



Colegio Internacional de Caracas
Secondary School Handbook
2018-2019





CIC Secondary School Student Handbook 2018-2019

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A Message From the Superintendent

Greetings CIC Community!

On behalf of the Board of Directors of the Colegio Internacional de Caracas (CIC) and the school's leadership group, welcome to CIC for the 2018-19 school year. We welcome back our returning family and are pleased to welcome in the new families who have chosen CIC. With each new year brings new opportunities; we invite everyone to become involved in the myriad of activities that CIC offers. I am excited to be working with students, parents and CIC's amazing staff to provide enriching experiences for all of our learners.

CIC has a proud heritage, over 100 years, of educating students in an English-medium environment. The school's inquiry-based academic programs, anchored by the International Baccalaureate (IB), provides all students with a rigorous academic level, and includes a focus on the whole child in warm, caring classrooms. We are proud of our collective commitment to learning and community service.

CIC is accredited by AdvancED, IB Middle Years Program (MYP) and the IB Diploma Program. During this school year, CIC will continue to work to hold to the high standards set forth by these organizations, but also are the common expectations of our CIC community.

CIC believes in encouraging our students to become leaders. Through various activities such as Model United Nations, the Green Team, VANAS sports, and student council in the elementary and secondary, CIC is helping shape our learners in to our future world leaders.

CIC's strength derives from the stability of its excellent professional teaching staff. These strengths provide us with a solid base to further the academic rigor of our program. As well, they give to our highly experienced administrative leadership team the ability to successfully manage the school and its resources in the face of a very challenging environment.

The CIC website is an excellent place to find out what is going on in and around our school; however, should you wish to contact us, please feel free to communicate with the leadership team at:

Mr. Josh Centra, Superintendent
josh.centra@ciccaracas.com.ve
Dr. Brian Horvath, N-12 Principal
brian.horvath@ciccaracas.com.ve

On behalf of the CIC Board and leadership team, welcome!

Warmest regards,



Mr. Josh Centra

A Message From the N-12 Principal

Dear Students and Parents,

On behalf of the Secondary School faculty, I would like to welcome you all to the 2018-19 school year, with a special welcome to those new to Venezuela, CIC, or the Secondary School. If there is anything we can do to assist your transition to CIC or a new grade level, please let us know.

This document contains a plethora of information and should be able to answer most questions related to the daily operations of our secondary school. As such, our handbook is designed to be a reference so that you have the most necessary information readily available at your disposal. It also serves as a daily planner for your use in recording assignments and appointments. Other information will be made available to you in daily announcements, advisory groups, Schoology, Power School, the school website, social media, and at assemblies.

I encourage you to view our school as an opportunity. As educators, it is our job to be the ultimate opportunity providers. CIC is no different. In fact, one could argue that international schools, like our own, bear an additional responsibility to our students—the opportunity to become ambassadors of the world. As an administrator, I welcome that responsibility! As students, it is your job to take advantage of the opportunities our school provides. Whether it is sports, the fine arts, use of technology, or MUN, our hope is that every student capitalizes on at least one of the outlets we provide at CIC.

In short, you have amazing opportunities at CIC in many, many different areas – use them and make sure that you do not end the year wishing you had done more!

Sincerely,

Brian Horvath
N-12 Principal



CIC Historical Background

Colegio Internacional de Caracas has been delivering quality education in Caracas since 1896. Originally called Colegio Americano, the school merged with Academia La Castellana in 1971 and took the name Colegio Internacional de Caracas, or The International School of Caracas. CIC has a proven record of academic excellence and leadership among international schools in Venezuela. CIC was an early adopter of the International Baccalaureate Diploma and Middle Years Programs, which have built a worldwide reputation for rigor, high standards, international perspective and effective university preparation.

CIC is a civil association whose goal is to educate the sons and daughters of its members. The courses offered are accredited by a US accreditation agency as well as other necessary agencies required to meet the respective accreditations.

CIC has two Annual General Meetings during the school year. In the fall, results of the audit report are shared with members and Board elections take place. In the spring, the meeting focuses on the tuition fees of the following school year. At each of these annual general meetings, the members vote to exclude and the disincorporation of any inactive members.



Our Mission and Vision

Mission

Colegio Internacional de Caracas is an English medium, pre-Nursery-to-Grade 12 school dedicated to the intellectual and personal development of each student in a caring and supportive environment. CIC offers a challenging program to prepare an international student body to excel in a variety of the world's finest schools and universities.

Vision

Colegio Internacional de Caracas is a learning community that develops to the highest degree the personal and academic attributes described in the International Baccalaureate Learner Profile. Personally, the CIC student is balanced, open-minded, caring, reflective, principled and knowledgeable. Academically, the CIC student is a communicator, a risk-taker, an inquirer, and a thinker.

Expected School Wide Learning Results (ESLR's)

An ESLR is what each student should know, understand and be able to do upon leaving CIC, or by the time the student completes the planned program. A CIC student is a(n)...



Effective Communicators Who:

- demonstrate intellectual curiosity and independent as well as collaborative learning.
- demonstrate ability to use reasoning skills to combined with ethical and/or moral values to solve complex problems.
- utilize technology appropriately to gain information and solve problems
- apply knowledge and skills to new situations
- make sense of problems and persevere in solving them

Life-long Reflective Learners Who:

- think about their own thinking
- recognize and develop strengths and talents
- assess and improve weaknesses and limitations
- take an active role in their own learning process
- work independently and self directed

Socially Responsible Global Citizens Who:

- demonstrate knowledge and awareness of social problems and their implications in both, their own and global communities
- participate actively and contribute responsibly in projects that improve the community.
- respect cultural diversity via collaboration and self and community advocacy
- identify and address environmental concerns that affect communities around the world are globally responsible citizens through self-awareness, empathy, and understanding

Critical Thinkers and Problem Solvers Who:

- listen, speak, read, write, speak, view, and present, and listen effectively and correctly in English
- reflect and critically evaluate oral, written, and visual information
- understand, follow, and give directions
- communicate clearly and appropriately for various outcomes, cultures, and points of view
- collaborate and communicate with honesty and integrity

Student's Bill of Rights

The Student has the right to:

1. a safe and supportive learning environment, free from discrimination or harassment.



2. be treated with respect and dignity by teachers, administrators and fellow students.
3. prepared, knowledgeable and supportive teachers.
4. clearly stated academic/behavioral criteria and timely feedback on their performance.
5. fair and unbiased treatment from teachers in respect to grading policies, acknowledgement and classroom activities.
6. an academic challenge in his/her classes according to his/her ability.
7. express himself/herself freely provided that it is constructive and does not cause offence.
8. assemble with other students in a peaceful manner.
9. maximum use of school facilities (as budget allows) with the permission of the faculty.
10. inquire teachers about grades received or assignments given, provided it is done politely and respectfully.

Student Responsibilities

The Students have a responsibility to:

1. respect others and their rights.
2. be truthful and honest at all times.
3. be accountable for all their actions or inactions.
4. attend class on time and fully prepared.
5. ensure they seek an appropriate academic challenge in their choice of courses.
6. follow through on all activities to which they commit themselves.
7. try to promote and support extra-curricular activities.
8. abide by the school rules, including the uniform policy.
9. not slander or abuse others. This includes misuse of “virtual forums” such as the Internet and e-mail.



10. not damage or destroy school facilities, including electronic media and data.

11. not reflect negatively on CIC.

Teachers, administrators and counselors work to educate students so that they are aware of their responsibilities; the school looks to the wider community for support in this endeavor.

Students who ignore their responsibilities will be subject to counseling and consequences. The intent of this intervention is to help students learn from their mistakes and restore themselves to good standing. Restoration can be costly and will consider the needs of the wider community.

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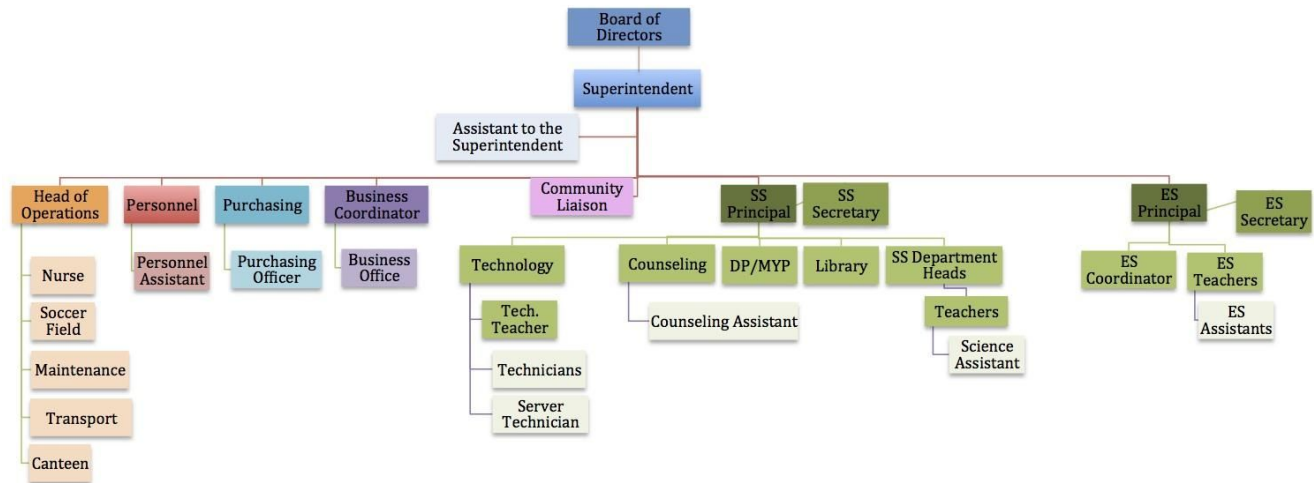
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Organizational Chart



Directory of School Leadership

| Position | Name |
|----------------------------|-------------------|
| Superintendent | Mr. Josh Centra |
| Superintendent's Assistant | Lourdes Ristic |
| N-12 Principal | Dr. Brian Horvath |
| Principal's Assistant | Judy Ortiz |
| Admission's Director | Diana Mederos |
| Counselor | Amainavt Vixama |
| SS Counselor's Assistant | Stephen Ramsammy |
| Athletic Director | Carlos Fernandez |
| IB Coordinator | Mike East |
| AyA/CAS Coordinator | Onalis Velasquez |

Section 1: General Information

Admissions

When families visit CIC's for the first time, they are given a tour of the facilities and an explanation of the academic program. In order to enroll in CIC all students must have a foreign (non-Venezuelan) passport. During the first interview, the candidate's academic



history is explored. Parents are asked to submit copies of all academic records for at least two previous school years, and copies of psychological/psychiatric evaluations, if available. Questions involving the following topics are addressed: recent psychological evaluations, assistance from special programs, and necessity for specific medication. All students receive an entrance screening evaluation, which includes intellectual and academic screening and language evaluation. At this point, the need for the ESOL program is also determined.

A student is formally enrolled in CIC, only after the school has received all the required information from any previous school. CIC seeks to meet the needs of all students enrolled. Therefore, if a student is identified, according to admission assessment, to be performing below his/her grade level, the Child Study Team (CST) will discuss his/her previous academic performance and assessment results to determine the appropriateness of the placement, because the school has the resources to address only mild learning difficulties. If a candidate's academic history reports do not indicate academic difficulties, a "conditional enrollment" status is given. The student's performance will be monitored very closely and interventions will be programmed to assure that the school is addressing those needs. However, if at the end of that academic year, the student is not successful in grade-level, mainstream classes, despite receiving all possible support and/or modifications, parents will be notified and re-enrollment at CIC for the next school year will not be granted.

Despite a thorough screening process, students may encounter difficulties meeting the educational expectations. Once academic and/or behavioral problems have been identified, teachers may bring their concerns before the CST. At this point, parents are requested to attend a conference detailing the child's difficulties and might be asked to supply further assessment for diagnosis. The school will then create a documented plan of action with specific goals, as well as target dates for achieving goals and reviewing the plan.

At CIC, we want to grant opportunities to students who are capable of joining the mainstream within a short period of time. The ultimate goal is to insure that the child will be prepared for our International Baccalaureate Program

CIC's policy on Private Security Guards and Chauffeurs

Students arriving on campus with chauffeurs and/or accompanied by bodyguards must be dropped off on the upper school entrance where teachers will be on duty. Chauffeurs and bodyguards are not permitted in the cafeteria area. Bodyguards remaining on campus must stay at the school's front gate area. If the student requires help to carry his/her supplies, the person should walk with the student to the area where backpacks are placed and should then leave the school. **The person assisting the student MUST be unarmed.** In the afternoon, students will be picked up in the front hallway area/SS Music hallway area where the ES Assistant accompanies them. After 3:30pm, students can be picked up in the cafeteria. We ask that if the chauffeur arrives early, they wait for dismissal time in the parking lot area.



Absolutely NO WEAPONS on Campus

Resolución Conjunta del Ministerio de Relaciones Interiores y Ministerio de la Defensa publicada en la Gaceta Oficial 39.928 del 23-05-2012.

School Board

A Board comprised of parents works with the administration to support the school's programs and formulate school policies. Candidates are elected to the Board at the October Shareholders' Assembly. You can find the Board Policy manual on the webpage.

Parent, Student, Teacher Association

The PSTA of Colegio Internacional de Caracas actively supports the school through a large number of volunteer activities. These activities include the Welcome Back Barbecue in September, the Halloween Carnival in October, and the Spring Fling Dinner Dance. The proceeds earned from a variety of events are used to sponsor on-going projects throughout the school year. At the end of the year, all PSTA funds are reinvested into the school. The PSTA is proud to be able to enhance the school environment, thus providing a better education for our children. The PSTA welcomes parents of students from grades Pre-Nursery through 12 and offers a wonderful opportunity to meet many people from all over the world while getting to know the school your child is attending. The general email for the PSTA if you have any questions is: psta@ciccaracas.com.ve. They also maintain a page on the CIC website.

School-Community Communications

The professional staff of CIC encourages parents or other concerned members of the community to become involved in supporting the educational and co-curricular program. We welcome suggestions or ideas on how to improve the school or its programs, and desire to work with the community to ensure that each child receives a high quality education.

Questions or concerns should be first addressed to the person with whom they arise: between student and teacher at the classroom level or between student and another staff member. Should the student feel that the question or concern has not been properly addressed, his/her parents may request a meeting with the teacher or other

CIC employee involved. Should the issue still be unresolved after that meeting, and administrator and/or counselor can then be consulted.

Insurance

The school carries medical insurance. Parents should ensure that their family insurance can supplement this amount in case of accidents at school.



Tutoring

CIC teachers may not tutor their own students for pay. Each teacher will offer his/her time after school at least once a week for remedial help. Students should check with teachers to see what day the teacher is available. The Administration of the school must be notified of students being tutored. The school maintains a list of tutors. The Counseling Department and administrators can help parents find tutors if recommended by school personnel.

Section 2: Behavioral Expectations and Disciplinary Actions

Standards of Behavior

CIC fosters respect and caring among all members of the school community. For people to work together successfully, it is necessary for there to be trust and understanding among them, as well as a sense of communal responsibility.

Each student at CIC has the right to be treated with respect, courtesy, and consideration by every other student, teacher, CIC employee, and other member of the CIC community. Each student also has the responsibility to know what the expectations are and to listen and be listened to when disagreements arise. However, it is essential for students' safety, and for the educational process that all students respect the authority of the teachers and other CIC employees.

Students who believe they have been unfairly treated must try to resolve the problem with the teacher or other CIC employee with whom the problem occurred. Should this attempt be unsuccessful, the student may then ask for assistance from a counselor or principal.

Our expectation is that all students will work together to create a sense of community at CIC. This responsibility does not stop at the school's gates. CIC students are expected to take pride in being part of the CIC community and to behave at all times in ways that will bring credit to themselves and the school. In the event that a student's actions outside of the school impact negatively on the school, its reputation, or other students, the administration will communicate with the parents.

Students must:

- Show respect for each other and all members of the school community at all times.
- Be honest at all times, especially with regard to personal work.
- Take pride in the school facility and make an effort to keep it neat and tidy.
- Avoiding any form of vandalism.
- Respect the need for quiet in a learning environment.
- Speak respectfully to others and not use profanity.



- Not engage in any self-destructive behaviors or have in his/her possession items potentially destructive to self or others.
- Not possess, use, or supply drugs, alcohol, or tobacco on the school campus, on the buses, or while on a school-sponsored function.
 - (*CIC Administrators have the right to carry out random checks of school lockers and other school properties at any time. In the case of the lockers, the Administrator will ask the student to please open the locker as the Administrator remains observing.
 - If the student refuses to do so, the student will be asked to remain at the Administrators' office until his/her parents come to the school at which time the parents will be told that the student refused to comply and the parent will be invited to accompany the Administrator proceeding to open the school property and review its contents.
 - In any case the school reserves the right to inspect any school property at any time if it deems necessary in the interest of health, safety or security of the school community.)

Recommended Consequences for Not Meeting CIC Behavior Expectations

The following steps will be taken by the school when disciplinary infractions occur. The steps in dealing with student misbehaviors at CIC are of a progressive nature in severity and will begin at different levels depending on the infraction and whether or not it is a repeated infraction. The levels of school consequences are: minor offenses and severe offenses.

Definition of Minor offenses: are those actions or conducts, which alter the normal development of school activities. Offenses can be classified as such by a teacher or by any member of the academic community, who may have been a witness to said offense, and who shall inform, as soon as possible, all persons involved, in accordance to the seriousness of the offense.

Minor Offenses: (repetitive)

1. Eat food during class hours, or chew gum.
2. Inadequate use of the cellular phone or of any electronic devices, in the case of high school students, and in the case of elementary students to bring said electronic devices to the school.
3. Inappropriate use of the school uniform and violation of standards established for the use of backpacks and bags.
4. Unjustified tardiness.
5. Inconsiderate conduct towards school personnel or materials.
6. Inappropriate use of the language (obscene language).
7. Behave inappropriately in order to distract or to be the center of attention.
8. Incur in minor misbehavior incidents in the classroom.
9. Inappropriate physical contact.
10. Accumulate up to 5 unjustified absences.



11. Use without authorization of electronic equipment during school hours.
12. Infringe the code for the use of technology.
13. Disrespect of driving privileges by students who have a driver's license.

Definition of Severe offenses: are those actions or conduct patterns carried out against any member of the academic community which affect discipline, peaceful coexistence and the normal development of school activities. Authorized personnel who may qualify a serious offense include the following: teachers, coordinators, or the committee in charge of school discipline.

Severe Offenses:

1. Interruptions during classes, which harm the learning-teaching processes.
2. Disregard of given instructions or confrontation with adults.
3. Harassment (physical, verbal, exclusion or stalking assault).
4. Having 5 or more unjustified absences.
5. Plagiarism or theft of intellectual material.
6. Robbery.
7. Cut classes.
8. Violate emotional integrity of another member of the community.
9. Repeated commitment of minor offenses.
10. Repeatedly unfulfilled homework, evaluations, and/or assignments.
11. Cover classmates during absences, delays or any other lack of honesty.
12. Intentionally damage school supplies, materials or furniture belonging to the institution or to any other member of the community.
13. Participate in fights, which may result in minor or considerable serious physical harm to any member of the academic community.
14. Threaten, blackmail, pressure or physically attempt against school mates and /or members of the institution, academic personnel, or any other member of the academic community in general.
15. To appropriate objects belonging to others.
16. To use ideas, creations, works or productions belonging to other people and to present them as their own. To copy or cheat during examinations.
17. Falsify documents, grade reports, notes from class diary, and bulletins, to use signatures, logos and seals belonging to the institution in order to commit fraud.
18. Participate and lead public scandals.
19. To be absent from the institution at a time during which students have to be at school, according to schedule, without first obtaining a permit as established by a format issued from the academic direction or academic coordination.
20. Possession or lending of magazines, posters, which are considered pornographic.



21. Use of technological tools belonging to the institution in order to download or upload pages with a pornographic content.
22. Promotion of serious disorders and violent or delinquent acts in complicity with the authors of said offenses.

Recommended Sanctions for Behavior that does meet CIC Expectations

For behavior consequences, please refer to the Normativa Escolar.

Parent and Student Behavior Agreement Form

I have read the following document and agree to adhere to these rules:

Parent Name: _____ Signature:

Student Name: _____ Signature:

Grade Level: _____ Date:



Academic Honesty

At CIC we value academic honesty. People who are academically honest have respect for the ideas of others and take responsibility for their own learning and actions. It is our expectation that students at CIC will practice academic honesty.

Below are three definitions to help students understand academic dishonesty.

- **Plagiarism** – taking the words or ideas of another person and submitting them as one’s own
- **Malpractice** – using a cheat sheet, copying from someone else’s paper, pre-entering into a device and consulting them during a test, or other violations of testing or assignment expectations
- **Collusion** – supporting malpractice by another student by allowing one’s work to be copied and submitted for assessment

Every case of academic dishonesty is dealt with on a case by case basis, however students must understand that while intent may play a role in escalating the severity of the consequences, work may still be considered plagiarized and/or dishonest even if the student “didn’t mean to copy.” Representing the ideas, work, or efforts of another person is academically dishonest.

Please note that offenses of academic dishonesty are counted cumulatively through a student’s HS career at CIC.

To avoid being dishonest, students must:

- Acknowledge sources using proper citation and quotation marks where appropriate
- Never copy from another student’s work
- Inform the teacher if they have worked closely with another student
- Ensure that work is not done by tutors, parents, or others
- Keep notes and rough drafts in case they are asked to show them
- Avoid copying text from the internet and trying to “change the words” to make it different. This is still copying the understanding and explanations of another person and is therefore academically dishonest.

Additionally, all external examination organizations have strict policies on academic honesty. All IB test takers are directed to the IB policy and receive a summary upon registration for examinations. Infringements of these policies will result in the cancellation of the grade or score in the relevant subject and loss of the IB Diploma.

Attendance

CIC has a commitment to ensuring that the school year is educationally valuable for each student. The educational program is based on the assumption that students will attend school regularly. Daily school attendance is a condition for fulfilling credit requirements, course completion obligations, and general academic progress at CIC. Class credit is earned by the students’ participation in class through discussion, written work, class projects, oral presentations, and tests; the student must be in class to earn



credit. Students who miss 20 unexcused days or more run the risk of failing the school year.

The school calendar is sent to all parents in June of the previous year. Parents are expected to arrange their vacations so that they coincide with the school's vacations. Parents or guardians must give the school at least one week's notice of the planned absence. Any student who will miss class because of a planned event or extended holiday time must request assignments from all their teachers prior to leaving. Planned absences are excused at the discretion of the administration. Extended vacations are not considered excused absences. Unexcused absences will result in a zero for any missed work, exam, quiz or test associated with the class(es).

Absences and Excuses

After any absence from school, a student must report to the attendance secretary for an admission slip and then proceed to class. The admission slip is only given if the parent or guardian has informed the attendance secretary of the student's name, date(s) of absence and reason through a signed note or a phone call. The admission slip is given to the teacher upon arrival to class.

The absence will be deemed "excused" by the Principal if due to:

- Personal illness
- Family emergency
- National observance
- Religious observance
- School sponsored activity
- University related interviews or entrance exams

Tardiness

Any student receiving excessive tardies will be subject to the following:

- **5th tardy in a semester:** Issued one (1) reflection period
- **10th tardy in a semester:** Issued a full day in-school reflection and parent meeting
- **15th tardy in a semester:** Mandatory parent meeting with LOPNA counselor on campus.
- **20th tardy in a semester:** Family meeting at LOPNA office.

Special arrangements can be made in the case of prolonged illness, contagious disease, or family emergency to help students stay up-to-date with their responsibilities.

Make Up Opportunities

It is the student's responsibility to complete work missed on days of absences. Students should contact teachers as soon as possible and complete the work for submission immediately upon return. Failure to do so may result in no grade being awarded for those assignments. In some cases, it may not be possible to make up missed assessments or assignments.



Parents or students should contact the SS secretary before 9:00 AM in order to collect assignments given on that day. Students will be able to find assignments on Schoology, as well as contact classmates to find out what they've missed.

If a student misses a class during the day, but comes to school for other periods in the day, the student **MUST** meet with the teacher to make up the missed work, submit due assignments, and/or complete assessments missed **ON THE SAME DAY**. Students **MAY NOT** miss class because there is work due or a test/quiz that day and then attend the rest of school. If this happens, students must still turn in work or take the test/quiz when they are school. Failure to make arrangements with the teacher will result in Mandatory Study Hall for the student and possibly no credit or grade awarded for the missed work.

Repeated patterns of missed class when major assignments or assessments are due will result in students being placed on behavioral contracts.

Teachers may not accept make-up work from students if their absence is unexcused.

Make up Time for School-sponsored Activities

When students miss school due to school-sponsored activities (e.g. VANAS events, field trips, etc), we make every attempt to honor the students' participation. As students cannot be expected to maintain school work during these immersive experiences, make-up time is provided to students in order for them to catch up.

It is important to note that in the same spirit of these accommodations, students are encouraged to be proactive in completing assignments ahead of travel and missed school. This benefits both the student and the teacher. Students should communicate as early as possible with teachers about coming dates when they will miss class. In particular, long-term assignments that have been assigned well in advance can and should be completed before travel in order to eliminate the stress of trying to do too much upon students' return. Students who participate in school-sponsored activities will be allowed make-up time according to the following expectations:

| Initial Due Date | New Due date | Rationale | Example |
|---|-----------------------------------|---|--|
| First missed day due to school-sponsored activity | Within 2 days of return to school | Student had the same amount of time to get work in, as all other students and school travel did not impact that time. Allowances for fatigue and late arrival, give one day of recovery. Work should be submitted on the 2nd day back | Student has a test on Wednesday, but misses class due to VANAS travel. Student must arrange with the teacher an alternate date to take any tests, preferably before leaving for VANAS. |



| | | | |
|--|-----------------------------------|--|---|
| Second missed day due to school-sponsored activity | Within 3 days of return to school | Student has lost one day of preparation for this assignment/assessment. They receive the same amount of time added to prepare/ study for that missed work plus one recovery day, and submit the work on the 3rd day. | Student essay is due on the Thursday of a VANAS trip. Student left for VANAS on the Wednesday. Student has missed one class of this course. The essay must be submitted on or before the end of the day on Wednesday. (Note: for CIC hosted VANAS events, students attend school on Wednesday making Thursday count as the "First missed day") |
| Third missed day due to school- | Within 4 days of return to school | Student has missed on two days of preparation | Test on the Friday of a VANAS trip. Student must take the test on or before the end of the day on Thursday of the following week |
| This pattern continues with further school-sponsored absences. | | | |
| If a student is unsure about when assignments are due after up coming travel or missed school, it is the student's responsibility to communicate with the teacher, counselor, and/ or administration to clarify. Not knowing when assignments were due after returning to school will not be accepted as an excuse for missing work. | | | |

Schedule Changes

A student may change his/her schedule within the first two weeks with approval of the parent, teacher and counselor. Changes after the two-week period must be approved by the Principal. A course will not appear on the student's transcript if it is dropped within this two-week period.

Any course dropped after the two-week deadline will appear as a "1/2" on a student's transcript. There are two exceptions to this rule:

- Teacher-initiated changes may be made, for reasons of misplacement or academic needs, with no penalty to the student, and with the approval of the Principal.
 - International Baccalaureate full-diploma candidates may modify their schedule until the end of the first quarter of their 11th grade year or their first year of the program, with the permission of the IB Coordinator, Secondary school Counselor, concerned teachers, their parents, and the administration. In some cases, the student may wish to change from a Higher Level IB to a Standard level IB course during the year. This will be permitted on an individual basis. The student is responsible for making up all work missed in the new course. Any student dropping a performing arts class must complete any commitments made for a planned performance.



The grades earned in the dropped class will be incorporated into the replacement class.

- Students may drop a yearlong elective at the end of the first semester with approval from involved teachers, the Secondary school Counselor and Principal, and his/her parents.

Exam Period Attendance

Colegio Internacional de Caracas conducts Secondary School final exams at the end of each semester. These exams count as 15% of the student's semester grade and take place during an Exam Week. The exam will cover the material studied throughout the school year. Students are expected to take all final exams and any missed exams may result in zero credit for the exam. Family or medical emergencies should be communicated to a CIC administrator.

Homework Policy

Teachers assign work for students to do outside of class on a regular basis. The extent and difficulty of these tasks depend on the student's grade and the nature of the material being taught. The length of time a student is given to complete the work also depends upon its depth and complexity.

In general for an average student,

- a MS student will be assigned a maximum of 20-30 min. homework per class
- a HS student should expect 40-45 min. homework per class. Teachers should return any homework within a week of its receipt.

CIC Secondary School uses Alma, found at <https://cicaracas.getalma.com>, as a learning management system. This will allow parents and students to monitor homework assignments, receive specific homework papers, guides or videos. You will receive your password and code through your child's advisor or teacher.

Missing + Late Policy

In the event a student does not hand in a piece of work or assignment the teacher can issue, at their discretion, an extension of between 1-5 days for the work to be completed. Any work handed in during the extension period should be marked and the grade placed in the system along with an 'L', to show that the work was handed in late.

In the event that a student fails to hand in any work, even after any extension period, then an 'M' should be placed in the system and the grade modified accordingly to reflect a lack of evidence.

A comment **MUST** be placed in Alma whenever a grade has been modified due to lack of evidence.

When a teacher has a student who has received three 'L's' or two 'M's' in their class they should arrange a parent-teacher conference, as well as notify the Divisional Principal and Counselor.



Uniform and Dress Code

The school uniform policy is mandated by Venezuelan law/practice. Also CIC believes that a uniform policy assures that there are fewer distractions for the students in terms of less wasted time worrying about what to wear to school.

These uniform rules are discussed and shared with all CIC students at the beginning of each school year. Although it is easy to comply with this policy, the school needs the parents' and students' support so that the adherence to the policy does not become an important concern at the school. Parents should check that their children have the required clothing and that they are wearing the correct uniform as they go to school in the morning.

First period teachers will regularly check to see that their students are in compliance with our policy. Students will not be allowed in class unless they are properly dressed, and parents may be called to bring their children any needed clothing. Students must be in uniform from the time they enter campus in the morning until they leave campus. Any missed classes due to arriving at school out of uniform will be considered an unexcused absence.

School uniform tops are sold at the School's store in the canteen. The store is open in the early morning and during morning breaks.

The Uniform policy for CIC students (at all times on the CIC campus) is:

General

- All clothing must be modest, neat, and clean with no rips or tears. Clothing may not be written on or stained.
- Clothing must be of solid color, and may not bear any alcohol, tobacco, or drug advertisements or symbols.
- NO hats, bandanas, or other headwear are permitted during the school day (except during activities at the athletic field or court) PE Uniform.

Pants and Skirts

- Secondary students should wear:
 - solid colored, dark, navy blue full-length pants
 - skirts and pants should not be faded or have holes, rips, or frayed bottoms.
 - Blue jeans or pants that appear and look like blue jeans are not allowed.
 - Girls may not wear tights, leggings or jeggings.
 - Capri pants and embroidered pants or skirts are not allowed for secondary students.
 - skirts must be navy blue and 2.54 cm/1 in. above the knee
- navy blue pants are available locally in school uniform stores such as the one in the Centro Commercial Los Naranjos.



Shirts

- Blue (Grades 6-8)
- Beige (Grades 9-12)
- The collar of the polo shirt must always be visible even when an outer sweatshirt, sweater, or jacket is worn. The polo shirts are available for purchase in the PSTA bookstore.
- Shirts worn under the polo shirt may be any color or style. The undershirt must not hang out beneath the polo shirt. Writing on the undershirt must not show through the school shirt.

Sweatshirts

- Only the CIC sweatshirt either blue or black may be worn. Please make sure to purchase this during the times of the year when the weather requires some extra warmth.

Shoes

- Secondary students are encouraged to wear comfortable dress shoes or sneakers, NO Crocks. Secondary Girls may wear formal sandals, but NOT flip-flops or Crocs.
- No shoes with wheels (skateboarding shoes) may be worn.
- High heels are not allowed at any school sponsored event. eg SAMUN, JMUN, THIMUN

Piercing/Hair

- Girls and Boys may have piercing on their earlobes.
- Hair should be tidy and of natural color.

Out-of-Uniform Days

Occasionally, students will have an opportunity to come to school “out of uniform.” Seniors (12th Graders) have this privilege every Friday. Other non-uniform days may be approved and announced by the school administrators. All regular uniform rules still apply, but shirts and pants may be colors other than prescribed by our policy above.

Below is a list of articles of clothing that are considered inappropriate for students to wear on out of uniform days as decided upon by the school student council (STUCO):

- Ripped clothing of any kind
- Baseball hats
- Flip-Flop style sandals, or a sandal that might be thought of as a Flip-Flop sandal.
- Mid-drift shirts, no stomach showing. This includes t-shirts that are too Small.
- Spaghetti strapped tops
- Offensive printed clothing
- Shorts/Capri Pants/Long Shorts, both boys and girls
- Pajamas or articles of clothing that could be considered pajamas



Projecting a Positive School Image

At times students may project an image of CIC that might be viewed or misinterpreted as offensive, negative, or damaging to our positive reputation. Making value judgments or placing limits on students' freedom of expression is not easy and getting the balance right is important. CIC is a multicultural school with young children on campus. This comes with different expectations amongst the diverse community. When making decisions on dress code (and other student behavior), projecting a positive school image will be considered.

Public Display of Affection

A public display of affection (PDA) is defined by the physical demonstration of affection (wanted or unwanted) for another person while in the view of others. Holding hands, kissing, or excessive and prolonged bodily contact in public are considered to be inappropriate forms of public displays of affection while on CIC's campus or participating in a CIC function.

Respect for the school and others cultures is an integral part of the educational beliefs at CIC. The IB program promotes tolerance and international understanding and it is an expectation at CIC that students conduct themselves in a manner, which does not cause offense to others. Students on campus are therefore expected to demonstrate respect for each other and for others cultures by not engaging in PDA. This behavior may cause offense to some cultures and also creates a poor image of the school to visitors, invited guests and prospective new families.

Students that are witnessed and reported by staff of being involved in PDA will be subject to the following consequences.

- First Offense: Warning and the PDA policy sent home for parents to sign.
- Second Offense: Students will be supervised during all free time whilst on campus (e.g. arrival, breaks and lunch) and they must leave school at 3.00pm unless involved in a supervised activity. This will be in effect for 5 school days. A meeting with parents will also be called to discuss the PDA policy.
- Third Offense: Two day out of school reflection period, further meeting with parents called to discuss consequences of further infractions and student must undergo counseling.
- Further offenses: Student suspended and goes before a review committee of teachers, administrators and board members.

Arriving and Leaving Campus

Parents are reminded that there is no adult supervision before **7:15am**, or after **3:15pm unless the children are involved in after-school activities**. Arrangements must be made to drop off or collect children between these times. Children may remain on campus after the dismissal only if participating in a school-sponsored, supervised activity. If children are habitually left unsupervised after school, parents will be required to come to school for a conference to discuss the matter.

Parents transporting children by car can arrive before the 3:00 bell, park the car, and



meet the child either at the elementary area or the canteen. After the bell, children will wait on the sidewalk near the high school music room under the supervision of an assistant until 3:30 pm. After this time, they will be brought back to the elementary office. Unsupervised students may not remain near the parking area.

Students leaving the school early must be issued a pass from the school office. Parents are requested to notify the teacher in advance when there is a need to take a child out of school early and are requested to schedule appointments after school, whenever possible.

Students leaving school with a friend must bring written permission from a parent to the elementary school office. Students may not call home to obtain permissions. If a student is not signed up for bus service but accompanies a friend home on the bus, the child's account will be charged individually for each use.

Campus Visitors

Parents, alumni, and visitors to the school are welcome. All visitors should report to the guard house for a visitor badge which should be worn while on campus. Students who wish to have a friend visit school must apply to the Principal for permission with a letter from parents, at least one day in advance. Visitors may not attend classes and therefore should only visit during lunch and/or study periods.

Class/Club Activity Fundraising

- Classes and/or club activities, under the supervision of the class advisor, may raise money in approved events. This money shall be used for previously approved purposes only.
- Money raised through CIC fundraising should be used exclusively for in-school functions or purposes.
- The class funds must be kept in Bs.F. and may not be exchanged at any time for foreign currencies.
- All money must be kept in the CIC business office in a class account.
 - The class treasurer, the class advisor and the SS principal must sign for any withdrawals.

Use of Electronic Devices

Electronic devices whose main purpose are for personal entertainment and/or communication, such as, but not limited to: all cell phones, iPods, camera cell phones, digital cameras, cassette tape or CD players, video games, video players, MP3 players, etc., and their ear attachments are not permitted for use by students anywhere in the school building during the instructional day. The instructional day is from 7:30 am – 3:00 pm. Use of these items throughout the instructional school day is only allowed during breaks and lunch or by specific permission by the teacher or administrator. The use of cell phones as calculators is NOT permitted.

Harassment

Harassment is prohibited in our school. Each of us is responsible for helping to create a positive educational environment. A positive educational environment is free of



harassment or intimidation based on any criteria including, but not restricted to, age, race, religion, disability, creed, color, ethnic origin or ancestry, gender or sexual orientation.

Students are to report acts of sexual or other harassment to their teachers, counselors, school administrators, or other adults in the school. Once informed, the adult will refer the student to the appropriate school authority who will take action in accordance with school policy and/or the school division's code of conduct and corrective action procedures as stated in the student handbook. Acts of sexual or other harassment by adults should be referred to the Principal. Students and their parents may also choose to file a formal grievance.

Depending on the type of harassment and whether or not the harassment is a repeat offense, disciplinary action up to and including expulsion will be taken. The Secondary School is committed to create a harassment-free learning environment, in which students can learn and teachers can teach.

Harassment includes:

- Physical contact – hitting, punching, kicking, or invading another's personal space. Any act of violence against a person is the ultimate form of harassment.
- Verbal harassment - being aggressive, intolerant, teasing and taunting, making denigrating comments (racial, sexual, religious, or personal), swearing, spreading rumors, or bullying (a conscious effort to hurt, threaten, or frighten someone).
- Body language - using unacceptable body gestures and mannerisms towards others.
- Sexual - jokes, unwanted contact, leering, gestures, or drawings.
- Cyber-Bullying – sending via any form of electronic device, be it while at school or from outside of CIC, messages that are aggressive, hurtful, intolerant, teasing, denigrating (racial, sexual, religious, or personal), rumors, or threatening.

CIC becomes involved when student's offline or online activities impact school life and community. In other words, if the actions of students outside of school have an effect on students feeling unsafe or uncomfortable at school, then CIC administration will act and remedy this. Additionally, if CIC staff or its community members are targeted, then the school administration gets involved. Bullying is not tolerated at CIC in any format.

If someone continues to harass you, we encourage you to inform a friend, teacher, your advisor, a counselor, or an administrator. CIC will do everything in its power to ensure the school is a safe environment for you and all students and teachers.

In-school Reflection period

Reflection period is the temporary barring of a student from classes. A student will remain in the office under adult supervision. The student will be allowed to complete any work from that day. The student will not be allowed to participate in any after school activities or sports.



Out-of-school Reflection period

Reflection period is the temporary barring of a student from classes where by the student is not allowed on school grounds. Days missed due to reflection period are treated as unexcused absences. When a student is suspended from school, this information is added to their permanent record.

Substance Abuse

The use, possession of, being under the influence of, buying, selling or distribution of narcotics, prescription medication, or other controlled substances by any student of the school is prohibited.

Section 3: Academic Program Requirements

Community, Action and Service Graduation Requirements

CIC has a strong tradition of community service led by the Ayuda y Amistad (AyA). This student-led organization supports several local orphanages through activities and fund raising. There is generally one AYA activity per month for both the middle and high school students. Students in grades 6-12 are expected to attend at least one AYA event in order to meet the grade requirements of the Citizenship Objectives.

| | |
|--|---|
| Grade 11 + 12 IB Certificate/School Diploma | Completes CAS plan, meets objectives 1-8 , during 8 different activities (at least three AYA), over the 2 year period. |
| Grade 11+ 12 IB Diploma | Completes CAS plan, CAS integration project, meets objectives 1-8 , during 8 different activities (at least two AYA), over the two year period. |

Student Community Service Responsibilities

CIC believes in the education of the whole student and that engagement in activities outside the classroom is a necessary and valuable aspect of education. To support this belief all students in Gr 6-12 are expected to meet our CIC citizenship objectives. The CIC citizenship objectives have been developed based upon the IBO Creativity, Action and Service (CAS) component of the IB Diploma program. Depending on the grade level, students are expected to engage in activities outside of the classroom that allow them to meet a specific number of objectives. As they meet the objectives students must provide documentary evidence to show how this was achieved and also include personal reflections on the process and final results. All students are expected to engage in at least one AYA activity as part of meeting their objectives. Advisors provide feedback on student progress through their quarterly report card comments.

Secondary School Advisor Program

The goal of the Advisor Program is to ensure that each student receives regular guidance and support from at least one teacher at school, beyond that which is given in the normal classroom setting. Advisors meet daily with a small group of students to



develop quality-helping relationships with them, and to provide a structured environment, which promotes good study habits. The primary focus areas of the Secondary School Advisor Program are:

- Building Positive Relationships: We work to develop positive, helping relationships with advisees by getting to know the students, monitoring their academic progress, and attending to their social and emotional well being.
- Providing Study Time and Academic Support: We provide a well-structured environment where students can work on assignments, receive academic support and improve study skills and routines. According to their academic and developmental levels, students receive guidance and assistance in meeting school demands.

Wellness Program

Through the Wellness program, we seek to promote a broad understanding of health in its physical, social, and emotional contexts. Wellness is given once a week for a quarter in grades 6-10 during the Physical Education block. It is designed to provide students with the information and skills necessary to make wise choices with regard to their health through a structured curriculum. There is a strong emphasis on discussion, group work, and experiential activities that encourage students to critically examine information and develop strategies and skills for implementing healthy lifestyles.

Promotion

Middle School: Promotion in the Middle School (grades 6, 7 and 8) is determined by the Principal in consultation with the child's advisor, teachers, secondary school counselor, and parents. To be promoted, a student must have mastered the skills necessary to succeed in the next grade. CIC evaluates Middle School students based on a variety of factors, including educational, social, and emotional components.

A grade of "1" for the year in both English and math or grades of "1/2" in two or more subjects will result in the student's repeating the grade. If a student fails more than one subject the student may be asked to repeat the grade.

Grades of "2" or "1" for the year in any subjects will require a conference between the parents and the school to determine the most appropriate placement for the next year. Placement options include:

- Retention in grade
- Repetition of the subject(s) involved
- Supplemental work over the summer or tutoring during the following year.

Behavior Contract: In cases identified by principal and counselors, students may be placed in a behavior contract. Students who are on a contract will have their attitude, academic performance, and behavior reviewed periodically. Students on contract who do not fulfill behavioral expectations may be requested not to re-enroll.

The student must also demonstrate sufficient social and emotional maturity to work successfully at the next grade.



High School: Promotion from grade to grade in the High School (Grades 9-12) is based on the number of credits a student has earned. A student who fails a course earns no credit. Any failure will result in a careful review of the student's record and progress. Based upon this study, the student may be given the option to make up coursework, be required to complete further study for re-examination, be required to repeat the course, or be expelled from school.

Grades 9-12: Grades of "2" or "1" in any subject will require a conference between the parents and the school to determine the most appropriate placement for the next year. Placement options include:

- Retention in grade
- Repetition of the subject(s) involved.
- Supplemental work over the summer or tutoring during the following year.

Probation: Probation is an acknowledgment that the student is not doing as well as he/she should be doing in either academics or conduct or both. Probation lasts for one semester and has two components:

- Students on Probation have demonstrated a need for additional help, additional motivation, better conduct—or all three. These students will be put on contract that specifies the steps they need to take to be removed from Probation. Usually, this will involve getting extra help from their classroom teachers, attending the after-school Help Labs, and/or peer tutoring, tutoring outside of school, or improved classroom or school behavior.
- Students on Probation may have their participation in any athletic or extra curricular activity at CIC suspended or denied (see academic eligibility policy). A high school student is placed on Probation if he/she has two or more 1's or three or more 2's for the semester.

Graduation Ceremony Requirements

Students must earn a minimum of 26 credits in grades 9-12 for graduation from CIC. One credit is awarded for each full-time, full-year course.

| Subject | Credits |
|--------------------|---------|
| English | 4 |
| Science | 4 |
| Humanities | 3 |
| Foreign Language | 3 |
| Physical Education | 3 |
| | |



| | |
|-------------|---|
| Fine Arts | 1 |
| Mathematics | 3 |
| Electives | 5 |

Transcripts

A transcript of each student's cumulative grades can be compiled by the Counseling Office. Transcripts for seniors are sent to colleges by the Secondary School Counseling Office at the end of the first semester and again at the end of the year. Students or parents who need copies of a transcript may request one from the Secondary School Counseling Office. At least 48 hours notice must be given during the school year. At the end of the year transcripts will be available for students who have requested them, together with reports cards, approximately one week after the last day of school.

Certificate of Attendance

A Certificate of Attendance may be granted to students who have completed four years of high school, but who do not meet specific academic requirements for a diploma.

Exam/Final Semester Assessment

An exam will be given at the end of the first semester that is weighted at 10% of the semester 1 Grade and at the end of the second semester there is an end of year exam that is weighted as 20% of the final year's grade.

Exams in IB Diploma Courses (IBDP)

Students are required to take the IBDP exams during the IBDP scheduled exam periods. Students taking IBDP exams for external credit will take a mock exam by March. Seniors who are not taking IBDP exams for external credit will have their exams graded by their class teacher and will be weighted as 20% of their final grade.

Exemptions in Non-IBDP Courses

Seniors who have at least an A average for the year in a non-IBDP course may be exempt from the final exam at the discretion of the teacher.

IB Diploma Program Participation

CIC is an IBO World school that prides itself on creating opportunities for all to succeed and all students are regularly encouraged to take on the rigor and challenge of the full IB Diploma program.

The full diploma program involves a student taking 6 courses (3 at standard level and 3 at higher) plus completing three additional elements (a Theory of Knowledge course, a 4,000-word Extended Essay and completion of the CAS (Creativity, Activity, Service Program)).



However, the full Diploma course is not suitable for all students and the following guidelines provide a framework of achievement that Diploma students should expect to meet if they are planning to take/ or remain on the Diploma Course.

Grade 10:

| Gr. 10- Requirements for Diploma Participation |
|---|
| Have a final Grade of at least a 4 for any Standard Level options courses they wish to take |
| Have at least a grade 5 for any Higher Level options in the courses they wish to take |
| Have successfully completed all documentation for the CIC Citizenship Objectives |
| Have successfully gained a grade 4 or higher in the personal project |

In the event a student does not meet any of the above criteria they will be considered initially as certificate students, however, all students will have the opportunity during Gr 11 to demonstrate they are capable of the diploma by improving their grades and ensuring that all CAS requirements are met.

Grade 11:

| Gr. 11- Requirements for Diploma Participation |
|---|
| A final end of year grade of at least 4 in each subject (including TOK) |
| Have met at least 5 out of 8 CAS objectives and completed all necessary documentation |
| Have completed 2000 words of their Extended Essay |

In the event a student does not meet any of the above criteria they will be placed on Diploma probation. In August at the beginning of Gr 12 they will be have the opportunity to remove themselves from probation by either the completion of any work required or by their performance in tests*. Any student who does not meet the requirements to be removed from probation in August will remain on probation and be given until the end of October to meet the requirements.

** Parents will be advised in June of the need for students to take test/s in August and counseled on appropriate strategies for students to take during the summer (i.e. tutors, summer courses). Students will be expected to achieve at least a 4 in any test in*



August in order to demonstrate proficiency. Any student achieving 3 or less in tests in August will be placed/remain on Diploma probation.

Grade 12:

| Gr. 12- Requirements for Diploma Participation |
|--|
| Have passing grades in all subjects |
| Have completed their Extended Essay |
| Be up to date with all CAS requirements-this includes having documentation to show that at least 5 out of 8 objectives have been met and that they have met all necessary deadlines for the CAS integration project. |

In the event a student does not meet any of the above criteria they will be either

- asked to withdraw if they are currently on probation, or
- placed on Diploma probation and not registered as a Diploma candidate at this time*, they will have until December to meet the criteria required to remove them from probation. Any student who does not meet the criteria to be removed from probation in December will be asked to withdraw and encouraged to take certificates.

**Students will be registered as certificate students and parents are expected to pay the additional fees charged by the IBO for registrations and amendments after the November deadline should their status be changed to Diploma.*

TERMS:

Diploma Probation- Any student placed on Diploma probation is considered at risk of failing the diploma and is showing signs that they are unable to cope with the demands of the diploma course. CIC recognizes that each student is different and has different needs, therefore each student will be counseled individually with parents about the criteria required to be removed from probation.

If a student is unable to meet the criteria required to be removed from Diploma probation within a set time period, they will be asked to withdraw from the full diploma course. Students are asked to withdraw only when they have shown they are unable to cope with the demands of the course despite repeated intervention. Withdrawing the student allows them to focus on achieving success in their individual courses (IB certificates) and avoids placing unfair demands and expectations upon them.

NOTE: STUDENTS WITH OUTSTANDING DEBTS, OVERDUE LIBRARY BOOKS OR OTHER INCOMPLETE OR UNFINISHED SCHOOL MATTERS WILL NOT RECEIVE THEIR GRADE REPORTS UNTIL THEY SECURE CLEARANCE. TRANSCRIPTS WILL NOT BE ISSUED TO STUDENTS OR SENT TO COLLEGES AND UNIVERSITIES IF THE STUDENT HAS OUTSTANDING DEBTS, OR UNFINISHED SCHOOL BUSINESS.



Report Card Grades

Report cards will be sent home at the end of each semester. Progress reports are emailed in the on the dates indicated on the school calendar. Parent-student-teacher conferences are scheduled for each semester. Holistic reports are emailed once per semester. A holistic report card describes a student's behavior as it pertains to the IB Student Learner Profile, as well as the Approaches to Learning.

Grading

As an IB World School all marks are given according to the assessment criteria established by the IB organization. Marks are given on a scale of 1 to 7, with 7 being the highest mark attainable. For those not familiar with the IB scale the following chart indicates the equivalent letter grades and percentages in comparison to the IB mark. Please note that IB Diploma courses are considered more demanding than regular classes.

Grade Point Average (GPA) for Grades 9-12

| CIC Grade Equivalencies | | |
|-------------------------|-----------|----------|
| % | GPA Scale | IB Score |
| 97-100 | 4 | 7 |
| 95-96 | 4 | 7 |
| 90-94 | 3.75 | 6 |
| 87-89 | 3.33 | 5 |
| 83-86 | 3 | 5 |
| 80-82 | 2.75 | 5 |
| 77-79 | 2.33 | 4 |
| 73-76 | 2 | 4 |
| 70-72 | 1.75 | 4 |
| 67-69 | 1.33 | 3 |
| 63-66 | 1 | 3 |
| 60-62 | 0.75 | 3 |
| 55-59 | 0 | 2 |
| <54 | 0 | 1 |

ESL Grading

Classroom teachers assist ESL students with the language necessary to demonstrate an understanding of the course content. Mainstream and ESL teachers will collaborate to determine alternative assessments for ESL students. Some courses may be taken by ESL students on a pass/fail basis with administrative approval.

Academic Probation

Academic probation will be determined at the end of each semester and will be based on the student's grades according to the following criteria:

- G.P.A. at or below 1.799 (for Grades 11 or 12)
- Two grades of 2 in any classes;



- One grade of 1 and one grade of 2 in any classes;
- Making slow progress through the EAP program

Procedure:

- Parents will be informed of the “Academic Probation” status by means of a letter from the High School Principal not later than two weeks after the student is placed on academic probation and will be required to meet with the appropriate counselor and Secondary School Principal to discuss the conditions of Academic Probation.
- The parents and the student will sign a contract with the Principal stating the expectations of the student, parent and school for the duration of the academic probation.
- The CIC Student Concern Team (SCT) will be informed of all students on academic probation and will be informed of the progress of these students.
- Students who remain on academic probation after one semester or at the designated deadline for improvement may be advised to withdraw from CIC.

Confidentiality of Records

Student records are considered confidential documents and are available only to CIC’s professional personnel, other designated personnel who need access, and the student’s parents.

Disclosure of Discipline Records

Upon direct request from the colleges or the common application for information pertaining to a student’s discipline record, the student must honestly and fully disclose if he or she has been subject to a disciplinary response including, but not limited to, probation, reflection period, dismissal or withdrawal from the school.

Upon direct request from the colleges or the common application for information pertaining to a student’s discipline record, the CIC Secondary School Counselor will honestly and fully disclose if a student has been subject to a disciplinary response, including, but not limited to, probation, reflection period, dismissal or withdrawal from the school. The student should work closely with the counselor to ensure that both are responding in a consistent and thoughtful manner.

If a student’s disciplinary status changes after the filing of college applications, the student has the opportunity and obligation to inform all schools to which an application has previously been submitted or the school at which the student has submitted an enrollment deposit. The student should notify the college or colleges within two weeks from the date of the change in status. Two weeks after the change in status, the Secondary School Counselor will notify the colleges in writing that the student’s status has changed and the reason for the change. The college admission officer will be directed to the student and the family for further information. Students are also expected to disclose disciplinary responses for violations of the Student Handbook. This policy is in compliance with the National Association for College Admission Counseling’s Statement of Principles of Good Practice.



Release of Confidential Information During University Admissions Process

I authorize the release of my son's/daughter's school transcript and other relevant school records to the colleges, universities and scholarship programs to which he/she applies.

I understand that teacher and counselor recommendations are confidential documents and hereby waive access to them.

I understand that it is the policy of CIC to inform colleges of serious disciplinary matters (i.e., those resulting in probation, reflection period, or dismissal, such as plagiarism/malpractice, physical or verbal violence) and authorize the release of that information.

I acknowledge my student's obligation to be honest with the CIC Secondary School Counselor and with the Universities to which he/she is applying.

I understand that it is the student's responsibility to notify the counseling office of those Universities and programs for which a transcript is needed and to do so at least two weeks before the due date.

Date: _____

Student Name: _____
(Print)

Student Signature: _____

Parent/Guardian Name: _____
(Print)

Parent/Guardian Signature: _____

Translator:
(if applicable) _____



Section 4: Electronic Acceptable Use Policy

General Expectations

The Secondary School utilizes a 1:1 laptop program. We are proud of the fact that we have computers in all of our classrooms, and access to Internet throughout the whole school. The school has made a large investment, and continues to make a significant investment to maintain the computer services we provide to our students and staff. As users, we are all responsible for the care and maintenance of our computer hardware and software. The use of the school's computers and Internet is a privilege and not a right. For this reason, we expect all users to adhere to certain norms that will help preserve our computers in good condition and ensure wise use of our internet resources so they will be available for the use of the whole student body.

On Campus Computer Use

- **Acceptable Use** - the primary purpose of the CIC COMPUTER NETWORK is to support and promote student learning at CIC. Although limited personal use can be authorized by prior arrangement, the primary use of your account must be in support of education and research and consistent with the ethos and curriculum of Colegio Internacional de Caracas.
- **Privileges** - the use of the CIC computer network is a privilege, not a right, and inappropriate use may result in cancellation of those privileges. Based upon the terms and conditions, the systems administrators under the direction of the Director of Technology will determine inappropriate use. Your account may be closed at any time without warning if such use is determined. In addition, the CIC administration may request the system administrator to deny, revoke or suspend specific user accounts
- **Prohibitions** - the following are prohibited whilst using the CIC computer network – use, saving or transmission of copyrighted or intellectual property without permission from the owner use, storage or transmission of inappropriate material such as political propaganda, threats, personal abuse and obscene materials use for commercial activities, including product advertisement, political or religious lobbying transmission of spam, viruses or any other harmful files use for illegal activities, including installation and distribution of “pirated” software downloading, installing or executing non-academic files (music, video, .exe, games, utilities) without specific permission, accessing another user's folder or files without permission or using another user's account. If in doubt please check with the technology department first never share your password with other users or use another user's account or password do not use the system in such a way that would disrupt the network (e.g. download or share files over the internet, sending mass or chain emails, install any software without permission, open unknown email attachments, stream non-educational video or audio)
- **Expectations** - you are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following use appropriate language at all times whilst using the email service, or any other communication program do not propagate any chain letters, political, religious or any other inappropriate attachments over the network do not reveal your



personal details to any unknown source over the internet organize your network folder and clean out unused files to conserve storage space

- **Reliability** - Although the CIC IT Department will make every effort to safeguard your data, CIC makes no warranties of any kind, whether expressed or implied, for the service it is providing. CIC will not be responsible for any damages. This includes the loss of data resulting from delays, non-deliveries, erroneous deliveries or service interruptions caused by its own negligence or your own errors. Use of any information obtained via the CIC computer network is at your own risk. CIC specifically denies any responsibility for the accuracy or quality obtained through its services.
- **Security** - Security on our network is a high priority. If you feel you can identify a security problem on the CIC computer network, you must notify a member of the CIC IT department immediately. CIC has the right to access and do what is necessary with your network folders and account at any time to maintain security and the efficient operation of the network and servers.
- **Vandalism** - Vandalism may result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm, destroy or modify equipment or data on the CIC computer network.
- **Capacity** - the CIC Technology Department will set limits on all data storage as necessary. The CIC computer network administrators expect that you maintain network storage space by deleting unnecessary files. The system administrators have the right to check personal network folders for non-school related files like photos, MP3's etc. and delete them if they impact the functioning and performance of the system in any way.
- **Standard Software** - All computers on the CIC computer network have a default configuration planned and maintained by the IT Department. No installation of software is permitted without permission from a System administrator.
- **Data Back-Ups** - The IT Department makes every attempt to back-up the data on the servers only.

Student Agreement and Responsibilities

- Students should know that CIC has an ethical commitment to buy the licenses for all the products we make available to the CIC community. The use of any pirated material is not permitted. CIC cannot copy material licensed to the school for students' personal home use.
- In addition to being responsible for taking care of the computers, any material that is borrowed (CDs, cameras, etc.) is the responsibility of the person using this material. All materials must be checked out through established norms, and if the item is lost or broken, it is responsibility of the person who signed the item out to pay for its cost.
- It is school policy that the use of copyrighted material from the Internet or other sources must be duly credited. Not to do this is plagiarism and will be subject to disciplinary action.
- All users must login and logoff of the computer they are using. No one has permission to use another person's login, and login information should be kept private.



- Internet use is for school purposes only. Students may not download files, listen to or view online streaming content, or play online computer games.
- Students may access their email accounts on their own free time or if given teacher permission.
- Students will not pose as anyone other than themselves when sending email.
- The student will not read another user's email unless authorized to do so by the owner of the email account.
- The student will not send or forward email that is likely to contain computer viruses.
- Students may not access chat, instant messaging, or send inappropriate messages to other users. Students may only use Google Chat during designated times on the computer outside of the SS library office.
- Students may not use computers to produce documents that could make fun of others, or illegal documents (for example, false IDs).
- Users may not execute any program that is not licensed to the school and part of the package installed by CIC personnel.
- Each student has a personal login account that gives access to a home directory and folders on the common drive. This storage space is limited, and students should only use it to store school-related work.
- Students should not store games, photos, music, and/or video files on CIC computers unless they are specifically related to school projects.
- It is prohibited for users to access pornographic, hate, violence, or hacker sites.
- Users may not change any setting on school computers, install programs, and uninstall programs on any drive of any computer without the permission of the IT Coordinator.
- Computers in classrooms are for teacher use. Students may not use them without express teacher permission.
- Printers and scanners are exclusively for school use. Use of the color printer should be minimal. Students must bring a teacher note to the lab to obtain permission to print in color.
- Users may not purposefully harm or destroy any equipment or data on the network.
- The school has the right to monitor all students' access to computer equipment as well as files stored by students' on the school's computer systems. Teachers' logins give them access to all students' home directories.

I have read and agree to adhere to all of the Computer Network and Laptop Terms and conditions. I further understand that violation of these Terms and Conditions is prohibited and may result in disciplinary action involving the removal of my access privileges. I acknowledge receipt of the equipment noted below:

Student Name: _____

Student Signature: _____

Date: _____



Privacy and Passwords

Students are provided with personal network space in which to save their work. This space is treated by CIC administration like a school locker. It is respected as belonging to an individual, but it is open to inspection by CIC administrators should there be due cause (e.g. virus, inappropriate content, exceeding storage limits, etc.).

Students should never use someone else's password and/or access their account without permission. Any attempts to "hack" into accounts or determine others' passwords will be treated as vandalism.

Inappropriate Content, Language, or Use

No profane, abusive or impolite language should be used to communicate using CIC electronic resources. Content should not be accessed which is not in line with rules of school behavior. A good rule to follow is never access, view, or send materials that you do not want all teachers or parents to view while sitting next to you. Should students encounter such material by accident, they should report it to their teacher immediately.

If a website or online activity becomes a distraction from learning, this site or activity will be blocked by CIC network administration. Repeated access to an inappropriate site will be referred to the Principal.

Social Networking/Cyber bullying

Online safety is a personal responsibility. It is important that students are aware of the implications of their actions online, both on themselves and on others. The actions students take on social networking sites like Facebook can impact their university applications, job searches, and overall reputation. It can also provide sensitive information to online predators.

Students should keep themselves and the people they know safe by carefully screening that their online "friends" are and what information they share as well as locking down privacy settings.

Cyber-bullying is not tolerated at CIC.

CIC becomes involved when students' online activities impact at-school life and community. In other words, if the actions of students outside of school have an effect on students feeling unsafe or uncomfortable at school, then CIC administration will act and remedy this. Additionally, if members of CIC staff or its community are targeted, then the school administration will get involved.



Section 5: Academic, Athletic, Activities Award Criteria

Academic Distinction

An Honor Roll is generated at the end of each semester. Students in yearly grade 9–12 that meet the following GPA requirements will be recognized each semester for their academic achievements.

- HS students who earn an 3.3 grade point average receive Honors recognition and students who achieve a 3.59 grade point average or higher earn High Honors recognition.
- ESOL classes or classes in which students receive ESOL support are not included in Honor Roll calculations.

Student Awards

Grade Level Awards: 3 awards will be given at each grade level. The selected categories will be Achievement, Improvement, and Consistency. A total of 3 awards will be given at each grade level, but need not necessarily include all 3 types of awards (e.g. 2 achievements and a consistency). Note: individual class or subject area awards may be given by teachers, but should be given in class and will not be part of the awards ceremony.

CIC Grade Level Awards (A)

- **Achievement:** The Achievement award is given to the student with the highest grade point average at each grade level. In the event that two or more students have identical Grade Point Averages the award may be given to each student. Grade Point Averages are calculated the last Friday before the awards ceremony.
- **Improvement:** The Improvement Award is given to the student(s) that have shown a significant amount of improvement throughout the school year with overall behavior, attitude or academics.
- **Consistency:** The Consistency Award is given the student(s) that has worked to the best of his/her abilities throughout the school year and has demonstrated this achievement through a high level of consistent effort.

CIC awards for Citizenship and International Understanding: 1 of each is given to students from 6-8 and one for 9-11

CIC Divisional Level Awards (B)

- **Citizenship Award Criteria:** “The student demonstrates good citizenship through positive involvement in the school community and community at large, shows respect for others and the goals and values of CIC as an institution, and impacts constructively on peers by setting a positive example of group involvement and personal integrity.”
- **Presidential Education Award’s for Academic Excellence and Educational Achievement.** These two awards are given to 8th grade students at the graduation ceremony Criteria for these awards can be found at <http://www2.ed.gov/programs/presedaward/index.html>



- Academic Excellence is based on GPA, testing, and teacher recommendation.
- Educational Achievement: The purpose of this award is to recognize students that show outstanding educational growth, improvement, commitment or intellectual development in their academic subjects but do not meet the criteria for the President's Award for Educational Excellence. This award should not be compared to the President's Award for Educational Excellence or be seen as a second tier award, for it recognizes a very different type of academic achievement. It is meant to encourage and reward students who work hard and give their best effort in school, often in the face of special obstacles to their learning.

This award is given to the student(s), which meets at least one of the criteria below and is his or her nomination is supported by a written recommendation from at least one of the student's teachers. The criterion reflects the purpose of the award and is applied fairly to all students. The student(s) must:

- Show tremendous growth but did not meet all the criteria for the President's Award for Educational Excellence.
- Demonstrate unusual commitment to learning in academics despite various obstacles.
- Maintain a school record that would have met the school's selection criteria for the President's Award for Educational Excellence but illness, personal crisis, or special needs prevented the student from maintaining such high standards despite hard work.
- Achieve high scores or show outstanding growth, improvement, commitment or intellectual development in particular subjects, such as English, math, science, etc.
- Demonstrates achievement in the arts such as music or theater. ([Source](#))

Awards given to the Seniors

- "C.I.C. SPORTSMANSHIP AWARD": To the senior who demonstrated outstanding esprit de corps, class and courtesy while a member of CIC's varsity teams.
- "SANDY BLANCO MEMORIAL CITIZENSHIP AWARD": To the senior who did the best job at making the senior class and the school a better place for students.
- "CIC AWARD FOR INTERNATIONAL UNDERSTANDING": To a student who is a good representative of his/her country, with a positive attitude toward the life and culture of others, able to converse in at least two languages, a contributing force in the life of the school, with the ability to bring differing people together into a sense of community, thus furthering the cause of international understanding.
- "GOSS THEATER AWARD"(**): To the senior who made an outstanding contribution to the theater arts program.
- "CAS AWARD": To the senior who was an excellent model in creativity, action and service.
- "AYA AWARD": To the senior who made an outstanding contribution to the AYA program.





Section 6: Co-curricular Program

Model United Nations

- Since 1990 CIC has been the host of the South American Model United Nations, SAMUN. About 75% of the high school students join between 250 and 350 students from schools all over South America to play the roles of delegates representing member nations and international agencies. Activities of both the General Assembly and Security Council are simulated.
- A select group of participants are invited to join the 3000 international students who meet in The Hague, Netherlands, for the international conference, THIMUN.
- Middle School students prepare for the Junior Model United Nations, JMUN, in their social studies classes. They are joined by students from other schools in Caracas for a convention at CIC in the spring.

Community Service

CIC has a strong tradition of community service led by the Ayuda y Amistad (AYA). This student-led organization supports several local orphanages through activities and fundraising. There is generally one AYA activity per month for both the middle and high school students. Students in grades 6-12 are expected to attend at least one AYA event in order to meet the grade requirements of the Citizenship Objectives.

Sports

CIC offers a broad range of athletic activities for both males and females. Competitive seasonal sports include basketball, volleyball and soccer (football). Teams play against Venezuelan and other international schools. In addition, there are several recreational sports offered such as Softball and Ultimate Frisbee.

Music

The school offers several levels of instrumental activities. Advanced Band students, or other qualified musicians, can join the Concert Band. This group often performs at school functions or other events in the community. Novice instrumentalists can participate in the Beginner Band. A Jazz Band option is also available if a requisite number of qualified musicians show interest. In addition we have a HS Rock Band comprised of teachers and students that also performs at functions throughout the year.

Drama

Every year the school produces two major theater events in Spanish, one at the Middle school level and the other at High school. They are always very popular and entertaining events and parents are encouraged to attend. In addition, there are smaller drama presentations at all levels of the schools.

Clubs

Faculty members sponsor other clubs such as Creativity Club and Green Team please be aware that these vary year to year depending on student interest and staff sponsorship.



Student CIC Sports Agreement

CIC Sports Team:

1. The use of tobacco, drinking of alcohol or use of illegal drugs during the sports season at all practices, matches and tournaments are NOT allowed. This includes all transport time and free time during matches and tournaments under the supervision of CIC staff.
2. Athletes must attend all officially organized tournament events
3. Athletes will behave in a sportsmanlike manner and show respect to other teams, coaches, athletic directors, teachers, spectators and umpires.
4. Athletes will dress appropriately, ripped clothes or designs, which include inappropriate language, alcohol related product advertising or drugs are not acceptable.
5. Students will make sure they bring the correct team uniform and equipment.
6. Athletes will be aware of all practice, match and tournament schedules and make sure they arrive on time for all organized events. Arrival and departure time will be determined by the team coach or athletic director.
7. Athletes unable to attend practices, matches or tournaments should inform their coach ahead of time. Students missing more than three practices or matches without justifiable cause may face reflection period or removal from the team.
8. Athletes will comply with the normal CIC rules for students as stated in the CIC handbook.

Athletes are expected to maintain high academic standards and behavioral expectations set forth in the CIC student handbook. Any athlete receiving a failing grade on a progress report/report card or earning a GPA below 2 will have their continued involvement in after school activities reviewed by the eligibility board for that student. The eligibility board will consist of the Team Coach, Athletic Director, Divisional Principal, Counselor and the teachers of any subject they are failing. Failure to comply with any of the preceding may result in:

- A. Athlete will be suspended for one or more games.
- B. Athlete will no longer be allowed to participate in local matches and tournaments
- C. Athlete will be suspended from CIC Teams.

For Tournaments it may also include:

- Athlete will be banned from one or more future VANAS Tournaments.
- Athlete will be sent home at the parents' expense.

Student Name: _____ Grade: _____

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____



Section 7: Student Services

Lost and Found

Lost and found articles should be turned in to the Secondary School office. Unclaimed items will be donated to charity. To prevent loss or theft, students should not leave book bags or personal belongings around the campus unattended. CIC is not responsible for loss or theft of personal items on campus.

Lost and found textbooks will be sent to each departmental office to be reclaimed. All other lost items may be turned in or claimed in the secondary school office. Students should report lost or stolen items immediately to the secondary school office. Students should clearly identify their personal belongings. Students are advised not to bring valuable items to school, which have no use in the classroom setting.

The Central Lost and Found collection location is in the Reception Office. Any found items will be held in the SS office for a period of 3 days and then will be sent to this Central location. Students should check this location for lost items after 3 days.

Here are some suggestions that should help prevent loss/theft of your personal items while at school:

- Don't bring valuable items to school that are of no use in the school setting.
- Large items that cannot be temporarily stored in your locker may be left in the high school office.
- Don't leave your personal belongings unattended. Unattended property will be sent to the SS Office. Students may reclaim their unattended property for 20 bs. in the sS Office. All fines will be used to support the AyA club.
- Lock your P.E. and regular lockers. Ask for a new lock if you suspect others know your combination.
- Report loss or suspected theft to the secondary school office immediately.
- Check for any the lost items in the S.S. and P.E. offices.
- After 3 days check the Central collection location for found items.

Tutoring & After School Care

Any after school tutoring or after school child care by CIC teachers or CIC assistants must be requested by the parent to the divisional principal. The request must be approved by the divisional principal, in a meeting with the students' parents, before the tutoring or after school care may begin.

Private after school tutors (other than CIC teachers or assistants) may not use CIC facilities to tutor CIC students.

School Nurse

The responsibility of the school nurse is to give first aid for emergencies and to treat minor injuries and illnesses occurring at school. As there is limited space in the health center, beds are available only to those students who are too ill to remain in school a are thus waiting for a ride home. The health center cannot accommodate those students who are seeking a temporary place to rest between classes or during free periods.



Further, we wish to avoid exposing healthy (although tired) students to those in the health center who are indeed ill and may be contagious:

- A student returning from an absence due to infection or contagious disease is required to present a doctor's note to the school nurse prior to returning to class.
- Any student required to take prescribed medication during school hours is to bring the medicine in its original, labeled container to the Health Center with a note from the parent giving permission to administer the medication and instructions on dosage and frequency. No medication can be given to a student without the parent's permission.
- A note is required from the parent or guardian if a student is to be excused from P.E. for a period of less than a week.
- A note is required from a doctor, if a student is to be excused from P.E. for a week or longer.

NOTE: ALL MEDICINE MUST BE KEPT IN THE HEALTH CENTER AND DISTRIBUTED BY A NURSE

Bus Transportation

CIC owns and operates its own fleet of buses that provides transportation to and from school for students throughout the city. All students who ride the buses must help to keep them safe. Common sense rules apply: remain seated while the bus is moving, follow instructions from the driver, throw nothing inside or out of the bus, be aware of how your behavior affects others. Students will not be permitted to get on or off the bus at other than the normal location unless a parent has sent written permission to the appropriate school secretary. The student will then receive a pass to give to the driver. Our older students are expected to assist with keeping good order on the buses and helping the younger children.

Late Buses

Buses are also scheduled to leave school on Monday to Friday at 5:00 to provide transportation for students who take part in after school activities. Students may ride this bus if they normally ride the bus to and from school, or they choose to purchase a bus ticket for a one time ride. These tickets must be purchased by lunch time and be given to the bus driver at 5pm.

Bus Regulations

Colegio Internacional de Caracas is concerned about safety as we transport our students. Cooperation from parents, drivers, and students is requested as we attempt to keep buses safe for all concerned. It is the responsibility of the parent/guardian to see that a child attends school and is safely escorted and attended to at each bus stop. Our school buses only stop in front of houses/apartments established by the bus coordinator. Bus drivers are instructed not to wait for students. Students need to be waiting for the bus at least five minutes in advance to assure buses arrive to school in a timely manner. Students become the responsibility of our school when they board the bus in the morning and cease to be the responsibility of the school district when they disembark from the bus each afternoon. Students are not to disembark from a school bus at another location without written permission from a parent or guardian.



Bus Rules and Regulations

1. DO NOT GET ON THE SCHOOL BUS WITH FOOD/ NO EATING ON THE BUS.
2. REMAIN SITTING WHILE THE BUS IS MOVING.
3. RESPECT EVERYONE ON THE BUS.
4. NO SWEARING OR INAPPROPRIATE LANGUAGE.
5. DO NOT THROW ANY OBJECTS OUT OF THE WINDOWS / DO NOT SHOUT OUT THE WINDOWS.

DISCIPLINARY ACTION if the bus driver refers a student to the Principal for disciplinary action with a “Bus Referral,” the following procedure(s) will be followed.

1. Warning – The Principal will inform the parents/guardian of the misconduct that made the warning necessary. The warning notice will be sent to the parents and copies sent to the Bus Coordinator and student file. This warning will also be made by telephone to the parent.
2. Removal- Up to three (3) school days- The second offense may result in the loss of busing privileges for up to five (5) school days. Parents/guardians will be notified by telephone and letter, copies will be given to the Bus Coordinator and Divisional Principal
3. Removal-Up to ten (10) school days- The third offense may result in the loss of busing privileges for up to ten (10) school days. Parents will be notified by telephone and a letter, copies will be given to the Bus Coordinator and the Divisional Principal. A meeting with the student(s) and parents will be held at this time.
4. Removal from busing privileges – The Principal will take before the administrative team, any student who will not follow the rules and regulations after a warning, a second and third offense. The fourth offense will result in the loss of busing privileges.
5. It should be noted that a student may lose his/her busing privilege after a first offense if, in the interest of safety and well-being of other bus students, his/her conduct so merits. Depending on the infraction further action may be taken in accordance with the CIC Behavior Policy.

Driving Privileges

Students may drive to and from school and park on campus as long as they meet the requirements written below. Any irresponsible driving will result in this privilege being withdrawn from the offending student.

- A student wishing to drive and park on campus must bring a photocopy of a valid driver’s license, the car’s registration papers, and the car’s insurance papers. This is the only car the student is allowed to bring on campus. (see form on following page)
- A student who drives to school may not take other students in his/her car without the express permission of those students’ parents/guardians and the prior notification of school administration.
- Students may not “hang out” in their cars during the school day.



- Students may not go to collect or retrieve items from their car, during the school day without prior permission from a teacher.
- All those wishing to have this privilege must have at least a 2.0 average.

Student Driving Privilege Form

In order to drive on campus, the student must be of legal age to drive. The family must provide the following information to the Secondary School Secretary. Driving on campus is a privilege that can be taken away if the student has behavior infractions.

I have provided accurate information in the spaces below. I understand that driving a car to CIC is a privilege and if little evidence of appropriate responsibility and care is show I will lose this privilege as a result.

Signature of Student/Date

Signature of Parent/Date

Documents needed on file at CIC:

- Copy of current Driver's License and Health Certificate
- Copy of current Insurance Policy
- Copy of car's registration
- This document in complete form

| | |
|-----------------------|--|
| First Name: | |
| Last Name: | |
| Car Make and Year: | |
| Car Model: | |
| Car Color: | |
| License Plate Number: | |
| Mother Cell #: | |
| Father Cell #: | |
| Insurer: | |
| | |



| | |
|--------------------------|--|
| Parent Signature : | |
|--------------------------|--|

Lockers

Each student in grades 6-12 is given a locker for his/her personal possessions. The school has a supply of combination locks that can be issued to the students. There will be a charge for any lost locks. There are also lockers in the changing rooms of the gym. Students must use these lockers to keep their possessions secure at all times.

Safety Drills

Fire, bomb, earthquake and lockdown drills are scheduled periodically throughout the school year. Classroom teachers will give students specific instructions. Students are required to remain silent and walk efficiently during such drills to simulate and prepare for possible threats.

Section 8: Channels of Communication

Channels of Communication

Both parents and school personnel are concerned with communication between the school and parents. The school communicates with parents through the use of school notices and newsletters, the CIC web site (<http://www.cic-caracas.org>), student progress reports, scheduled conferences between school personnel and parents, question-and-answer sessions. The Board of Directors recognizes the need for proper communications between and among students, parents, teachers, administration and the Board. To assist in achieving this objective, the following general procedures are recommended for all concerned parties:

- A. When the problem concerns a student and his work in school, the best person to see is the classroom teacher. An appointment to see a high school teacher (6-12) may be made by calling the secondary school office. Problems of a personal nature or questions about a student's program, his overall potential and progress, may also be discussed with the student's advisor or counselor.
- B. Problems which cannot be resolved through a conference with the teacher or counselor and questions of a more general nature concerning the operation of the school may be discussed with the principal. Appointments may be made by calling the principal's office.
- C. Problems which have not been resolved after conferences with the teacher and principal may be taken to the Superintendent, who will also be happy to discuss any questions related to the general operation of the school or to school policies and will answer any such questions addressed to him by mail. An appointment may be made through the superintendent's assistant.
- D. The Superintendent is the executive officer of the Board of Directors and is responsible for the organization, operation and administration of the total school program. Therefore, the Superintendent is the normal channel of communication between the Board and the public. Questions about school policy should be directed to the Superintendent. Normally, communications directed to the Board



will be referred to the Superintendent for reply or action. Individual board members do not directly involve themselves in administrative matters involving students, teachers and administrators.

- E. Requests for changes in school policy and appeals of decisions made by the Superintendent may be addressed to the Board. All communications to the board should be in writing and should be addressed to the Chairman, Board of Directors, Colegio Internacional de Caracas. Decisions about school policy will be made only by the Board acting as a whole in a regular or special meeting.
- F. All parents of students are members of the International School Association. Their rights are expressed by electing a Board of Directors at the Annual General Meeting.

Complaint Procedure

From time to time, parents or other citizens may have problems or concerns that they wish to bring to the attention of appropriate school officials. To assist parents in this regard, the following general guidelines may be helpful:

- A. Any concern regarding a school-related matter should first be raised by the parent with the staff member most directly involved (i.e. questions regarding the content of instructional materials or homework assignments should be raised with the teacher involved.)
- B. If the matter remains unsolved, the parent may wish to speak with the building principal. Appointments can be scheduled by contacting the secondary school office.
- C. If the matter is still unresolved, the parent may wish to speak with the Superintendent. For an appointment, simply contact the Superintendent's office.

NOTE: Disciplinary actions taken by the building administrators that have long term consequences for students (i.e. expulsion recommendations, future restrictions while attending CIC) may be appealed to the Superintendent.



Section 9: Academic Resources

Writing Guidelines

Presentation of Printed Documents

All work should be identified with the following information in the document header, right justified:

- Surname - Page Number
- Name, Subject and Class, and Teacher's Name should be left justified immediately below the header. ALWAYS put the title in the centre of the next line.
If you have not been given a title, choose an appropriate title for the task.
- Sub-headings should be used if your teacher has asked for them. MLA in-text citing

When referring to websites, use only the main part of the URL or the website name.

- For example: **"Bush was again..." (bbc.co.uk) OR: ...according to Reuters, "the problems started..."**

When using printed sources, use the author's last name and the page number of the book from which the secondary material comes. For example: **"I look like a blasted pansy" (Hinton 72).**

A further option is to use numbered footnotes¹ to link to your bibliography/works cited page.

1 bbc.co.uk OR: 1 Hinton 72

MLA Bibliography

When creating your final bibliography follow the examples below (easybib.com, bibme.org or similar websites can be used).

- Choose MLA. For example:
 - *bbc.co.uk "Bush Blunders Become Bestseller."* BBC News. BBC, 02 Dec. 2001. Web.
 - 19 Nov. 2012. <<http://news.bbc.co.uk/2/hi/americas/1166536.stm>> Hinton Hinton, S. E. *The Outsiders*, New York: Viking, 1967.

| | | | |
|----------------------|-----|---|------|
| Punctuation | P | Word used inappropriately or incorrectly | w |
| Insert word | ^ | Capital/lower case letter error | caps |
| Verb error | V | Meaning unclear, illegible, or unnecessary repetition (and underline the unclear section) | ?? |
| Article error | art | Separate this into two words | / |
| Accent error | a | Conjunction / transition error | conj |
| New paragraph needed | np | Spelling | sp |

All pages should be written in blue or black pen (not pencil) on lined paper with side margins. For diagrams, charts, and graphs, use a pencil. Use a ruler where necessary. No correction fluid/liquid paper, except for display work. Cross out mistakes neatly with a single line.



CIC Audio Visual Presentation Guidelines

- Speak clearly, vary your tone, and pause between sentences. 2) Maintain eye contact with all those in your audience; do not look at the screen.
- Have hand-held notes to help you remember key words and ideas.
- Check pronunciation of difficult or new words with your teacher in advance of your presentation. **Only practicing OUT LOUD will enable you to effectively achieve the above aims.**
- Should be a suitable length and structured.
- What is your topic? How long before people get bored? Make sure you keep it relevant.
- Introduce the idea clearly; build each aspect of your topic; finish with a conclusion.
- Should be image-based.
- Images should be of a good resolution (make BIG pictures small, not small pictures BIG).
- Images should be big enough to be seen clearly and should not be s - t - r - e - t - c - h - e - d.
- Always resize images from a corner - 'crop' (cut) edges from an image if it is too big.
- If there are many images, create more slides rather than squeeze all images onto one slide.
- Only put main points on slides - remember what you are saying is most important.
 - Avoid writing in sentences.
 - NEVER paste paragraphs on to a slide, so you avoid plagiarism.]
- Try to keep to one line per statement; 24-point minimum font size.
- Try to have less than 7 statements per slide.
 - Avoid simply repeating the information on the screen when you speak. If you have more information than this: create another slide - it is very easily done. With too much text information, consider a different medium (website / leaflet / document).
- Thoughtful use of colors.
- There should be a good contrast between any text and the background of the slide.
- Consistency of style.
- Backgrounds, colors, fonts and font sizes should be consistent (similar) throughout.
- Thoughtful use of transitions and animations.
 - Transitions and animations should be simple (they should not detract from you, the speaker).
 - Use animations, such as appearing, when you want the audience to consider one thing before introducing another.



- Usually it is better to have all statements appear at once: giving the audience the chance to 'think ahead' about what you are introducing.
- Meet all the expectations of written work: spelling, grammar, bibliography (text & pictures), etc.