 'sala reunioni' or recreation room facility is available in the basement of the Residence. This room will be available for nightly use by the students and will be furnished with:

- ✎ A CD projector with giant screen
- ✎ A DVD player
- ✎ CD player
- ✎ Sofas and chairs
- ✎ Computer Printer

There will be **no extra cost** for using any of the equipment in this room.

### **OTHER AREAS OF INTEREST**

**Beach Activities.** Supervised beach volleyball and basketball will be available for as long as the weather permits.

**Swimming Pool.** Roseto has a large public swimming pool. All swimmers **must wear** a bathing cap for swimming in the pool. This is a local municipal bylaw and we cannot contest it. Residence Felicioni also has a swimming pool. However, it will be closed while the students are there and there will be no lifeguard.

**Tennis Courts.** Roseto has public tennis court facilities. There is a small fee for using the courts. Bring your own tennis racquets if you are planning to play.

**Gym.** Students have an opportunity to join a local fitness facility for a nominal fee of 5 Euros/week.



**Train to Pescara.** Pescara is the biggest nearby city. Pescara is a 20 minute train ride away from Roseto. There is frequent train service to Pescara and a round trip costs 4



euros. Many things not easily available in Roseto might be available in Pescara including different types of lessons. Weekly or monthly trips to Pescara should be worked into the schedule.

**Internet Café.** There is a high speed internet café in Roseto. It is located in 15 minute walk from the residence on Via Latini just off the Via Nazionale, past the main piazza. There are approximately 12 computers available but not all computers are equipped with the Microsoft Office package of programs needed for school work (Word, Powerpoint etc). Hours of operation vary. Cost of using the computers is 3 euro/hour.

**Hairstylists and Aesthetic Services** There are a lot of hairstylists and barbershops around Roseto. There is also a friendly young aesthetician (for waxing, pedicure and manicure) located at Club Tan located along the main Via Nazionale before the piazza a 10 minute walk from the residence.



## CODE OF CONDUCT

A safe, positive environment is a prerequisite to learning. The YCDSB believes that all members of our community of learners have the right to a safe learning environment and have responsibility to help create that environment. Respect for self and others, contributing to the common good, accepting accountability for one's own actions, seeking and granting forgiveness, acting morally and legally as a person formed in the Catholic traditions and the promotion of self-discipline are cornerstones.

It is important that all members of the YCDSB community share a common understanding of the standards of behaviour, and be responsible in demonstrating those behaviours that exemplify consideration, accountability, respect and integrity. The YCDSB understands that each person is called to live and build community; hence, standards of behaviour apply not only to students, but also to all individuals involved in our school system - parents/guardians, volunteers, school board employees and community members - where they are on school property, on school buses or at any school-authorized event or activity.

It is the policy of the YCDSB to support a preventative, proactive approach to managing the behaviour of its students. This approach includes the provision of alternatives to discipline strategies for progressive discipline and opportunities for alternative education programs.

The Board's Code of Conduct also provides mandatory consequences in cases of misbehaviour by a student. Mandatory suspension with the possibility of expulsion could apply in the most serious instances of a standard being contravened.

All school members are responsible for upholding the standards of behaviour. School administration and teachers are responsible for disciplining students for breaches of the code in a fair and consistent manner.

### DEFINITION OF THE CODE OF CONDUCT

This Code of Conduct is a vehicle for communicating with all school community members, the expectations for behaviour and the resulting consequences. It is a positive element that builds a Catholic Christian atmosphere by promoting spiritual, social, emotional, psychological and intellectual development of its members.

### PROGRESSIVE DISCIPLINE

Progressive discipline is a sequential, developmental continuum of consequences that recognizes forgiveness, learning and redemption in a Catholic Christian environment. It affirms that each member of the school community has a positive influence on the lives of other individuals through dignity and respect.

### STANDARDS OF BEHAVIOUR RESPECT, CIVILITY AND RESPONSIBLE CITIZENSHIP

All school members must:

- ✓ take appropriate measures to act upon our Catholic Christian call to serve others in need;
- ✓ model responsible citizenship that gives witness to Catholic social teaching by promoting peace, justice and the sacredness of human life;
- ✓ respect and comply with all applicable federal, provincial, and municipal laws;
- ✓ respect and comply with York Catholic District School Board's Code of Conduct;

- ✓ demonstrate honesty and integrity;
- ✓ respect the rights, responsibilities and contributions of self and others;
- ✓ respect differences in people, their ideas and opinions;
- ✓ respect and treat others fairly, regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability, in compliance with relevant school board policies;
- ✓ treat one another with dignity and respect at all times, and especially when there is disagreement;
- ✓ show proper care and regard for school property and property of others;
- ✓ respect persons who are in a position of authority;
- ✓ respect the need of others to work in an environment of learning and teaching.

### SCHOOL COMMUNITY MEMBER RESPONSIBILITIES

In order to uphold the right of all school members to access a safe school community, there are a number of corresponding responsibilities for which all school members must be accountable to ensure a safe, positive learning environment. Everyone has the responsibility to:

- ✓ contribute to make the school environment safe and conducive to learning/working, free from discrimination, physical and/or psychological abuse;
- ✓ be a partner in the school community and to work cooperatively with each other;
- ✓ model appropriate behaviour and to support the Board's Code of Conduct Policy 218 by upholding the standards of behaviour.
- ✓ comply with the responsibilities as stated in the "Ontario Schools: Code of Conduct". ([www.gov.on.ca](http://www.gov.on.ca))

**EXPECTATIONS**

These expectations reflect our Catholic Christian values, board policies and mission statement. A developmental continuum of consequences and rules evolve from these expectations:

- ✓ All members of the school community will actively encourage positive behaviour, cooperation and the incorporation of Catholic values into daily school life.
- ✓ All members of the school community will be treated with respect, honesty and courtesy regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability.
- ✓ All members of the school community have the right to a friendly school environment free of violence, prejudice, harassment and all forms of abuse. Disagreements will be settled in a fair, open consistent and respectful manner.
- ✓ Negative behaviours such as profanity, fighting, bullying, theft and vandalism will not be tolerated within our school community.
- ✓ All members of the school community will attend school free from alcohol and drugs, and will respect the smoke-free designation of school board property.
- ✓ All members of the school community can expect a safe school environment, free of any weapons or prohibited objects.
- ✓ All members of the school community will treat school property and the possessions of all individuals with respect, care and consideration.
- ✓ All members of the school community will know and observe school rules.
- ✓ All members of the school community will support the policies, procedures and expectations including, but not limited to:
  - ★ student attendance and punctuality
  - ★ student appropriate dress

- ★ student bus behaviour
- ★ school visitors
- ★ school property & environment

**BEHAVIOURS AND CONSEQUENCES**

It is expected that all members of the school community will accept the consequences for their own actions and choices. The consequences for inappropriate conduct will vary with the nature and gravity of the conduct. The Code of Conduct reflects the YCDSB's Policies #218 & #202, which outlines a list of inappropriate behaviours, their description and progressive consequences as follows:

**RANGE OF CONSEQUENCES/ALTERNATIVES FOR INFRACTIONS MAY INCLUDE BUT ARE NOT LIMITED TO:**

- Redirecting
- Parent notification/meeting
- Written Apology
- Police Involvement
- Reflection Time/ Writing Assignment
- Suspension
- Loss of Privileges
- Detentions, Before/After School
- Reparation or Financial Penalty
- Repatriation

**STUDENT DISCIPLINE (Policy #202)**

**Discretionary Discipline** up to 20 days

Principal may suspend a student for:

- ↳ committing an infraction, for which a discretionary suspension is required, in the community, inside or outside of the school day, that negatively impacts the school;
- ↳ conduct injurious to the moral tone of the school or the physical or emotional well being of self or others in the school, including but not limited to the following inappropriate behaviours;
  - ☒ Abuse of Bus Privilege
  - ☒ Plagiarism
  - ☒ Class Disruption
  - ☒ Possessing Pornography
  - ☒ Dress Code Violation
  - ☒ Public Display of Affection
  - ☒ Electronic/Audio Devices
  - ☒ Pulling Fire Alarm
  - ☒ Forgery
  - ☒ Rough- Housing
  - ☒ Gambling
  - ☒ Skipping Class
  - ☒ Inappropriate Dress Messages
  - ☒ Skipping Detention
  - ☒ Inappropriate Use of Computers
  - ☒ Smoking
  - ☒ Inappropriate Use of Fire Extinguisher
  - ☒ Object Throwing
  - ☒ Late to Class
  - ☒ Swearing
  - ☒ Late to School
  - ☒ Theft
  - ☒ Leaving School

**Vehicular Violations**

In cases of serious misconduct parents will be contacted and it may be necessary to notify the proper authorities. Extreme cases of misconduct may result in expulsion from school and removal from the International Program.

- Being under the influence of alcohol/illegal drugs:
- Bullying;
- Committing Physical Assault (Fighting or a physical altercation);
- Committing an act of vandalism that causes extensive damage to school property (defacing, damaging or destroying property including the drawing of graffiti.);
- Hate and/or bias motivated incidents;
- Making frivolous/vexatious harassment complaint;
- Possessing illegal drugs/drug paraphernalia and/or alcohol;
- Possession or threatening to use an incendiary device;
- Swearing at a teacher or at another person in a position of authority;
- Uttering a threat to inflict serious bodily harm on another person;
- Giving alcohol to a minor;
- Extortion;
- Gang related incidents;
- Criminal harassment;
- Committing physical assault that causes bodily harm requiring treatment by a medical practitioner;
- Conduct that is so refractory that the pupil's presence is injurious to other pupils or persons;
- Committing robbery;

 **Committing sexual assault;**

- Using a weapon to cause or to threaten bodily harm to another person;
- Possession of a weapon including a firearm;
- Trafficking weapons or illegal drugs.

**LAWS OF THE LAND**






Civil and Criminal Laws of the guest country prevail. It is expected that all students...

Respect and obey all laws of the countries visiting.

If the student chooses not to comply...

The student may have to answer to local law enforcement officials with possible grave consequences.

**BELIEF STATEMENTS****The YCDSB believes:**

-  that discipline works best when viewed as a positive learning process and when integrated with effective teaching practices.
-  that our goal is to create and maintain inviting, safe and supportive school environments.
-  that progressive disciplinary actions should be implemented at all times.
-  that the student's history, circumstances surrounding the incident, including impact on the victim must be investigated and considered when determining the appropriate consequence for a student's inappropriate behaviour.
-  that Administration shall consult with school staff prior to a consequence being given.

**EARLY RETURN REFUND POLICY**

Centro Scuola makes every effort, in partnership with York Catholic District School Board, to inform students and their parent/guardian of the academic expectations for the Fall semester in Italy, and the code of conduct for all students.

Circumstances may arise that result in a student's early return and withdrawal from the program. The reason for the early return does not affect the amount of the refund. The date of early return is the determining factor.

**Refund Schedule**

In case of a student's early return to Canada the following refund schedule applies:

Returning during the month of **September** reimbursement of **\$5,250.**

Returning from **October 1, to October 31,** reimbursement of **\$3,500.**

Returning from **November 1, to November 30,** reimbursement of **\$1,750.**

**A student returning after December 1, is not entitled to any reimbursement.**

# YORK CATHOLIC CENTRO SCUOLA

Academy in Italy

School's website: [yccs.ycdsb.ca](http://yccs.ycdsb.ca)



York Catholic District School Board  
320 Bloomington Road West  
Aurora, ON

**Elizabeth Crowe**  
Chair of the Board

**Susan F. LaRosa**  
Director of Education



**Alberto DiGiovanni**  
Director