

**COLEGIO INTERNACIONAL
DE CARACAS**
ELEMENTARY SCHOOL
HANDBOOK
2019-2020



CIC Elementary School Student Handbook 2019-2020

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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 2019-2020 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 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:

Dr. Brian Horvath, Superintendent
brian.horvath@ciccaracas.com.ve

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

Warmest regards,

Brian Horvath, Ed.D.

CIC Historical Background

Colegio Internacional de Caracas has roots 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.

CIC Mission and Vision

Mission

The CIC Mission is to provide excellence in a PN-12 English-speaking environment, and fully prepare each student to prosper in a borderless and innovation-based world.

Vision

The CIC Vision is to become Venezuela's most aspirational PN-12 learning environment.

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 be 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.
12. Work Hard.

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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Directory of School Leadership

Position	Name
Superintendent	Dr. Brian Horvath
Business Manager	Ivo Lucic
Administrative Assistant	Judy Ortiz
School Liaison	Diana Mederos
Counselor	Alexis Jimenez
SS Counselor's Assistant	Stephen Ramsammy
Athletic Director	Carlos Fernandez
IB Coordinator	Mike East
AYA/CAS Coordinator	Onalis Velasquez

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, fine motor skills evaluation, 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.

Policy on Private Security Guards and Chauffeurs

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

Absolutely NO WEAPONS on Campus

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. More information on Board Policy can be found in the school office.

Parent, Student, Teacher Association

The PSTA of Colegio Internacional de Caracas actively supports a large number of volunteer activities. These activities include the Welcome Back Barbecue in September, the Halloween Carnival in October, and other events. 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.

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.

Standards of Behavior - Elementary School Behavior Policy

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.

- o 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 electronic devices.
3. Inappropriate use of the school uniform, 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. Theft.
7. Violate emotional integrity of another member of the community.
8. Repeated commitment of minor offenses.
9. Repeatedly unfulfilled homework, evaluations, and/or assignments.
10. General lack of honesty.
11. Intentionally damage school supplies, materials or furniture.
12. Participate in fights, which may result in minor or considerable serious physical harm to any member of the academic community.
13. Threaten any other member of the academic community in general.
14. To use ideas, creations, works or productions belonging to others
15. To copy or cheat during examinations.
16. Participate and lead public scandals.
17. To be absent from the institution at a time during which students have to be at school.
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 may 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:

Homework Policy & Elementary Homework Policy and Guideline

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.

CIC strives to align student homework with the best practices in the Field of Education. To this end, students are commonly encouraged to complete learning objectives outside the school day at the elementary school level. Based on Vatterott (2009) and others, CIC believes that home-based work should be meaningful with the following structure:

1. Homework assignments have purpose that students understand.
2. Homework objectives have been explained at school to students beforehand.
3. Homework has time limits and, where possible, differentiation (based on age or ability level).
4. The regular completion of homework is positively promoted in class.
5. Overall, homework is a purposeful, successful, positive act for all students.

To this end, CIC students may experience the following homework:

- **Reading.** Among other things, students may be encouraged to engage with printed media each week - or even each night. As a common rule, reading should be aligned to 10 minutes for N/PK/K students, 10-20 minutes for Grades 1-3, and 20-30 minutes for Grades 4 & 5.
- **Enrichment.** Students are encouraged to extend their learning interests with additional project-based, creativity-based, and self-driven assignments.
- **Online.** Students may have regular - but *limited* - online work for skills-based development for students at home.
- **Writing.** Creative writing is often encouraged as something to be done at home.

IMPORTANT: It is important that students feel support at home. If homework is accompanied by stress, anger, or frustration, parents may stop the homework activity and send a letter or email to the teacher explaining the situation. For more insight, please visit: <http://inservice.ascd.org/whats-the-purpose-of-homework/>

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.

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

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 expects 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 commonly check to see that their students are in compliance with our policy. Students with repeat violations 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 usually available at the School's store near the canteen.

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)

Pants and Skirts

- Students should wear:
 - solid colored, dark, navy blue full-length pants, or modest shorts (for ES, MS only)
 - 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.
 - Sweatpants are not allowed.
 - o skirts must be navy blue and up to 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

- Red (Yearly Years)
- White (Grades 1-5)
- 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 solid blue, or a CIC-branded sweatshirt in either blue or black (large non-CIC images or wording is not allowed) may be worn. Please make sure to purchase this during the times of the year when the weather requires some extra warmth.

Shoes

- Students are encouraged to wear comfortable dress shoes or sneakers, NO Crocs or flip-flops.
- No shoes with wheels (skateboarding shoes) may be worn.

Piercing/Hair

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

PE Uniform

- Students are expected to wear a Red CIC PE T-Shirt, solid navy or black athletic shorts or sweatpants, and appropriate running shoes (with laces or Velcro – not slip-ons), and socks during PE class. The PE teacher may adapt uniforms based on the needs of particular activities.
- Students *in secondary school* must change back to the standard school uniform after PE. Elementary students may wear the PE t-shirt and sports shorts before or after PE class.

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

Public Displays of Affection are generally issues noticed most in the secondary school. With regard to the Elementary School, teachers will focus mainly on unwanted touching to assure all feel safe throughout the school day.

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 may 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 at 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 permission. 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 unless arrangements are approved in advance, 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 the local currency. 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 unless directly supervised.

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.

Technology General Expectations

As technology users, ES students are responsible for the care and maintenance of CIC 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 unless pre-approved.
- 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 may be 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. No profane, abusive or impolite language should be used to communicate using CIC electronic resources. 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.

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.

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.

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 school office.
- Don’t leave your personal belongings unattended. Unattended property will be sent to the SS Office.
- 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 administration. The request must be approved, 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 and 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 may be scheduled to leave school on Monday to Friday at 5:00 to provide transportation for secondary school students who participate in after school activities. Elementary students may be invited to use this service on occasion.

Bus Regulations

Riding the school bus is a privilege - not a right. 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 LOUD, 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.

Students who cannot follow the bus safety protocol face being removed temporarily or permanently from the CIC bus service.

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.

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 teacher may be made by calling the 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 a coordinator or 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. The CIC School Board is generally not involved in the complaint procedure.

Daily Schedule

Instruction begins promptly in class at 7:35AM and concludes at 3:00PM daily, except Wednesdays, when school closes at 1:00PM. Homeroom teachers each create their weekly schedules which are shared with their students and families.

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.

Special Programs and Services

CIC students are fortunate to have a rich environment, which includes classes in art, music, physical education, computer, Spanish, Integrated Technology, and English support.

English for Speakers of Other Languages (ESOL) is provided to students with very limited exposure to the English Language. ESOL instruction in grades 1-5 is offered in a special classroom according to a schedule compatible with the educational program. The instruction is at the appropriate level, with assistance and careful attention to the needs of each student. When a student is ready to move to the regular English-speaking classroom, ESOL teachers continue to support both the student and teachers during the transition period.

The Elementary Counselor

- Serves as a liaison between parents and teachers
- Coordinates the scheduling of parent-teacher-counselor conferences.
- Serves as a referral source for medical doctors, psychologists and psychiatrists.
- Works with small classroom groups on peer interaction and self-esteem.

Another function of the counselor is to coordinate the Child Study Team meetings. The goal of this team is to assist teachers in meeting each child's individual needs. Teachers may refer students who are presenting behavioral problems, academic problems and/or emotional problems. Problems are discussed and interventions are recommended by team members. A Child Study Team includes the Guidance Counselor, the Principal and the supervisor of instruction, the student's support teachers and other teachers with knowledge of the child being referred. The suggested plan is then presented to the parents for approval. Upon parent approval, the plan is put into action.

Birthday Parties

Birthday parties for children in the Early Childhood program are welcome as long as they are held during the morning break, at lunch, or at the very end of the school day. Celebrations must include all classroom students and must not disrupt daily instruction. Teachers are encouraged to minimize lost instructional time for these activities.

Parent/Teacher Conferences and Report Periods

Reporting children's progress in school is an important part of CIC's commitment to parents. Parent conferences are scheduled at the end of the first and second trimester. However, conferences may be requested by either the parent or the teacher whenever needed. Parents are asked to schedule an appointment for conferences so that the teacher's instructional time is not interrupted, and an adequate amount of time can be allowed for the conference.

In order to maintain communication with parents, folders are sent home with the students each week. They contain student conduct updates, school notices and children's work. Parents are invited to communicate with the teacher through the folders, which are returned every Monday. We also use emails to keep parents informed and up to date with events and important information.

K-5 Progress Reports: All students receive a midterm progress report each trimester.
K-5 Report Cards: Report cards for students in grades K-5 are issued three times a year, at the end of each trimester. All Progress Reports and Report Cards will be sent home electronically (via email).

PN-PK Reports: Creative Curriculum is the primary program for EY. Teaching Strategies online system will generate 3 reports during the school year. Parents will have access to reports and will be able to monitor their child's progress and developmental stages.

After--School Activities

Several activities after school are offered for elementary children starting in Pre-Kindergarten. Students in Pre-Kinder and Kinder may only participate in activities twice a week. The types of activities vary from year to year, trimester to trimester and are based on student and teacher interest. They usually include some sports activities, as well as Computer Club, Karate, Ballet, Spanish Drama Club, Dance, and instrumental music. Tutoring in specific subject areas may also be available. Parents are asked to provide transportation immediately after the activity end, as there will be no adult supervision beyond this time.

Early Childhood Program

The program in Pre-Nursery, Nursery and Pre-Kindergarten is a multi-sensory, developmentally appropriate curriculum. It is based on the child's need for freedom within limits. A carefully prepared environment guarantees exposure to a variety of materials and experiences through which intellectual as well as physical and psychological abilities are developed. Along with the development of the child's social skills, we help him/her discover the wonderful world of numbers, colors, and letters, using materials and programs specially designed to cover the areas of pre-reading and pre-writing.

Students must be toilet trained before admission to CIC's Nursery program.

Elementary Program Overview

The program for students in grades one through five is equivalent to a curriculum used by quality schools in the United States. However, as an international school, we also focus on preparing students to meet the challenges of a rapidly changing world. Creative thinking, critical analysis, and research skills are integrated into the regular academic program. Children are encouraged to explore possibilities and develop into independent lifelong learners.

The Language Arts program is built on the premise that students best learn to read and write through extensive experiences in reading, writing, listening, and speaking. Children are exposed to the writing process beginning at Kindergarten and a literature-based approach to reading is used. Guided reading is implemented throughout elementary school. Students follow programs like Readers and Writers Workshop. Spelling is incorporated into the phonics program. Specialized instruction is provided by teachers in the areas of art, music, physical education, computers and Spanish.

Integrated learning occurs through multiple Units of Inquiry. These units integrate subject knowledge across the main curriculum areas of Languages; Mathematics; Social Studies; Science and Technology; The Arts; Personal, Physical And Social Education. In Elementary we focus our units of inquiry in 2 areas: Social studies and Science. Each unit of inquiry is a significant, relevant and challenging learning experience; it involves students in a range of learning activities; requires students to engage in positive action and integrates diverse subject areas whenever meaningful and appropriate. Inquiry, interpreted in the broadest sense, is the process initiated by the students or the teacher that moves the students from their current level of understanding to a new and deeper level of understanding. This can mean:

- Exploring, wondering and questioning
- Experimenting and playing with possibilities
- Making connections between previous learning and current learning
- Making predictions and acting purposefully to see what happens
- Collecting data and reporting findings
- Clarifying existing ideas and reappraising perceptions of events
- Deepening understanding through the application of a concept
- Making and testing theories
- Researching and seeking information
- Taking and defending a position
- Solving problems in a variety of ways

Children also regularly visit the elementary library. The library is a comfortable,

welcoming place where children learn vital library skills, do research for papers or projects, watch appropriate videos, create puppet shows, or just browse and read. Parents are welcomed to use our library; however, we ask that you do this before and after school in order to avoid interrupting classes.

Out-of-Uniform Days

Occasionally, students will have an opportunity to come to school “out of uniform.” 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.

- Ripped clothing of any kind
- Flip Flop style sandals or a sandal that might be thought of as a Flip Flop sandal
- Mid-drift shirts This includes t-shirts that are too small and Spaghetti strapped tops
- Offensive printed clothing

Promotion

Promotion in the Elementary School is determined by the administration in consultation with the child’s teachers, elementary school counselor, and parents. To be promoted, a student must have mastered the skills necessary to succeed in the next grade. CIC evaluates Elementary School students based on a variety of factors, including educational, social, and emotional components.

- A grade of “D or F” for the year may 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 “D or F” 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
- 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 dismissed from CIC or not allowed to be re-enrolled.

Reporting Progress

The ES school year is divided into three grading periods (trimesters). 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.

