

*Note the language of this handbook has been condensed for practical purposes.  
Expanded policy descriptors can be found in the Secondary School Handbook.*



**COLEGIO INTERNACIONAL  
DE CARACAS  
ELEMENTARY SCHOOL  
HANDBOOK  
2021-2022**

*Last Edit: July 2021*

# **CIC ELEMENTARY SCHOOL HANDBOOK TABLE OF CONTENTS**

## **1. ES Agreement Form**

## **2. Organizational Information**

2021-2022 Message from the Superintendent  
Email Directory of Elementary School Leadership  
CIC Historical Background  
CIC Mission and Vision  
Expected School-wide Learning Results (ESLR's)  
Student's Bill of Rights  
Student Responsibilities

## **3. General Information**

Admissions Overview  
Early Childhood program Overview  
Elementary Program Overview  
Absolutely NO WEAPONS on Campus  
Policy on Private Security Guards and Chauffers  
School Board  
Parent Student Teacher Association (PSTA)  
School-Community Communications  
Insurance at CIC  
Tutoring

## **4. Behavioral Expectations and Disciplinary Actions**

Standards of Behavior - Elementary School Behavior Policy  
Recommended Sanctions for Behavior not Meeting CIC Standards  
Parents and Students Behavior Agreement Form  
Academic Honesty  
Attendance  
Tardiness  
Make Up Opportunities for Elementary School Students  
Make Up Time for School Sponsored Activities  
Elementary Homework Policy and Guideline  
Elementary School Uniform and Dress Code  
Projecting a Positive School Image  
Arriving and Leaving Campus  
Campus Visitors  
Class/Club Activity Fundraisers  
Use of Electronic Devices  
Harassment in the Elementary School  
In School Reflection Period  
Out of School Reflection Period  
Disruptive Parents

## **5. Electronic Acceptable Use Policy**

Elementary School Technology General Expectations  
On Campus Computer Use  
Elementary School Student Agreement and Responsibilities  
Privacy and Passwords  
Inappropriate Content, Language, or Use  
Social Networking/Cyber Bullying

## **6. Student Services**

Lost and Found  
Tutoring and After School Care  
School Nurse & Student Health  
Bus Transportation - General Use  
Bus Transportation - Late Buses  
Bus Transportation - Regulations  
Safety Drills

## **7. Channels of Communication**

Channels of Communication  
Complaint Procedure

## **8. Other ES Concerns**

# Elementary School Parent and Student Agreement Form



Belief in and support of the procedures and beliefs set forth in this handbook are a necessary prerequisite for a successful experience at Colegio Internacional de Caracas. It is essential that all community members support the school mission and vision, as well as the CIC employees that seek to deliver a world-class international American-accredited education. Completing this agreement form is a necessary step in assuring we are all moving in the same direction as a community.

In signing, the parent has reviewed the procedures in this and other handbooks and will actively support them. *Among other things* parents understand:

- CIC Mission, Vision, and Expected Schoolwide Learning Results (ESLR's)
- Standards of Behavior for all CIC stakeholders
- Attendance, Absence, Tardiness, and Excuses Guidelines
- Homework Policy
- Uniform and Dress Code
- Use of Electronic Devices & Technology General Expectations
- Channels of Communication

Parent Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Student Name(s) and Grade Levels: \_\_\_\_\_

Date: \_\_\_\_\_

*This agreement form is to be signed and delivered at the beginning of each school year to the student's teacher or the office of the counselor or superintendent. Thank you.*

## **A 2021-2022 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 team, welcome to CIC for the 2021-2022 school year. It is an honor for me to join CIC this school year and look forward to meeting all the school community members soon. We welcome back our returning families 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 different activities that CIC offers.

CIC is accredited by Cognia and is authorized by the International Baccalaureate Organization to offer the IB Middle Years Program (MYP) and the IB Diploma Program (DP), recognized international organizations. 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. Additionally, CIC is also a member of the American International Schools in the Americas Association (AMISA, formally known as AASSA).

At CIC, we place great importance on academic excellence and on the social and emotional development of our students. CIC offers a variety of extra-curricular activities that enrich the students' educational experience while preparing them to achieve their full potential and exercise the role of concerned and global citizens. I invite parents to work together as partners in the process of educating your children, please engage in the learning process and be part of this learning community.

As an international school, we embrace diversity and multiculturalism and welcome students from Venezuela and around the world.

As CIC's new superintendent, I welcome you to our community.

Gustavo A. Sever, MAEd  
Superintendent

## Email Directory of Elementary School Leadership

Position	Name	Email
Elementary Coordinator	Kirk Schuler	kirk.schuler@cicaracas.com.ve
Administrative Assistant	Judy Ortiz	ortizj@cicaracas.com.ve
Accountant	Carlos Espinoza	carlos.espinoza@cicaracas.com.ve
Counselor	Alexis Jimenez	alex.jimenez@cicaracas.com.ve
Counselor's Assistant	Stephen Ramsammy	ramsammys@cicaracas.com.ve
Human Resources Director	Marianela Leandro	leandrom@cicaracas.com.ve
Community - School Liaison	Diana Mederos	mederosd@cicaracas.com.ve
Superintendent	Gustavo Sever	gustavo.sever@cicaracas.com.ve
Technology Department	Leo Castillo	castilloc@cicaracas.com.ve

## 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 the ability to use reasoning skills 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 CIC 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 with teachers about grades received or assignments given, provided it is done politely and respectfully.

## **Student Responsibilities**

The Student has 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 all classes 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. promote and support all CIC 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 books, 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.

## **Admissions Overview**

As a small school, CIC takes pride in its very personal admissions protocol, and to this end, each family will receive an admissions experience that is informative and individualized. Usually, the admissions process will include a tour of the facilities and an explanation of the appropriate academic programs. Parents are explained that their children must have a foreign (non-Venezuelan) passport, and that a complete academic history of each student is necessary.

Parents will 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.

After receiving all pertinent information, each child will receive an entrance screening that includes intellectual and academic screening, fine motor skills evaluation, and language evaluation. The results of the testing will confirm the placement of grade, the possible need for ESOL studies, the student's math level, and more. It is at this point CIC may offer a specific placement for the child. CIC utilizes testing, historical records, a Child Study Team (CST), and advice from United States-based organizations to determine the appropriateness of the placement, because the school has the resources to address only mild learning difficulties. At the end of that initial academic year, all students are judged for success and, despite receiving support and/or modifications, re-enrollment at CIC for the next school year must be reviewed..

We believe that enrollment at CIC is a privilege and not a right. It is essential that once enrolled, families fully support the mission, vision and expectations stated across the campus.

### **Early Childhood Program Overview**

The CIC program in Pre-Nursery, Nursery and Pre-Kindergarten is a multi-sensory, developmentally appropriate English-delivered curriculum. It is based on the child's need for freedom within limits and addresses the wide-ranging developmental needs of each child. 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, the CIC teacher assists with discovering the wonderful world of numbers, colors, and letters, using materials and programs specially designed to cover the areas of pre-reading and pre-writing. Details regarding this comprehensive program can be obtained from the teachers or the Elementary School Office.

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

### **Elementary Program Overview**

The program for students in Grades Kindergarten through 5 is accredited and 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, write, listen and speak through extensive individual engagement. 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. Here, students follow programs like Readers and Writers Workshop. Spelling is embedded into the overall language program, and 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 Learning Center - 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.

### **Absolutely NO WEAPONS on Campus**

Under no circumstances are weapons allowed on campus by any adult or student whatsoever. Regarding special events, students are discouraged from bringing “fake” weapons as part of presentations or costumes (like Halloween).

### **Policy on Private Security Guards and Chauffeurs**

Students arriving on campus with chauffeurs and/or accompanied by body guards must be dropped off at the upper school entrance. *Chauffeurs and body guards are not permitted beyond the general office area and must remain at the school's entrance.* 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. CIC requests that if a chauffeur arrives early, he or she should wait for dismissal time in the parking lot area.

### **School Board**

The CIC Board of directors is composed of parents and 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. The Board Policy Manual can be found in the

Superintendent's Office.

### **Parent Student Teacher Association (PSTA)**

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 PSTA Handbook provides additional information and can be obtained from the school superintendent.

### **Insurance at CIC**

The school carries medical insurance. Parents should ensure that their family insurance can supplement this amount in case of accidents at school. Contact the Business Office for details.

### **Tutoring**

CIC teachers may not tutor their own students for pay. Each teacher may 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 superintendent of the school must be notified of students being tutored, and the Counseling Department can help parents find CIC tutors.

### **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. 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 superintendent.

Our expectation is that all students, parents, and teachers will work together to create a sense of community at CIC. 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.

ES behavior highlights include:

- Working hard as a student,
- Showing respect for all members of the school community at all times,
- Being honest at all times,

- Taking pride in the school facility and make an effort to keep it neat and tidy,
- Avoiding any form of vandalism,
- Avoiding self-destructive behaviors or having in his/her possession items potentially destructive to self or others.

CIC works with elementary school students to seek positive resolutions with the help of teacher, counselor, and administrator to resolve most behavior problems. Behavior infractions are divided into Minor and Major infractions to include the following:

Elementary School *Minor* Offenses include:

- Unjustified tardiness.
- Eating food during class hours, or chewing gum.
- Inappropriate/unauthorized use of electronic devices (see Technology Codes)
- Inappropriate use of the school uniform, backpacks and bags.
- Inconsiderate conduct (including language, physical contact) towards school personnel or materials.

Elementary School *Severe* Offenses include:

- Interruptions during classes, which harm the learning-teaching processes.
- Disregard of given instructions or confrontation with adults.
- Harassment (physical, verbal, exclusion or stalking assault) to anyone.
- Having 5 or more unjustified absences.
- Plagiarism or theft of intellectual material.
- Theft, cheating, or general lack of honesty
- Repeated commitment of minor offenses. Repeatedly unfulfilled homework, evaluations, and/or assignments.
- Intentionally damage school supplies, materials or furniture.
- Participate in fights, which may result in minor or considerable serious physical
- Harm to any member of the academic community.

### **Recommended Sanctions for Behavior that does meet CIC Expectations**

For behavior consequences, please refer to the Normativa Escolar, or contact the Counseling Office directly.

### **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 elementary school 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.

## **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 daily, and school attendance is a condition for fulfilling educational requirements.

The school calendar is published on the CIC website, and parents are expected to arrange their vacations so that they coincide with the school's vacations. Planned absences are excused at the discretion of the administration. Extended vacations are not considered excused absences. Unexcused absences may result in a zero for any missed work, exam, quiz or test associated with the class(es). Students who miss school must communicate with CIC to proceed with appropriate protocol.

## **Tardiness**

All elementary school students are expected to arrive at the CIC classroom by the scheduled start of every school day so as not to miss instruction or important information about the school day. Excessive tardiness violates the fundamental principles of the structure of CIC's educational practices.

## **Make Up Opportunities for Elementary School Students**

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.

In general, the student must submit late work within 24 hours of returning to school for any given class. Each teacher reserves the right to change this expectation - either to extend a deadline, or to require strict adherence to established deadlines. Repeated patterns of missed class when major assignments or assessments are due may result in students being placed on behavioral contracts.

## Make up Time for School-sponsored Activities

If an elementary school student misses an assignment due to participation in a school-sponsored activity (like school government, or a class trip), it is the student's responsibility to make up all work in a timely manner and communicate with the teacher.

## 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, the CIC Elementary School believes that home-based work should be meaningful with the following structure:

1. Homework assignments have a purpose that students understand in advance.
2. Homework objectives have been explained at school to students in advance.
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.** Students are 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 with higher-level thinking skills.
- **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 contact your teacher explaining the situation. For more insight, please visit: <http://inservice.ascd.org/whats-the-purpose-of-homework/>

## Elementary School 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 polos 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**

- Solid colored, dark, navy blue full-length cotton pants, or modest cotton shorts or skirts (not sports shorts) that hang within an inch of the knees.
- 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 (Sweatpants are allowed in PE, but not in homeroom classes)

### **Shirts**

- Red Polo with CIC logo (Yearly Years)
- White Polo with CIC logo (Grades 1-5)
- The collar of the polo shirt must always be visible even when an outer sweatshirt, sweater, or jacket is worn.
- Shirts worn under the polo shirt may be any color or style, and may not hang out beneath the polo shirt. Writing on the undershirt must not show through the school shirt.

### **Sweatshirts**

- Only solid navy, or CIC-branded sweatshirts (navy or black) may be worn. (Please make sure to purchase ahead of the cooler months)

### **Shoes**

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

### **Piercing/Hair**

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

### **PE Uniform**

- Elementary students are expected to wear the red CIC PE Bear T-Shirt, solid navy or black athletic shorts or sweatpants, and appropriate running shoes, and socks during PE class. The PE teacher may adapt uniforms based on the needs of particular activities.
- Elementary students may wear the red PE T-Shirt and sports shorts all day (but not sweat pants).

### **Projecting a Positive School Image**

CIC is a multicultural school with young children on campus. This comes with different expectations amongst the diverse community. When making decisions on campus and during class trips or events, it is necessary that families also consider the image needs of the school.

### **Arriving and Leaving Campus**

**Campus is closed to students before 7:15am, and after 3:15pm** unless the child is registered with teacher-led 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.

Parents collecting children may arrive early. After the bell, children are escorted to after school activities, or to their ride home at the front of the school. After this time, students are brought to the elementary office or counseling office to await pickup.

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 must first report to the guard house for a visitor badge which should be worn while on campus - then to the Counseling Office. 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 and should be used exclusively for in-school functions or purposes. All money must be kept in the CIC Business Office in a class account.

### **Use of Electronic Devices**

Electronic devices whose main purpose are for personal entertainment and/or communication, such as, but not limited to: mobile phones, music devices, video game devices, video players, and their ear attachments are not permitted for use by students anywhere in the school unless directly supervised.

### **Harassment in the Elementary School**

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 Elementary School is committed to creating 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 use of time to reflect on a particular incident or behavior outside normal class time. 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 on days when a reflection period is engaged.

### **Out-of-school Reflection Period**

An out-of-school reflection period is when a student must use a location off-campus to complete expected work.. Days missed due to reflection period may be treated as unexcused absences. When a student receives this reflection period, this information is added to the student's record.

### **Disruptive Parents**

CIC is committed to active positive participation from all parents in the community, and CIC parents have extended freedoms that many other Venezuelan schools do not provide. It is important for parents to understand that this is a privilege and not a right. If a parent is considered a threat to the CIC Mission or CIC Vision, or if the parent is observed as disruptive or disrespectful to a class, campus, or (any) employee, the parent may be prevented from visiting the campus. Continued parent disruptions may lead to further action.

### **Elementary School 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 and should be supported as such.
- **Privileges** - the use of the CIC computer network is a privilege, not a right, and inappropriate use may result in cancellation of those privileges. A student's account may be closed at any time if such use is determined.
- **Prohibitions** - Students may lose access to the CIC network if the following are observed:
  - obscene materials use,
  - transmission or storage of copyrighted or intellectual property without permission,
  - political or religious lobbying transmission of spam, viruses or any other harmful files,
  - installation and distribution of "pirated" software downloading, installing or executing non-academic files without specific permission,
  - accessing another user's folder or files without permission,
  - or other non-approved use.
- **Expectations** - Students are expected to abide by the generally accepted rules of network etiquette and understand related issues like cyber-bullying.
- **Reliability** - Although the CIC IT Department will make every effort to safeguard student 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.
- **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.
- **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.
- **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.

## Elementary School Student Technology Agreement and Responsibilities

All students must sign the Technology Agreement found at the end of this ES Handbook. Signing this agreement assures each family understands and commits itself to the following 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.
- All materials that are borrowed (CDs, cameras, etc.) are 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 the 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 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 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 students to access any unapproved site.
- 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.
- Printers and scanners may only be used with teacher approval/supervision.
- 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.

### **Privacy and Passwords**

Students may be provided with personal network space in which to save their work. This space is treated by the 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 a reason (e.g. virus, inappropriate content, exceeding storage limits, etc.). As a rule, students should protect their work and not share passwords.

### **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 the student, the school, and family. It can also provide sensitive information to online predators. Students should keep themselves and the people they know safe by carefully screening who their online “friends” are and what information they share as well as locking down privacy settings.

*Cyber-bullying is not tolerated at CIC.*

If the actions of students outside of school have an effect on students feeling unsafe or uncomfortable at school, then the 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. CIC feels that what is published online - whenever it was published - is addressed as if it was done during the school day and can be viewed by the entire community.

### **Lost and Found**

Lost and found articles should be turned in to the Elementary School office. Unclaimed items will be collected and donated twice per year. 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. 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. Ask a teacher to help manage.
- Use lockers when possible.
- Report loss or suspected theft to the counseling office immediately.
- Periodically re-check to see if lost items have been delivered to the Elementary School office.

### **Tutoring & After School Care**

Any after school tutoring or after school child care by CIC teachers or CIC assistants must be approved by the school administration. Private after school tutors (other than CIC teachers or assistants) may not use CIC facilities to tutor CIC students unless approved by the administration.

## **School Nurse & Student Health**

The responsibility of the school nurse is to give first aid for emergencies, treat minor injuries and illnesses, and lead health measures at CIC. The Nurse Office has beds that are available to those students who are too ill to remain in school and are thus waiting for a ride home. Additional nurse and health guidelines include the following:

- 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.

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

## **Bus Transportation - General Use**

CIC owns and operates its own fleet of buses that provides transportation to and from school for students throughout the city. Parents must pre-register to use this service and fees apply.

When on the bus, students will remain seated while the bus is moving, follow instructions from the driver, throw nothing inside or out of the bus, and be aware of how one's 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. Refusal to adhere to these expectations may result in removal from the bus for a period of time. Please contact the Business Office for additional information.

## **Bus Transportation - 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 Transportation - Regulations**

Riding the school bus is a privilege - not a right, and 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. For security reasons, 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. Regulations include:

- No eating or drinking on the bus
- Remain seated while on the bus
- Maintain respect toward others
- Keep voices down and do not throw objects in our outside the bus

If the bus driver refers a student to the Principal for disciplinary action with a “Bus Referral,” that may warrant further disciplinary action.

### **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**

CIC is committed to strong and open communication, and 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 a concern arises, the best person to see is usually the classroom teacher (and secondarily, the school counselor).
- B. Problems which cannot be resolved through a conference with the teacher or counselor may be discussed with the principal/superintendent. Appointments may be made by calling or visiting the main office. The Superintendent is happy to discuss any questions related to the general operation of the school or to school policies.
- C. The Superintendent is the normal channel of communication between the Board and the public. Individual board members do not directly involve themselves in administrative matters involving students, teachers and administrators.
- D. 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.
- E. All paying 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, and at CIC, we seek to solve problems personally. Therefore, the first steps to deal with a complaint is a meeting with the teacher and/or an administrator. If the problem is not resolved, a letter describing the complaint can be submitted to the CIC Board for assessment. The superintendent and a board officer will then address the issue as needed.

## **Daily Schedule**

Students arrive between 7:15AM and 7:30AM, and instruction begins promptly thereafter. School concludes at 3:00PM daily, except Wednesdays, when school closes at 1:00PM. Each teacher publishes a weekly schedule that is accessible to students and parents. Also, events and schedules may be published on the CIC website.

There is no adult supervision before 7:15AM or after 3:15PM unless the children are involved in after-school activities. 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 front curb. Students leaving the school early must be issued a pass from the school office after parent communication with the school.

## **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, English support, and much more.

Each year, CIC evaluates the needs of students and adapts its programs accordingly. Parents are encouraged to explore the programs and services by contacting the School Liaison, or any of the school offices.

## **The Elementary Counselor**

CIC provides counseling support for students across the entire school, including the elementary school. Parents, teachers, and students are encouraged to participate in events, activities, and meetings to support individual students through the Counseling Office and the counselor. At CIC, the 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.
- Has open hours for private and group meetings.
- Serves as a member of the administrative team.
- Leads Child Study Team meetings that receive referrals from teachers to address concerns of individual children across the elementary school



## **Birthday Parties**

Birthday celebrations for children in the Elementary School 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. Also, if invitations are sent out for a party off-campus, they must not be shared at CIC unless the entire class is invited.

## **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 publicly scheduled twice per year.. However, conferences may also 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.

EY-5 Progress Reports are sent out to families periodically to assure parents know the progress of their child. Also K-5 Report Cards are issued three times a year - at the end of each trimester. All Progress Reports and Report Cards are sent home electronically (via email).

## **After-School Activities**

Several activities after school are commonly offered for elementary children starting in Pre-Kindergarten. The types of activities vary from term to term, and are based on student and teacher interest. They often include sports activities, as well as arts and technology, with a focus on fun and learning . Tutoring in specific subject areas may also be available. Prior to each after school activity cycle, parents are invited to attend a sign-up event on campus. Please contact the After-School Activities Coordinator for more information.

## **Out-of-Uniform Days**

Occasionally, students will have an opportunity to come to school dressed "out of uniform." All regular uniform rules still apply, but shirts and pants may be colors other than prescribed by our policy above, or specific instructions will be given in advance. Students should remember that ripped clothing, sandals, and clothing that shows a student's stomach or shoulders are prohibited.

## **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.

- Students are assessed based on standards of performance. If a student does not exhibit key standards of performance, CIC may decide to not promote the student to the next grade level.
- Students who have academic or social gaps, but generally appear prepared to advance may be required to participate in a remedial program to assure the learning gaps are addressed. This would include an academic or behavior contract that would be managed by teachers and the counselor.
- Sometimes, promotion will depend on the student successfully completing work over the summer.

Failure to meet CIC expectations may result in the student being prevented from advancing to the next grade level.

### **Reporting Progress**

The Elementary 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. Parents who have an outstanding tuition balance with the Business Office may have their child's report card suspended until the payment is made. Overall, however, CIC is committed to open and regular communication regarding student progress and parents are encouraged to contact the teacher for updates as needed.