

In some cases, the wording in this handbook may be slightly different than in the Elementary School Handbook to address the different perspectives present across the school.



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

Last Edit: July 2021

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1. Secondary School Parent/Student Handbook Agreement Form 2021-2022

After reading this handbook, please print this page, initial and sign appropriately, and deliver to the Counseling Office at the beginning of term annually.

- Behavioral Expectations and Disciplinary Actions:

I have read through the Behavior and Disciplinary agreements and agree to adhere to the terms for CIC Secondary School students.

Parent Initial: _____ Student Initial: _____

- Seniors Only: Release of Confidential Information During University Admissions Process

I have read through the Release of Confidential Information During University Admissions process that includes:

- a) parent/ student authorizes release of school transcripts and other relevant school records to the colleges, universities and scholarship programs to which he/she applies,
- b) parent/ student understands that teacher and counselor recommendations are confidential documents and hereby waive access to them.
- c) parent/ student understands that it is the policy of CIC to inform colleges of serious disciplinary matters (i.e., those resulting in probation, reflection period, or dismissal, such as plagiarism/malpractice, physical or verbal violence) and authorize the release of that information.
- d) parent/ student understands that it is the student's responsibility to notify the counseling office of those Universities and programs for which a transcript is needed and to do so at least two weeks before the due date.

Parent Initial: _____ Student Initial: _____

- Electronic Acceptable Use Policy:

I have read and agree to adhere to all of the Computer Network and Laptop Terms, Equipment and policies, and conditions, and agree to adhere to the terms for CIC Secondary School students.

Parent Initial: _____ Student Initial: _____

- Student CIC Sports Agreement:

I have read and accepted the Sports Behavior and Disciplinary agreements and agree to adhere to the terms for CIC Secondary School students.

Parent Initial: _____ Student Initial: _____

- Student Driving Privileges:

I have read and accepted the expectations for the privilege of Student Driving Privileges at CIC.

Parent Initial:_____ Student Initial:_____

- CIC Field Trip Permission

I have read and accept the CIC Field Trip Permission and Media Release expectations that include the following:

- a) I authorize that my child may participate in AYA, Field, and Class trips this school year,
- b) I authorize the use of school transportation for these trips,
- c) I understand that a field experience off campus involves activities where the risk of injury or accident is greater than at school,
- d) I understand that all school rules apply on all trips, and additional rules may apply (curfew, etc.),
- e) I understand the use of unapproved medicines and substances (ie. alcohol) are forbidden,
- f) I understand that while off campus, student behaviors are expected to be exemplary at all times, and
- g) I release CIC and its staff from any liability as a result of an accident or injury to my child.

Parent Initial:_____ Student Initial:_____

- Media Release Permission:

I have read the handbook and permit CIC to use my child's image,/video for CIC-sanctioned media that may include the CIC website, general marketing, or other school sponsored event(s).

Parent Initial:_____ Student Initial:_____

- Cell Phone Policy (Sponsored by STUCO):

I have read and accept the CIC Cell Phone Policy that includes the following
This policy allows access to cell phone usage strictly during breaks and lunch ONLY.
No cell phone use during assemblies or class time unless given permission by a teacher,
Cell phone to make any kind of phone calls during the school day is prohibited,
CIC and STUCO are not responsible for any damage of your technological devices, and
I am fully aware that this privilege may be taken away entirely for me as a student and for the secondary school at-large

Parent Initial:_____ Student Initial:_____

I have read and agree to adhere to all of the terms and conditions listed in this policy. I understand that violation of terms is prohibited and may result in disciplinary actions involving the removal of my access privilege, either temporarily or permanently.

Student Name & Grade level:

Student Signature:

Parent Signature:

Date:

2. Introduction

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 Secondary School Leadership

Position	Name	Email
Administrative Assistant	Judith Ortiz	ortizj@cicaracas.com.ve
Accountant	Carlos Espinoza	icarlos.espinoza@cicaracas.com.ve
CAS/AYA Coordinator	Onalis Velasquez	velasquezo@cicaracas.com.ve
Counselor	Alexis Jimenez	alexis.jimenez@cicaracas.com.ve
Counselor's Assistant	Stephen Ramsammy	ramsammys@cicaracas.com.ve
Human Resources Director	Marianela Leandro	leandrom@cicaracas.com.ve
IB Coordinator	Mike East	eastm@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 teachers about grades received or assignments given, provided it is done politely and respectfully.

Student Responsibilities

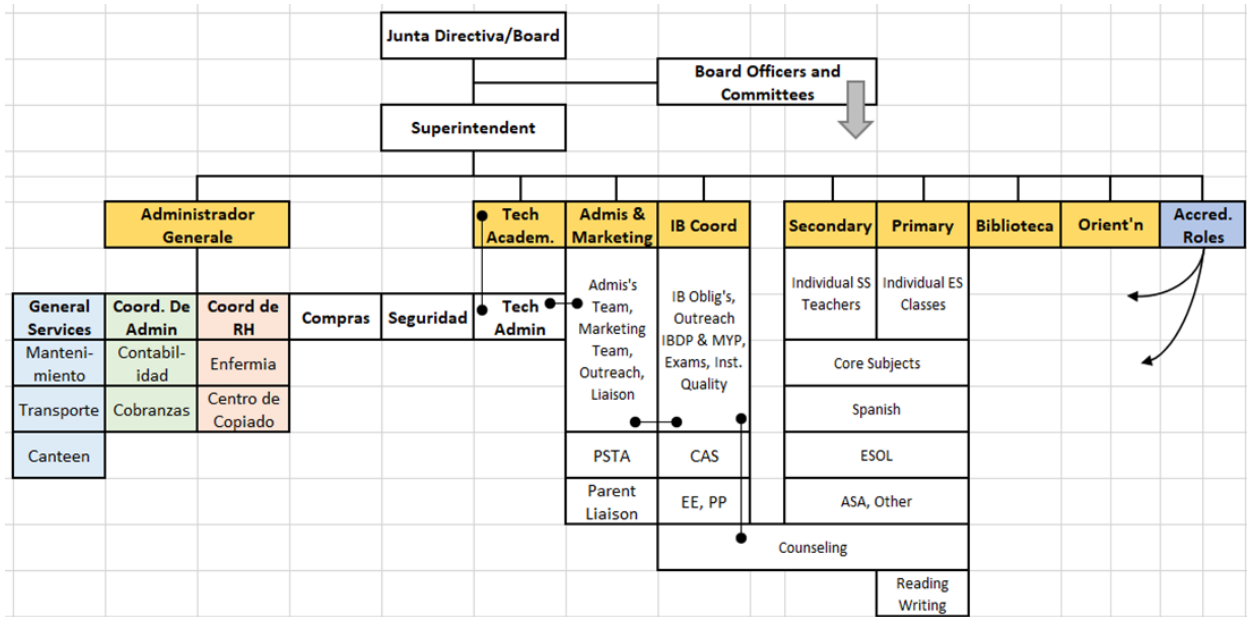
The Student has a responsibility to:

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.

Organizational Chart



3. General Information

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 Secondary School applicant will receive an entrance screening, that includes intellectual and academic screening, placement examinations, interview, 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. *Secondary School applicants are expected to be 100% committed to obtaining entrance into accredited universities upon graduation from CIC.*

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 on 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. A Board Policy Handbook 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 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 superintendent of the school must be notified of students being tutored, and the Counseling Department can help parents find CIC tutors.

Secondary 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, an administrator and/or counselor can then be consulted.

4. Behavioral Expectations and Disciplinary Actions

Standards of Behavior - Secondary 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 members 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. Our expectation is that all students will work together to create a sense of community at CIC.

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

Recommended Consequences for Not Meeting CIC Behavior Expectations

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

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

- Eating food during class hours, or chewing gum.
- Inappropriate use of the school uniform.
- Inconsiderate conduct towards school personnel or materials.
- Inappropriate or distracting language (obscene language) or actions
- Inappropriate physical contact.
- Accumulated absences.
- Other handbook infringements.

Definition of Severe offenses: are 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. Severe Offenses include:

- Interruptions that harm the learning-teaching process, or disregard of given instructions or confrontation with adults.
- Harassment (physical, verbal, exclusion or assault).
- Ongoing unjustified absences.
- Plagiarism or theft of intellectual material.
- Violate the emotional integrity of another member of the community.
- Repeated commitment of minor offenses.
- Intentionally damage school supplies or materials
- Participate in fights, threats, blackmail, falsified grades or documents
- Possession of pornography.
- Complicity in serious disorder, violence or delinquent acts.

Academic Honesty

At CIC we highly 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 incident 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 MS or 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. Without citation, 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

Attendance at CIC is taken very seriously for all classes to assure the school year is educationally valuable for each student. The educational program is based on the assumption that students will attend (nearly) all classes. Daily school attendance is necessary, and the student must be in class to earn credit. Students who miss excessive days risk failing the term, repeating a class, or being required to complete make-up work (that may include summer work or an online course at the parent's expense).

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. 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 and missed school work 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 Counseling Office. The absence will be deemed "excused" by administration if due to:

- Personal physical illness
- Family emergency
- National observance
- Religious observance
- School sponsored activity
- University related interviews or entrance exams
- Or other pre-approved events.

Tardiness

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

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

CIC reserves the right to set stringent attendance expectations for all students to assure excellence in Education.

Secondary School 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 may find assignments on Alma, may contact classmates, or may reach teachers directly to find out what has been 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 reflection for the student and possibly no credit or grade awarded for the missed work.

*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), teachers 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. Students must be proactive in completing assignments ahead of travel and missed school. Students will complete work in each class based on the expectations from each individual teacher. All work must be handed in within 2 days of returning to school unless the teacher expresses otherwise in advance.

Schedule Changes

A student may change his/her schedule within the first two weeks with approval of the parent, teacher and counselor. Changes after the two-week period must be approved by the administration. A course will not appear on the student's transcript if it is dropped within this two-week period. Any course dropped after the two-week deadline will appear as a "1/2" on a student's transcript. There are two exceptions to this rule:

Teacher-initiated changes may be made, for reasons of misplacement or academic needs, with no penalty to the student, and with the approval of the administration. International Baccalaureate full-diploma candidates may modify their schedule until the end of the first quarter of their 11th grade year or their first year of the program, with the permission of the IB Coordinator, Counselor, concerned teachers, their parents, and the administration. Other changes must be approved by the coordinator, counselor, and superintendent.

Exam Period Attendance

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

Secondary School Homework Policy

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

In general for an average student,

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

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

Secondary School Homework Policy

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

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. Based on Vatterott (2009) and others, CIC 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.

Students must develop the skills to plan ahead and complete homework of high quality by established due dates. Also, in addition to the traditional disciplines, student may be expected to read nightly, study ESOL, or integrate other learning outside the school day.

Homework is typically used to develop established skills and to link classroom instruction with other objectives (like a project). As such, homework will always be reviewed to provide student feedback, but grading will depend on the teacher's objective and grades will be formative in nature.

In general for an average student per night,

- a MS student will be assigned a maximum of 20-30 min. homework per class
- a HS student should expect 40-45 min. homework per class.
- teachers will grade or review all homework within a week if submitted for grading

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

Missing & Late Policy

In the event a student does not hand in a piece of work or assignment the teacher can issue, at his or her discretion, an extension of between 1-3 days for the work to be completed. Any work handed in during the extension period should be marked and the grade placed in the system along with an 'L', to show that the work was handed in late.

In the event that a student fails to hand in any work, even after any extension period, the student receives no credit for the assignment.

Students failing to consistently hand in work on time face a parent-teacher conference, as well as a notification to the administration and Counselor.

Secondary 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

- Blue Polo with CIC logo (Middle Years)
- Tan Polo with CIC logo (Grades 11-12)
- 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

- Secondary 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.

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.

Public Display of Affection

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

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

Arriving and Leaving Campus

Campus is closed to students before 7:15am, or after 3:15pm unless the children are registered with 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.

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, and supervised by the grade-level teacher-advisor.

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.

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 whereby the student is not allowed on school grounds. Days missed due to reflection period are treated as unexcused absences. When a student is suspended from school, this information is added to their permanent record.

Substance Abuse

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

5. Academic Program Requirements

Community, Action and Service Graduation Requirements

CIC has a very strong tradition of community service led by the Ayuda y Amistad (AyA). This student-led organization supports several local orphanages through activities and fundraising. Students in grades 6-12 are expected to attend at least one AYA event in order to meet the grade requirements of the Citizenship Objectives. Please refer to the CIC CAS Handbook for details.

Student Community Service Responsibilities

CIC believes in the education of the whole student and that engagement in activities outside the classroom is a necessary and valuable aspect of education. To support this belief all students in Gr 6-12 are expected to meet our CIC citizenship objectives. The CIC citizenship objectives have been developed based upon the IB Creativity, Activity and Service (CAS) component of the IB Diploma program and Community and Service in the Middle Years Program.

Depending on the grade level, students are expected to engage in activities outside of the classroom that allow them to meet a specific number of objectives. As they meet the objectives students must provide documentary evidence to show how this was achieved and also include personal reflections on the process and final results. All students are expected to engage in at least one AYA activity as part of meeting their objectives. Advisors provide feedback on student progress through their quarterly report card comments. Please refer to the CIC CAS Handbook for more details.

Secondary School Advisor Program

The goal of the CIC Advisor Program is to ensure that each student receives regular guidance and support from at least one teacher at school, beyond that which is given in the normal classroom setting. Advisors meet daily with a small group of students to develop quality-helping relationships with them, and to provide a structured environment, which promotes good study habits. The primary focus area of the Secondary School Advisor Program is on building positive relationships.

Health Program

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

Promotion

Middle School: Promotion in the Middle School (grades 6, 7 and 8) is determined by the administration consultation with the child's advisor, teachers, secondary school counselor, and parents. To be promoted, a student must have mastered the skills necessary to succeed in the next grade. CIC evaluates Middle School students based on a variety of factors, including educational, social, and emotional components. A grade of "1" for the year in both English and math or grades of "1-2" in two or more subjects may result in the student repeating the grade.

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

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

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

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

High School: Promotion from grade to grade in the High School (Grades 9-12) is based on the number of credits a student has earned. A student who fails a course earns no credit. Any failure will result in a careful review of the student's record and progress. Based upon this study, the student may be given the option to make up coursework, be required to complete further study for re-examination, be required to repeat the course, or be expelled from school. Grades 9-12: Grades of "2" or "1" in any subject will require a conference between the parents and the school to determine the most appropriate placement for the next year. Placement options include:

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

Probation for Secondary Students

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

- Students on Probation have demonstrated a need for additional help, additional motivation, better conduct—or all three. These students will be put on contract that specifies the steps they need to take to be removed from Probation. Usually, this will involve getting extra help from their classroom teachers, attending tutoring sessions, or improved classroom or school behavior.

- Students on Probation may have their participation in any athletic or extra curricular activity at CIC suspended, altered, or fully denied. A high school student is placed on Probation if he/she has two or more 1's or three or more 2's for the semester.

Graduation Ceremony Requirements

Students must earn a minimum of 26 credits in grades 9-12 for graduation from CIC. One credit is awarded for each full-time, full-year course. This should be confirmed by the student each semester to assure all obligations are met.

Subject	Credits
English	4
Science	4
Humanities	3
Foreign Language	3
Physical Education	3
Fine Arts	1
Mathematics	3
Electives	5

Transcripts

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

Certificate of Attendance

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

Exam/Final Semester Assessment

An exam will be given at the end of the first semester that is weighted at least 15% of the semester 1 Grade in DP and at the end of the second semester there is an end of year exam that is weighted at least 15% of the final year's grade in DP.

Exams in IB Diploma Courses (IBDP)

IB-registered students are required to take the IBDP exams during the IBDP scheduled exam periods. Students taking IBDP exams for external credit will take a mock exam each spring.

IB Diploma Program Participation

CIC is an IBO World school that prides itself on creating opportunities for all to succeed and all students are regularly encouraged to take on the rigor and challenge of the full IB Diploma program. The full IB Diploma Program involves a student taking 6 courses (3 at standard level and 3 at higher) plus completing three additional elements (a Theory of Knowledge course, a 4,000-word Extended Essay and completion of the CAS (Creativity, Activity, Service Program). Please see the CIC IB Handbook for more information.

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

In the event that a student is causing concern among their teachers, he or she will be placed on Diploma probation. In August at the beginning of G.12 they will have the opportunity to remove themselves from probation by either the completion of any work required or by their performance in tests and assessed work. Any student who does not meet the requirements to be removed from probation in August may remain on probation and be given until the end of October to meet the requirements.

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

In the event a student does not meet the above criteria he or she will be either

- asked to withdraw from the IBDP if he or she is currently on probation, or

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

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

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

Report Card Grades for Secondary School Students

Report cards are sent home at the end of each semester for Grades 6-12. Progress reports are emailed on the dates indicated on the school calendar. Also parent-student-teacher conferences are scheduled for each semester. Holistic reports may be emailed once per semester. A holistic report card describes a student's behavior as it pertains to the IB Student Learner Profile, as well as the Approaches to Learning.

Grading

As an IB World School all marks are given according to the assessment criteria established by the IB Organization. Marks are given on a scale of 1 to 7, with 7 being the highest mark attainable. For those not familiar with the IB scale the following chart indicates the equivalent letter grades and percentages in comparison to the IB mark. Please note that IB Diploma courses are considered more demanding than regular classes. Grade Point Average (GPA) for Grades 9-12 are *generally* as follows:

CIC Grade Equivalencies		
%	GPA Scale	IB Score
97-100	4	7
95-96	4	7
90-94	3.75	6
87-89	3.33	5
83-86	3	5
80-82	2.75	5
77-79	2.33	4
73-76	2	4
70-72	1.75	4
67-69	1.33	3

63-66	1	3
60-62	0.75	3
55-59	0	2
<54	0	1

ESOL Grading in the Secondary School

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

Academic Probation

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

- G.P.A. at or below 1.799 (especially for Grades 11 or 12)
- Two grades of 2 in any classes
- One grade of 1 and one grade of 2 in any classes
- Making slow progress through the EAP program
- A general feeling that the student is underperforming compared to perceived abilities.

The procedure for Academic Probation is as follows:

- Parents will be informed of the "Academic Probation" status by means of a letter from the counselor not later than two weeks after the student is placed on academic probation and will be required to meet with the counselor and/or Administration to discuss the conditions of Academic Probation.
- The parents and the student will sign a contract with the administration stating the expectations of the student, parent and school for the duration of the academic probation.
- The teachers of the student will meet as a team and will collaborate on the progress of these students.
- Students who remain on Academic Probation after one semester or at the designated deadline for improvement may be advised to withdraw from CIC.

Confidentiality of Records

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

Disclosure of Discipline Records

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

If a student's disciplinary status changes after the filing of college applications, the student has the opportunity and obligation to inform all schools to which an application has previously been submitted or the school at which the student has submitted an enrollment deposit. The student should notify the college or colleges within two weeks from the date of the change in status. These policies are in compliance with the National Association for College Admission Counseling's Statement of Principles of Good Practice.

Release of Confidential Information During University Admissions Process

- I authorize the release of my son's/daughter's school transcript and other relevant school records to the colleges, universities and scholarship programs to which he/she applies.
- I understand that teacher and counselor recommendations are confidential documents and hereby waive access to them.
- I understand that it is the policy of CIC to inform colleges of serious disciplinary matters (i.e., those resulting in probation, reflection period, or dismissal, such as plagiarism/malpractice, physical or verbal violence) and authorize the release of that information.
- I acknowledge my student's obligation to be honest with the CIC Secondary School Counselor and with the Universities to which he/she is applying.
- I understand that it is the student's responsibility to notify the counseling office of those Universities and programs for which a transcript is needed and to do so at least two weeks before the due date.

**All students must accept these criteria by initialing this policy on Page 5-6 of this Handbook.*

6. Secondary School Electronic Acceptable Use Policy

General Expectations

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

On Campus Computer Use

Acceptable Use - the primary purpose of the CIC COMPUTER NETWORK is to support and promote student learning at CIC. Although limited personal use can be authorized by prior arrangement, the primary use of your account must be in support of education and research and consistent with the ethos and curriculum of Colegio Internacional de Caracas.

Privileges - the use of the CIC computer network is a privilege, not a right, and inappropriate use may result in suspension or 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. An 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 examples that warrant a suspension from the CIC 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 accounts
- Unapproved gaming or other action actively preventing the user or classmate from learning. If in doubt please check with the technology department.

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. 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.

Secondary Student Technology 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 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 explicitly 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 settings on school computers, install programs, and uninstall programs on any drive 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. Students must bring a teacher note to the lab to obtain permission to print in color.
- 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.

**All students must accept these criteria by initialing the Electronic Acceptable Use Policy on Page 5-6 of this Handbook.*

Privacy and Passwords

Students are 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 due cause (e.g. virus, inappropriate content, exceeding storage limits, etc.).

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

Inappropriate Content, Language, or Use

No profane, abusive or impolite language should be used to communicate using CIC electronic resources. Content should not be accessed which is not in line with the 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 administration.

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.

7. Academic, Athletic, Activities Award Criteria

Academic Distinctions

An Honor Roll may be generated at the end of each semester (this is not a school requirement) in the secondary school. Students in yearly grades 6-10 (MYP) that meet the following requirements may be recognized each semester for their academic achievements:

- MYP students (grades 6-10) who earn a class average (all classes) of 5.0 or above with no individual class grade below a 4.0 earn Honor Roll.
- MYP students (grades 6-10) who earn a class average (all classes) of 5.5 or above with no individual class grade below a 5.0 earn High Honor Roll.
- *MYP students (grades 6-10) who receive ESOL support of any kind may not earn academic distinctions.*

Students in yearly grades 11-12 (IB diploma or CIC diploma) that meet the following requirements will be recognized each semester for their academic achievements:

- 11-12 CIC diploma students (only) who earn a class average (all classes) of 5.0 or above with no individual class grade below a 4.0 earn the Honor Roll.
- 11-12 CIC diploma students (only) who earn a class average (all classes) of 5.5 or above with no individual class grade below a 5.0 earn the High Honor Roll.

- 11-12 IB diploma students (only) who earn a class average (all classes) of 4.5 or above with no individual class grade below a 4.0 earn the Honor Roll.
- 11-12 IB diploma students (only) who earn a class average (all classes) of 5.0 or above with no individual class grade below a 4.0 earn the High Honor Roll.

Student Awards

Grade Level Awards: Based on enrollment, up to 3 awards may be given at a particular grade level. The selected categories will usually be Achievement, Improvement, and Consistency. A total of 3 awards will be given at each grade level, but need not necessarily include all 3 types of awards. Note: individual class or subject area awards may be given by teachers, but will not be part of school-wide awards ceremonies.

CIC Grade Level Awards Examples (A)

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

CIC Awards for Citizenship and International Understanding: 1 of each may be given to exemplary students from 6-8 and one for 9-11

CIC Divisional Level Awards Examples (B)

- **Citizenship Award Criteria:** “The student demonstrates good citizenship through positive involvement in the school community and community at large, shows respect for others and the goals and values of CIC as an institution, and impacts constructively on peers by setting a positive example of group involvement and personal integrity.”
- **Presidential Education Awards for both Academic Excellence and Educational Achievement.** These two awards are given to 8th grade students at the graduation ceremony. Criteria for these awards can be found at <http://www2.ed.gov/programs/presedaward/index.html>
- **Academic Excellence** is based on GPA, testing, and teacher recommendation.
- **Educational Achievement:** The purpose of this award is to recognize students that show outstanding educational growth, improvement, commitment or intellectual development in their academic subjects but do not meet the criteria for the President's Award for Educational Excellence. This award should not be compared to the President's Award for Educational Excellence or be seen as a second tier award, for it recognizes a very different type of academic achievement. It is meant to encourage and reward students

who work hard and give their best effort in school, often in the face of special obstacles to their learning.

President's Award for Educational Excellence

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

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

Additional Awards Given to Graduating Seniors

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

Note: It is not guaranteed that all individual awards are designated each school year.

8. Co-curricular Program

Model United Nations

Since 1990 CIC has been the host of the South American Model United Nations, SAMUN. Students from schools all over South America play the roles of delegates representing member nations and international agencies. Activities of both the General Assembly and Security Council are simulated.

Middle School students prepare for the Junior Model United Nations, JMUN, in their social studies classes. They are joined by students from other schools in Caracas for a convention at CIC in the spring.

Community Service

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

Sports

CIC offers a range of athletic activities for all students. Competitive seasonal sports include basketball, volleyball and soccer (football). Teams play against regional and other international schools.

Music

The school offers several levels of instrumental activities. Advanced Band students, or other qualified musicians, can join the Concert Band. This group often performs at school functions or other events in the community. Novice instrumentalists can participate in the Beginner Band and Rock Band. Each year, different opportunities arise.

Drama

Every year the school produces multiple events in Spanish across the Secondary School. These events are always very popular and entertaining events and parents are encouraged to attend. In addition, there are smaller drama presentations at all levels of the schools.

Clubs

Faculty members sponsor a wide range of clubs such as the Green Team. Please be aware that these vary year to year depending on student interest and staff sponsorship.

Student CIC Sports Agreement Criteria

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

Athletes are expected to maintain high academic standards and behavioral expectations set forth in this CIC student handbook. Any athlete receiving a failing grade on a progress report/report card or earning a GPA below 2 may have their continued involvement in after school activities assessed. Failure to comply with any of the preceding may result in suspension from game(s) or practices, or if traveling with the team, being sent home at the parents' expense.

**All students must accept these criteria by initialing the CIC Student Sports Agreement on Page 5-6 of this Handbook.*

9. Student Services

Lost and Found for Secondary School Students

Lost and found articles should be turned and claimed in to the Counseling office. Unclaimed items will be donated to charity at the end of the school 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.

Students should report lost or stolen items immediately to the teacher or an administrator. Students should clearly identify their personal belongings. Students are advised not to bring valuable items to school, which have no use in the classroom setting. All items will be held in the Counseling office until the end of term where they are publicly displayed then donated. Students missing items should check this location for lost items periodically.

Remember that students may store valuable or large items in the school offices.

Tutoring & After School Care

Any after school tutoring 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 superintendent.

In order to provide a safe environment, no secondary student may remain on campus after 3:15pm without specific permission from a CIC supervisor.

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.

Driving Privileges

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

- A student wishing to drive and park on campus must bring a photocopy of a valid driver’s license, the car’s registration papers, and the car’s insurance papers. This is the only car the student is allowed to bring on campus and all documentation will be submitted to the Counseling Office
- A student who drives to school may not take other students in his/her car without the express permission of those students’ parents/guardians and the prior notification of school administration.
- Students may not “hang out” in their cars during the school day.
- Students may not go to collect or retrieve items from their car, during the school day without prior permission from a teacher.
- All those wishing to have this privilege must have at least a 2.0 average.
- Documents needed on file at CIC include a copy of current Driver’s License and Health Certificate, a copy of current insurance policy, a copy of car’s registration, and the car’s year, color, model, license plate number and parents’ mobile phone numbers.

**All student drivers must accept these criteria by initialing the CIC Student Driving Privileges portion of the form on Page 5-6 of this Handbook.*

Lockers

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

Safety Drills

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

10. Channels of Communication

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). An appointment may be made by calling or visiting the school office.
- 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. 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 unresolved, the parent may wish to speak with the administration. Appointments can be scheduled by contacting the secondary office.

11. Academic Resources

Using MLA Style Writing Guidelines for CIC Documents

In the Secondary School, CIC uses a style of formatting for writing that is called "MLA", which stands for "Modern Language Association" - an academic association that has been around since 1883. The MLA format for writing research papers is generally simpler and more intuitive than others, and is the format CIC students use for literature, English, and humanities papers. Be careful: CIC does not generally adhere to the Chicago Manual of Style (CMS) or the American Psychological Association (APA).

If a teacher does not specify which format you should use, the assumption is MLA. MLA is very clear with the writing format - the appearance, layout, and the way students do citations. It is generally not up to the student to creatively format his or her paper - if a student is unsure how to format a paper, teachers are available to support the process.

There are many websites that can assist the CIC student, including the MLA website itself, Modern Language Association, at www.mla.org.