



This Student Handbook belongs to:

Name: _____ Grade level: _____

Classroom Teacher/Advisor: _____

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Bienvenidos and Welcome to a New School Year at CIPLC!

Dear Students (and Parents),

Welcome to a new school year at Colegio Internacional Puerto La Cruz. As you start this year, I hope that you are eagerly looking forward to all of the new experiences and challenges of the year ahead. Students, parents, teachers, administrators, and other personnel at CIPLC are all important parts of our school community. Whether you are a returning student or are new at CIPLC, you can look forward to finding a beautiful campus, friendly students, and caring adults. Together we all work to make CIPLC the best possible international school.

This handbook has been prepared as a guide to acquaint you with the policies and procedures that need to be followed during the school year. It is not possible to cover every possible situation that might arise in the course of a school year, so as with any guide, this handbook serves only as a framework so that you and your parents understand what we expect from our Gecko community. In the absence of specific guidelines for any given situation, you should comply in the spirit of good citizenship combined with being a focused student, use common sense, and when in doubt, talk with your teachers.

The following pages contain most of the policies and procedures that are used by the faculty and administration to maintain an appropriate academic and social setting in which students can flourish. Other items describe procedures normally used by the staff and administration to support school operations. It is my job as superintendent to see that these policies are properly implemented and consistently supported in order to carry out the school's vision and mission.

The entire staff at CIPLC is committed to help you be successful this year and prepare you for whatever lies ahead. The expectations of the CIPLC faculty and administration are high, but so are the benefits of being at an international school. We ask that you live by the **Gecko Guide**; four basic statements about living and working together that govern the behavior of our CIPLC community.

Everyone is expected to:

Be respectful,

Be responsible,

Be safe, and

Do one's best.

Again, welcome to a new school year at CIPLC. I hope you invest the required time and effort to have an exciting and productive school year, and I hope you have fun in the process!



David Carlson, Superintendent

CIPLC Mission Statement

Inspiring students to develop a lifelong passion for learning and social responsibility while teaching critical thinking and effective communication skills.

CIPLC Vision

To be the premier provider of an internationally focused education in Latin America.

CIPLC Students:

- **Achieve academic excellence through a U.S. style curriculum**
- **Act with integrity and make responsible choices**
- **Appreciate cultural and individual differences**
- **Challenge themselves in a wide variety of co-curricular activities**

PHILOSOPHY OF EDUCATION

We believe that CIPLC should provide for all students a quality education in the English language that is representative of the experiences found in top international schools around the world. We also believe that CIPLC should prepare students to enter college or university programs. We further believe that the school should provide its multinational student body with an appreciation of the diverse cultures represented by its members, with a special emphasis on knowledge and understanding of Venezuelan culture and history and the Spanish language.

We recognize that a quality education has many elements, including the following: academic development, the ability to utilize technology in learning, character development and values education, a program of physical fitness, activities that foster a sense of responsibility toward community, the formation of friendships- including those across cultures, and a code of conduct that instills self-respect, self-discipline, and honesty. Underlying the total program should be an appreciation of individual differences. A program combining these elements should prepare our students for college and university programs as well as for a constructive role in a democratic society.

GENERAL INFORMATION

COMMUNICATION AND SCHOOL INFORMATION

School news and information is shared using three methods; during homeroom and advisory classes, using social media, and using electronic communications via the school website, SMS, e-mail, and/or WhatsApp. Parents of elementary children often receive information in their weekly folders. For late-breaking news, the school will use e-mails, SMS, and/or WhatsApp to communicate. Other relevant information is also posted on the school's website (www.ciplc.org).

DRESS CODE

The Venezuelan Education Ministry has established a mandatory dress code for all public and private schools in the country.

CIPLC SCHOOL UNIFORMS

The lower half of the CIPLC uniform consists of solid navy blue pants (that close with a button and zipper) or skirts or hemmed shorts (no higher than 2 inches/5 cm above the top of the knee). Blue jeans in nice condition (dark blue, not faded or ripped) are acceptable. The upper half of the uniform consists of a solid shirt that has the CIPLC school logo in the following assigned colors:

Pre-School - Kinder	Red knit shirt
1st - 5th grade	White knit shirt
6th - 8th grade	Light blue knit shirt
9th - 12th grade	Beige knit shirt

Sweaters worn on campus must be solid dark blue. No caps, bandanas, or hoods may be worn at school except on applicable Spirit Days.

Uniform shirts and PE shirts are available from a local company (contact information available in the School Office). New students will have one week to purchase their uniforms.

Appropriate student dress helps create an attitude and atmosphere conducive to learning and demonstrates the students' pride in themselves and their school. Student dress must reflect the important and serious purpose of CIPLC as well as the fact that on an international campus, conservative dress is the common, respectful standard. To help reinforce the idea that school is a serious place of work and study, we request that parents help model the same standards that we ask of our students.

NON-UNIFORM DRESS DAYS

On days when uniforms are not required, students may choose to wear tops and bottoms that are not their uniform colors. However, all other dress code restrictions will still be in effect. For example, tops must still completely cover the shoulders and midriffs, and shorts/skirts must still be no higher than two inches above the top of the knees.

PE UNIFORM

For physical education classes, all students must wear the school's PE uniform as described below:

Elementary - White T-shirt with school logo, solid navy pants or shorts no higher than two inches above the top of the knees, and sneakers.

Secondary – White T-shirt with school logo, solid black or navy shorts no higher than two inches above the top of the knees, and sneakers.

CELL PHONES & ACCESSORIES

In order to properly engage in learning activities, students must be able to focus for extended periods of time. Ringing/vibrating cell phones distract the whole class. Even cell phones that aren't ringing or vibrating still distract the owner. Checking phones has become a constant habit.

To help maintain a productive learning environment, and to help students learn to maintain focus and concentration, the faculty has adopted the following policies:

ECE and ES students may not have cell phones out before school or during the school day. During the school day, phones must be kept in backpacks and turned off or set to silent and to not vibrate.

MS and HS students may use their phones during the time before school and after school and during the morning and lunch breaks. However, during class time and during passing periods, phones must be inside backpacks and must be either turned off or set to silent and to not vibrate.

Phones that ring, or that are out during class or passing periods, will be kept by the teacher until the end of the day. On a second offense, the teacher will give the phone to the Divisional Dean until a parent retrieves it. In such situations, students are expected to review at home with their parents about when it is appropriate to have their cell phone out at school. As a courtesy, instead of coming to campus to retrieve the phone, parents may send a note to school the day after a phone is confiscated to request that the cell phone be released to the student at the end of that school day.

CIPLC, of course, is not responsible for lost or misplaced cell phones, and students may not miss class time looking for lost or misplaced cell phones.

ADVISORY PROGRAM

Every student in the middle and high school will have an advisor who will help monitor student progress, relay announcements, and work with students on grade-level activities.

The purpose of the advisory program is to provide each student with a faculty member who will actively monitor both the academic progress and social development of each student. Students should inform advisors of any difficulties or problems as early as possible in order to receive assistance. The advisory program can also provide time to teach life skills programs such as health education, study skills, college/career counseling, and research skills.

COUNSELING AND GUIDANCE

One of the purposes of the guidance program at CIPLC is to help students achieve maximum social and academic growth. The role of the counselor is to assist students in the process of clarifying their own strengths and weaknesses, possibilities, responsibilities, and potential as a student at CIPLC. This is accomplished through individual counseling as well as group sessions. The school's counseling services include:

- Working with all students and teachers to help teach child-safety issues.
- Scheduling students for appropriate classes.
- Discussing graduation requirements.
- Coordinating parent-teacher-counselor conferences and serving on the Intervention Team.
- Providing orientation programs for incoming students.
- Recommending appropriate grade-level placement.
- Administering self-assessment, interest, and personality tests.
- Providing college counseling.
- Providing information about career options.
- Serving as testing coordinator for SAT, PSAT, Advanced Placement, and MAP.
- Facilitating the completion of student transcripts.

The counselor is also available to address student problems such as minor behavioral issues. Depending on the situation, the counselor may contact parents and teachers for support and follow-up. When student concerns demand more support than the school's resources can provide, the counselor will serve as a referral service to help parents locate a psychologist, psychiatrist, speech therapist, or tutor. Counseling issues will be handled confidentially unless there is a threat to the student or others.

FIRST AID

CIPLC employs a full-time health care professional to provide basic first aid and to administer medications upon written request by parents. Parents must provide up-to-date health and immunization records along with emergency contact information and specific details regarding the health needs of each student.

In the case of minor incidents (normal scratches, scrapes, bumps, and bruises), the classroom teacher will decide whether or not to refer the child to the doctor/nurse. In the event of a more serious accident or situation, the doctor/nurse will inform parents of the extent of the accident by the end of the day. In the event of an extreme emergency, school personnel may be required to make immediate health decisions to assist the child before a parent can be contacted.

PARENT-TEACHER CONFERENCES

Scheduled conferences are held twice during the school year to inform parents about student progress. The first conference is typically a traditional Parent-Teacher Conference held at the beginning of Quarter 2, and the second conference is typically a Student-led Conference held at the beginning of Quarter 4. Please refer to the school calendar for the dates and times of these conferences.

Additional Parent-Teacher Conferences may be arranged at the request of parents, students, teachers, or counselors. Conferences should be arranged through the office in order to avoid scheduling conflicts with the teacher's classroom responsibilities and to ensure that all necessary information can be made available. A conference may include the student, teacher, counselor, specialists, and/or an administrator.

LINES OF COMMUNICATION AND APPEALS

Because schools are human institutions, conflicts are inevitable. We strive to create an environment that allows for open, forthright, and beneficial resolution of conflicts, and we urge students and parents to communicate problems by:

1. Beginning at the level of concern.

For example, if a problem emerges in a particular classroom, communicate first with the teacher. The majority of problems can be easily resolved at this level.

2. If the teacher and parent are not able to reach a satisfactory agreement or understanding, either party may contact the counselor or Divisional Dean.
3. If the matter still remains unresolved after being brought to the attention of the Divisional Dean, the issue may then be brought to the attention of the superintendent.

A student or parent who has been unable to resolve a problem following Steps 1 through 3 may then request a meeting with the CIPLC Board of Directors as part of the school's appeals process. The appeal must be made in writing to the President of the Board with a copy submitted to the superintendent. The Board may elect to place the appeal on their next monthly meeting agenda, or they may decide to call a special meeting. Such written appeals must be received at least seven (7) days in

advance of a scheduled monthly meeting or before a special meeting can occur. All appeals to the BoD will be held in closed Executive Session, and the decision of the Board of Directors is final.

ATTENDANCE POLICY

SCHOOL HOURS FOR STUDENTS

Normal school hours are as follows:

Pre-School	07:50 a.m. to 1:30 p.m.
Pre-Kinder	07:50 a.m. to 1:30 p.m.
Kindergarten	07:50 a.m. to 3:00 p.m.
Grades 1 to 12	07:50 a.m. to 3:00 p.m.

Students must arrive on campus between 07:30-07:45 to be ready to start classes at 07:50.

Regular attendance at school is necessary for both academic and social development. When students are not in school, they miss more than just the assignment or information that was given. The rest of the class is also affected negatively because students miss out on the contributions that the absent student would have brought to the class. Absent students also create additional work for the teacher that often detracts from the teacher's responsibilities to the rest of the students.

In order for a student to receive credit or a grade for a class, they must be present for at least 90% of the class periods each semester.

As a general rule, ECE and Elementary School students may miss up to 9 days per semester. Middle School and High School students may miss 4 or 5 class periods per course per semester. If there is any question about the number of days that can be missed to still earn a grade/credit, 10% of the number of class meetings will be the maximum allowed.

The 10% allowable absences are for illness and/or legal reasons. CIPLC has a very generous vacation schedule, and these days are not intended to be used as vacation days. Because students should not be in school when their presence would compromise their health and/or that of others, students with excused medical absences will be allowed to reschedule work and assessments when they return to school.

ALL Absences ('Approved' absences as well as Unapproved Absences) Count Against the Required 90% Attendance

For absences that are approved, students will be given the opportunity to make up missed daily work during a period of time assigned by the teacher. Normally this means that if a student is absent two days, two days will be given to complete any missed daily work.

For an extension of a long-term deadline, parents must contact the teacher directly before the due date. Approved absences include: illness, death in the family, family emergency, college interviews, national or international tournaments, and other business related travel out of the family's control. Absences will be approved for only two days when students must travel to renew visas unless prior permission is granted by the school administration. For absences that are not emergencies, students must complete a homework sheet before missing school in order to have the absence considered approved. Homework sheets may be picked up from the school secretary.

For absences that are NOT approved, students will not be given the opportunity to make up missed work and will receive a zero for work assigned/completed during the unexcused absence.

For pre-arranged absences, the school policy of 90% attendance per class for each semester is still in effect. Trips and extracurricular activities should not put the student in jeopardy of falling below a C average in classes or missing more than the 10% allowed absences. Students must obtain a "Pre-Arranged Absence" sheet from the School Office and complete it before missing school.

Pre- and Post- Holiday Absences

In order to maximize student/teacher contact and prevent loss of teaching opportunities because of partial class attendance there will be no approved absences without a doctor's note or documentation of required travel for the days immediately preceding and following a school holiday. However, remember that even if these absences are "approved", they still count against the 10% allowable absences.

CIPLC has a very generous academic calendar with holidays and vacations known well in advance. We ask for parent and student support and commitment to make sure that family trips do not overlap with our academic days.

EARLY DEPARTURE FROM SCHOOL

If a student needs to be dismissed early on a particular day, advanced written authorization from the parent must be provided to the Administration prior to noon that day. A pass will be issued to the student, and he/she must sign out in the school office before leaving the campus.

Early dismissal on Friday or before school holidays will not be approved except under extenuating circumstances.

REQUEST FOR ATTENDANCE POLICY WAIVER

The policy of 90% minimum attendance is meant to allow for short-term illnesses and necessary time off for medical and family business.

If extenuating circumstances, such as extended serious illness or a family emergency, are in danger of causing excessive absences, parents should immediately meet with the Divisional Dean to file for a waiver. Proper documentation such as doctor's recommendations or appointments with government offices will be required. If a student misses more than 10% of class periods, the School Office will notify the student and parents about the loss of credit.

TARDINESS

Student tardiness delays the timely start of class and disrupts the learning for all students. **Our school day starts at 07:50, and students are encouraged to arrive between 07:30 and 07:45.** If a student arrives after class starts, the student must report to the School Office for an Admit Slip that he/she must then present to the teacher for admission to class. Repeated tardiness will result in a detention.

BUS SERVICE AND TRANSPORTATION (Suspended)

The following regulations have been established to promote safety while on a school bus:

- Obey the instructions of the bus drivers and bus supervisors.
- All school rules and expectations for behavior apply on the bus.

- Bus supervisors will write a report for students who are not following expectations.
- Three bus reports will result in suspension from bus transportation for 5 school days during which time parents will be required to find alternative transportation to and from school.
- Be on time at the designated bus stops. Buses will not wait more than two minutes.
- Stay seated with your seatbelts fastened while you are on the bus.
- Students may not change buses, pick-up location, or drop-off locations without written permission from a parent and approval from the administration. Changes to a child's normal transportation schedule must be received by 12:00 noon or the change may not be approved.
- Non-CIPLC students are not allowed to ride the bus to or from school.
- CIPLC transportation provides a point-to-point service. For security reasons, buses are not permitted to make unscheduled stops along their routes.

CAFETERIA

The Gecko Café is maintained for the convenience of our students and staff, and parents should provide well-balanced and appetizing meals according to their child's tastes/needs. While in the Gecko Café, students should display polite, responsible, and respectful behavior. This includes:

- Speaking quietly and politely, and lining up in an orderly fashion to wait for your turn in line.
- Depositing all litter in waste containers and leaving the tables and the floor clean for others.

ACADEMIC POLICIES

Although CIPLC provides many school-related activities, our school primarily serves as a place for learning. The following section provides details about grades, honor rolls, student schedules, and other academic matters.

CIPLC ESSENTIAL AGREEMENTS ON ASSESSMENT

It is important that students understand how their learning will be assessed and where their grades come from. To help clarify this, the CIPLC faculty has adopted the following Essential Agreements.

1. To guide instruction and measure learning, we will use a balance between formative and summative assessments.
2. To develop partnerships in learning, we will ensure that parents, students, teachers and administrators become assessment literate.
3. To help students become self-directed learners, we will actively involve students in the assessment process using strategies such as self-reflection, goal setting, and peer collaboration.
4. To ensure alignment of curriculum, instruction, and assessment, all assessments will be clearly aligned to CIPLC-adopted standards and benchmarks.
5. To allow students a variety of ways to demonstrate their learning, we will use a range of assessments aligned to CIPLC-adopted standards and benchmarks.
6. To maximize student achievement, we will provide clear assessment criteria.
7. To ensure that students understand the quality of work expected, we will provide models of performance and/or demonstrate procedures.

8. To improve learning, we will provide students with feedback that is timely, descriptive, and fair.
9. To ensure common expectations regarding the quality and integrity of student work, we will share assessment ideas and practices.
10. We will use assessment as a tool for learning, and we will value growth as well as achievement.

ACCEPTABLE USE POLICY FOR TECHNOLOGY

Technology at CIPLC is a resource that contributes to the educational goals of the school. Students are expected to exercise the same polite, responsible, and respectful behavior on our school network as they do in classrooms and in the hallways. Access to computers, devices, and the internet is a privilege, not a right, and requires student responsibility. Students will be required to sign and return an Acceptable Use Policy Agreement that explains expected student behavior.

GRADING PHILOSOPHY

CIPLC grading policies are established with the entire child in mind and rely on teachers utilizing their professional judgment to develop quality lessons as well as appropriate assessment tools. CIPLC teachers follow effective teaching practices by providing frequent and consistent student evaluation. Conduct and behavior are not included in the academic portion of student assessment.

GRADING SCALE AND PROCEDURES

The school year has 180 days and is divided into four academic (4) quarters. For secondary students, the semester report card functions as an unofficial school record. However, the final transcript is the official record of a student's performance in high school courses. Based on a 4.0 GPA scale, CIPLC uses the following Grading Scale for describing academic performance.

Grade	%	G.P.A.	AP G.P.A.
A+	98 - 100	4.33	5.00
A	94 - 97	4.00	4.67
A-	90 - 93	3.67	4.33
B+	88 - 89	3.33	4.00
B	84 - 87	3.00	3.67
B-	80 - 83	2.67	3.33
C+	78 - 79	2.33	3.00
C	74 - 77	2.00	2.67
C-	70 - 73	1.67	2.33
D+	68 - 69	1.33	2.00
D	64 - 67	1.00	1.67
D-	60 - 63	0.67	1.33
F	59 - 0	0	0

HOMEWORK GUIDELINES

In the ECE & ES, parent participation in nightly reading should be a routine that families develop (in both Spanish and English) regardless of any assigned homework. All students, elementary through high school, should be assigned homework that will contribute to student learning. Current research suggests that the academic grade level times 10 minutes is an appropriate estimate of the average amount of time a student should be studying per night (ie, Grade 7 X 10 = 70 minutes). This is focused time, not time distracted by cell phones, social media, music, and/or the family pet. Please note that students enrolled in AP courses or other advanced programs can expect a substantially heavier homework load; an hour per AP course per night is not unreasonable.

LATE WORK ACCEPTANCE POLICY

One of the primary objectives at CIPLC is to help students become responsible, independent learners. Teachers believe that a structured late-work policy encourages students to be organized and focus on learning. At the beginning of the school year, each teacher will explain their policy and provide each student with their policy in writing.

GRADUATION REQUIREMENTS FOR HIGH SCHOOL

Since the table below represents a minimum standard, students who plan to attend university should plan to take 4 credits in each of the core areas: English, science, math, and social studies.

In order to receive a diploma from CIPLC, a student must earn a minimum of 27 credits and have attended high school for four years. The High School Program of Studies must include the following high school credits:

- 4.0 credits in English (must complete all core English courses)
- 3.0 credits in Science
- 3.0 credits in Mathematics
- 3.0 credits in Social Studies
- 3.0 credits in a Foreign Language
- 1.0 credit in Computer Applications
- 1.0 credit of Graduation by Design/Independent Study
- 1.5 credits in Physical Education
- 0.5 credits in Health
- 2.0 credits in Fine Arts
- 5.0 credits of Electives

Students must meet all graduation requirements in order to participate in graduation exercises and events and receive a diploma.

EARLY GRADUATION REQUESTS

CIPLC believes in the value of four years of academic preparation in high school before a student graduates to the academic rigors of university. For this reason, the school makes only rare exceptions to its requirement for four full years of high school attendance. A parent- or student- request for early graduation must be made at least one semester in advance of a student's proposed graduating year, and both the administration and the Board of Directors must approve this request.

FULL-TIME ENROLLMENT REQUIREMENT

All students are required to be enrolled as full-time students at CIPLC. For secondary students, a full-time schedule consists of 8 scheduled classes. Students requesting an exemption to the full-time schedule must make this request to the administration one semester in advance.

TRANSFER STUDENTS

Transfer students will be placed in the appropriate grade level according to their age and past academic record. Students who transfer to CIPLC during their senior year will be required to meet CIPLC standards for graduation and must have official transcripts showing full time enrollment for at least 3 years of high school. Since requirements for graduation differ from school to school, CIPLC may issue a diploma based on the student meeting the requirements from their previous school. Only credits posted on an official high school transcript will be counted toward CIPLC graduation credits.

GRADE-LEVEL CHANGE REQUEST

CIPLC follows a careful decision-making process in order to respond to a request for a child to change grade levels or receive special programs and services. Once the administration receives this type of request, the appropriate administrator will arrange for a meeting of an Intervention Team. All requests will be considered; however, it is extremely rare for a student to change grade levels.

An Intervention Team meeting is composed of the following personnel:

1. Classroom Teacher(s)
2. Team Leader
3. School Counselor
4. Outside professional as requested by the Intervention Team
5. Divisional Dean

The student criteria examined by CIPLC's Intervention Team may include the following:

1. Age-appropriate placement
2. Parent input based on a Child Information Form
3. Academic performance
4. Social and emotional maturity
5. Classroom teacher assessment and recommendation
6. Academic assessment (CIPLC assessments and/or external standardized testing)
7. Intervention Team discussion and assessment

After the Intervention Team reviews the above information, they will submit a recommendation to the Divisional Dean for final approval.

DROPPING/ADDING COURSES

Given our small size and prescribed course sequence, it would be rare for a student to need to drop or add a class after the start of the school year. A student may request to make a change to his/her schedule within the first two weeks of a semester with approval from the counselor, Divisional Dean, and parents. However, this cannot result in the student having an "open" unscheduled period.

ADVANCED PLACEMENT PROGRAM

The Advanced Placement (AP) Program offers opportunities for students to take challenging courses and possibly earn credits at North American universities while still in high school.

AP exams are administered worldwide in May of each year. **All students enrolled in an AP course will sit for the AP exam.** AP exam fees are payable by the student or parent, and fees must be paid to the CIPLC Business Office by September 1.

ONLINE LEARNING PLAN- IN THE EVENT OF SCHOOL CLOSURE

CIPLC teachers and staff have developed a plan to continue academic learning online in the event that students are not physically able to come to school. This could be due to a school closure of a few days up to one month.

In the event of school closure, parents and students will need to take the following actions:

1. Parents will keep the school informed of current contact information.
2. Plan to have students connected to the internet daily. ECE- Grade 5 parents will need to be in daily contact with the teachers and assist their children with lessons.
3. Go to the school website for instructions, www.ciplc.org.
4. Check for additional updates that will be sent out via e-mail, SMS and/or WhatsApp.

Teachers will be prepared to:

1. Send emails (using the emails on file in Alma) to all of their parents/students.
2. Deliver class content electronically.
3. Receive documents electronically.
4. Give feedback electronically.

Provided that students complete all assigned work and submit it to be evaluated, Online Days are considered to be days of attendance. If work is not completed and given to the appropriate teacher, these days count as absences.

INDEPENDENT STUDY and DISTANCE LEARNING

Many colleges and universities now require that some courses within a degree program be taken online.

When deemed necessary or appropriate by the administration, a student will be permitted to enroll in an independent, distance-learning course. The school counselor and Divisional Dean must recommend a student's enrollment in such an independent, distance-learning course.

As part of the process for making a final decision related to a recommendation, the superintendent may consider, but will not be limited to, the following criteria:

1. Enrollment in an independent study or distance learning course will not be granted if CIPLC offers a comparable course that is available to the student;
2. A student may take no more than one (1) independent study or distance learning course during a given semester;
3. A student must be under the direct supervision of a teacher approved by the Divisional Dean;

4. A detailed program of studies and evaluation criteria must be developed for the course;
5. Any costs associated with elective, independent, distance learning will be borne by the student and family, and must be paid before credit is granted.

Students who are most successful in independent, distance learning courses generally exhibit the following characteristics:

- * Responsible with a positive attitude
- * Resourceful and able to do extended self-directed work
- * Good communication skills and strong research skills
- * Good keyboarding skills
- * Responsible computer and internet use
- * Hold a GPA of 3.0 or higher

TUTORING

Parents interested in finding a tutor for their children may contact the counselor or school office for a list of suggested tutors. CIPLC teachers may not tutor students for pay during school hours or during their duty time. In addition, teachers may not tutor students enrolled in their own classes, unless specifically approved in advance by the Divisional Dean. Each CIPLC teacher will offer a time after school at least once a week to provide additional academic support to their students. Students and parents should check with teachers for the schedule of these sessions.

TRADITIONAL SENIOR PRIVILEGES

Seniors at CIPLC have traditionally held the following privileges that are earned based on 4 years of rigorous study, academic success in varied coursework, and service to the local and global community:

- * Priority enrollment in electives.
- * The privilege to wear a non-uniform shirt or sweatshirt on Fridays to signify senior status (alterations must have prior approval by administration)
- * Three or more days of sabbatical (depending on the school calendar) prior to graduation plus the week following their graduation.

SEMESTER EXAMS FOR GRADES 6-12

Grade 6 students will have an end-of-semester exam that covers their last unit of study.

Grade 7 students will have an end-of-semester exam that covers the last academic quarter.

All students in Grades 8-12 sit for semester exams. The exam will count for 15% of the semester grade and will focus on material covered during that specific semester rather than be cumulative for the entire year. Semester grades, with the exam grade included, are entered on the official school transcript and are used when calculating GPA.

Homework should not be assigned to students during exam week, and teachers should ensure that major projects are also due before exam week begins in order to allow students sufficient time to review for their exams.

Semester exams are given during the last week of each semester in Grades 6 – 12. No early exams will be given. Students who miss first semester exams will make them up in January outside regular school hours, and students who miss second semester exams will make them up in August outside

regular school hours. Students who withdraw during the semester will normally be graded on work completed up to the date of withdrawal and will not have the opportunity to take the semester exam or earn credit for the semester.

STUDENT EXAM/TEST BEHAVIOR EXPECTATIONS

Exams and tests are highly structured, and as such, there is a zero warning policy for the following behaviors:

- * Students will sit in their assigned seat and follow teacher instructions about testing conditions.
- * Students will not be permitted to go to the restroom during a test. Talking and looking around the classroom will not be tolerated.
- * Cell phones are not permitted in the testing room during a test. A student found with a phone out during a test will be considered to be cheating.
- * Students may have only those materials that are necessary for the test on or around their desks or tables. All extra material must be removed from the testing room.

EXEMPTION FROM SEMESTER EXAMS

CIPLC believes that semester exams provide students with an excellent opportunity to review major concepts from the semester as well as to familiarize themselves with the rigors of both standardized testing and future college examinations. For this reason, CIPLC recommends that all secondary students prepare for and sit for semester exams. In special circumstances, and at the teacher's discretion, teachers may allow students in grades 6-12 to be exempt from semester exams if the student holds an "A+" average (98%-100%) during the entire semester with no more than 3 absences in that specific class. All exemptions must have prior approval from the Divisional Dean.

DISHONESTY IN ACADEMIC WORK/PLAGIARISM

CIPLC defines academic dishonesty as taking answers from others, willingly giving answers to others, or plagiarism on any school assignments or assessments. Academic dishonesty is a serious offense because it represents a form of stealing, and it has ethical and moral as well as academic implications. The following consequences are associated with academic dishonesty.

1st Offense – The test or assignment in which the cheating occurred must be completed satisfactorily as directed by the teacher and the Divisional Dean, and parents will be notified by the teacher. Until an honest test or assignment is submitted and evaluated, a zero will be placed in the gradebook for that assignment. The offense is recorded in the student's confidential disciplinary file.

2nd Offense – The test or assignment in which the cheating occurred must be completed satisfactorily before school during administrative detention. Parents and the student will conference with the Divisional Dean, and the student will complete a dishonesty/plagiarism assignment as outlined by the Divisional Dean. This instance of dishonesty is recorded as a second occurrence in the student's permanent disciplinary file.

3rd Offense – A permanent zero is recorded for the test or assignment. The student will receive a three-day out-of-school suspension. The Divisional Dean will hold a parent-conference when the student returns to school, and the parents and student will sign a written contract, which if broken, will be used for a recommendation of expulsion from the school.

STANDARDIZED TESTING: SAT AND MAP

* Juniors and Seniors are strongly encouraged to take the SAT (Scholastic Aptitude Test) at least once before graduation. Students may take the SAT as many times as they choose after their 10th grade year. The SAT is typically offered at least twice a year at CIPLC.

* The PSAT/NMSQT (Preliminary SAT/National Merit Scholarship Qualifying Test) is given once per year in October and is mandatory for all ninth, tenth, and eleventh grade students. If scores are outstanding in 11th grade, students who are US citizens may qualify for the National Merit Scholarship Program.

* The actual test and registration dates will be announced and posted as CIPLC receives them.

* External examinations such as the Scholastic Aptitude Test (SAT) and Advancement Placement (AP) exams all require the payment of additional fees by parents.

* The Measure of Academic Progress (MAP) is taken by students in Kindergarten through Grade 11 to monitor student progress.

PROGRESS REPORTS, REPORT CARDS, AND ON-LINE GRADES

CIPLC uses Alma for the online reporting of grades and comments for students in grades 3-12. Teachers update their Alma grades every two weeks for review by students and parents. Progress reports are found online for students earning below a "C" grade at the mid-term of each quarter. At the end of each semester, all students will receive a printed copy of their semester report.

Parents may obtain parent and student log-in information for Alma from the school registrar.

All questions regarding grades should be addressed to the specific classroom/ subject area teacher.

HONOR ROLLS

The school recognizes students for high academic achievement during the school year. Honor Roll awards are given at the end of each semester, and specific subject awards are granted at the end of the school year.

Distinguished (High) Honor Roll recipients must meet the following criteria:

Middle School and High School: Semester GPA at 3.80 and above.

Standard Honor Roll recipients must meet the following criteria:

Middle School and High School: Semester GPA from 3.50 – 3.79.

THE NATIONAL HONOR SOCIETY AND THE NATIONAL JUNIOR HONOR SOCIETY

The National Honor Society (NHS) and the National Junior Honor Society (NJHS) are the premier U.S. organizations established to recognize outstanding high school and middle school students. As more than simply an honor roll, NHS/NJHS serves to acknowledge those students who have demonstrated excellence in a number of areas. For NHS, students are selected based on their demonstration of scholarship, leadership, service, and character. For the NJHS, students are selected based on the qualities listed above as well as citizenship. Both NHS and NJHS are sponsored and supervised by the National Association of Secondary School Principals (NASSP).

At CIPLC, the Anzoátegui Chapter of the National Honor Society serves students in grades 10 through 12, and the Barcelona Chapter of the National Junior Honor Society serves students in grades 6

through 9. The selection procedures and the criteria for induction into the NHS and NJHS are posted on the school's web site.

ATHLETIC AWARDS

Athletic awards are presented to students by their coaches at the end-of-year awards ceremony. Possible awards that students can earn are:

- * Sportsmanship Award (one boy, one girl)
- * Athlete of the Year (one boy, one girl)
- * MVP (multiple awards)
- * Gecko Guy and Gecko Gal (voted by students)
- * Most Improved Athlete (one boy, one girl)

Questions about the criteria for these awards should be addressed to the Athletic Director.

CO-CURRICULAR ACTIVITIES

MEMBER ORGANIZATIONS AND CONFERENCES

CIPLC is a member of national and international conferences that provide opportunities for exchanges in sporting and academic competitions for students as well as professional development opportunities for our teaching staff. CIPLC belongs to the Eastern Venezuelan Activities Conference (EVAC), the Venezuelan Association of North American Schools (VANAS), and the Association of American Schools in South America (AASSA).

AFTER-SCHOOL ACTIVITIES

CIPLC offers a number of after-school activities for students of all ages. Students are encouraged to join activities after school as a way to get to know new people, make friends, and gain valuable experiences beyond the classroom. While there is a selection process for some of the activities because they can allow only a specified number of students, most activities are very inclusive. Even students who have no experience or background in an activity are encouraged to join clubs, activities, and/or athletic teams.

SPORTS PROGRAM

Sports are offered for ES through HS students. In Grades 1-3, students can participate in basketball and soccer. Additional sports such as tee-ball, kickball, and jump roping may also be offered. In grades 4-5, students can play kickball, basketball, soccer, and possibly roller hockey. At this age level, students can begin competing in the EVAC events and traveling to competitions.

In grades 7-12, students can play volleyball, basketball, and soccer. Secondary students can compete in events within the EVAC Conference as well as the VANAS Conference, which will require travel to cities such as Maturin, Maracaibo, Valencia, and/or Caracas.

STUDENT COUNCIL

CIPLC supports an elementary- as well as a secondary- student council. Some of the many activities sponsored by our student councils are spirit days, community service events, fundraisers for charities, and activities that encourage group participation and a sense of community. An additional important function of the student council is to act as a liaison between the faculty, administration, and students. Through the student council, students are encouraged to voice concerns and/or suggestions to the administration. At the same time, the student council gives students experience in participatory student government. Elections for student council are held early in the first semester of each school year.

MODEL UNITED NATIONS (MUN) and/or GLOBAL INITIATIVE NETWORK (GIN)

High school students who are interested in global issues and world affairs may choose to participate in a simulation of the United Nations organization. Students apply to be delegates and serve on the Security Council, World Trade Organization, and the International Court of Justice. Highly motivated students may have the opportunity to participate in MUN conferences at national and international locations as determined by the administration. Students must meet selection criteria in order to be chosen to participate in such conferences, and travel/conference costs must be covered by families.

Middle School students may participate in JMUN/JGIN. Highly motivated middle school students may travel to Caracas for a culminating conference. Participation in JMUN/JGIN helps students prepare for further participation in the MUN program in high school.

TEENS LINKING COMMUNITIES (TLC)- SERVICE LEARNING

Service-learning opportunities exist in and out of school, and students are encouraged to participate. CIPLC supports local orphanages and hospitals, and our students participate in additional community activities. The school encourages students and parents to follow TLC for news about upcoming service learning opportunities.

SOCIAL EVENTS

Social events organized by STUCO are held periodically during the year for CIPLC students. All school rules apply at these events, and in order to create a safe and healthy atmosphere, the following special rules also apply:

- * Teachers/chaperones reserve the right to check bags, pockets, backpacks, and lockers in order to ensure that rules are being followed.
- * Once a student leaves a school event, he/she will not be allowed to return to the event.
- * Students must be picked up after events by the designated time.

STUDENT CODE OF CONDUCT

CIPLC provides each student with opportunities to develop his or her talents, capacities, and interests in a school climate that reflects the high standards of good citizenship expected in countries around the world. Effective learning takes place within a positive program of discipline. CIPLC's program will encourage the individual student to develop desirable qualities of self discipline, will hold the student responsible for his or her actions while under the supervision of school authorities, and will take steps to protect students from individuals whose behavior or actions disrupt the learning program.

Of course, the responsibility for the development of basic positive behavior rightfully belongs with the individual and his or her parents. Parents have an obligation to assist the school in promoting and maintaining positive social and moral standards of conduct both on and off campus. Ultimately, though, students must assume responsibility for their own behavior. Students are expected to obey all of the rules and regulations set forth in the CIPLC Student's Rights and Responsibilities.

STUDENT'S RIGHTS AND RESPONSIBILITIES

1. It is Your Right:

To be part of an environment in which you are addressed politely, treated with dignity and respect, and are free from discrimination.

Your Responsibilities Include:

- * Avoiding language and behavior that are offensive to others.
- * Respecting the rights of others.
- * Using acceptable manners and appropriate social etiquette.

2. It is Your Right:

To be part of an environment that is free from intimidation, including all forms of physical and verbal abuse.

Your Responsibilities Include:

- * Avoid causing or encouraging bullying, teasing, harassing, or ganging up on others.
- * Showing due consideration for others when moving on or around campus.

3. It is Your Right:

To work, learn, and achieve success in an environment that supports your efforts and helps encourage you to successfully reach your goals.

To be able to express your thoughts and to ask questions.

Your Responsibilities Include:

- * Arriving on time to all your classes with all necessary books and supplies, ready to work.
- * Being cooperative and displaying a positive attitude.
- * Completing all of your assignments and class work within an agreed upon time frame.
- * Allowing others to speak, and to listen sensitively to what they have to say.
- * Accepting and giving opinions that are critical of ideas but never of people.
- * Being intellectually honest - no cheating, plagiarism, or copying of someone else's work.
- * Avoiding behavior that interferes with or discourages other students from learning effectively.

4. It is Your Right:

To expect that all property and equipment at CIPLC whether personal, shared, or belonging to the school, should remain free from damage, abuse, or theft.

Your Responsibilities Include:

- * Treating all property with respect and using it in an appropriate manner.
- * To avoid using or touching property that belongs to other people without their permission.
- * Compensating owners for property damaged due to your inappropriate use.

5. It is Your Right:

To be able to spend your day at CIPLC in a friendly, clean, and safe environment.

Your Responsibilities Include:

- * Placing litter in appropriate containers and cleaning up your table after lunch.
- * Not bringing dangerous articles to school.
- * Helping to keep any non-prescription drugs, alcohol, or tobacco away from the CIPLC campus.

6. It is Your Right:

To be a member of a school that is highly valued by parents and the wider community.

Your Responsibilities Include:

- * Obeying all Venezuelan laws.
- * Behaving in an appropriate manner at school and at school events.
- * Not smoking or consuming alcoholic drinks off campus during school sponsored activities.
- * Complying with the CIPLC dress code and generally behaving in a manner that engenders pride in our school and in the achievements of our students.

7. It is Your Right:

To have disputes settled within a reasonable time frame and in a fair and rational manner.

Your Responsibilities Include:

- * Allowing all members involved in a dispute to state their case and be listened to.
- * An obligation to seek assistance from a teacher or administrator if you feel that a dispute cannot be resolved amicably.
- * Accepting with good grace the final decision of the arbitrating staff member.

DISCIPLINARY ACTIONS

General rules and regulations for students are defined throughout this handbook. Students and parents should be thoroughly familiar with the school's expectations of behavior. Failure to adhere to the rules and regulations will result in one of the following disciplinary actions. These consequences are usually progressive in nature, but the administration may skip steps depending on the severity of the incident. A behavior and/or academic contract may be implemented at any step.

1. **Meeting:** With teacher, counselor, or administrator. Parents may be asked to attend the meeting and will be notified by a teacher or administrator (with further disciplinary action if deemed appropriate by administration).
2. **Detention:** Before, during, or after the school day for a time and length determined by the administration to be appropriate for the infraction(s).
3. **Out-of-School Suspension:** The Divisional Dean may suspend a student from school for serious behavior problems or habitual infractions. The parent will be notified of an out-of-school suspension decision, and before re-admittance, a conference with at least one parent, the student, and an administrator will be held. The student is responsible for completing all school work while they are suspended from coming to campus.
4. **Expulsion:** Administration may recommend to the Board of Directors that a student be expelled from CIPLC depending on the severity of a student infraction or a series of repeated infractions.

Depending on the severity of an infraction, a student may be subject to disciplinary consequences at any of the above five levels. CIPLC reserves the right to suspend or expel any student from school if the student cannot adapt to school surroundings and norms and/or presents a disciplinary or safety problem of a serious and/or continual nature.

ACADEMIC PROBATION AND BEHAVIORAL PROBATION

A student is placed on academic probation when they receive one or more "F's" and/or two or more "D" grades on a progress report or at the end of an academic quarter. A student is placed on behavioral probation by the administration in the event of a serious disciplinary incident or as a result of repeated behavioral infractions.

When a student is placed on academic or behavioral probation, a parent conference will be held with the student's core teachers and/or the counselor. This conference will result in developing a plan to improve the student's achievement and/or behavior.

A student placed on academic or behavioral probation for two consecutive academic quarters may be asked to withdraw from school.

ELIGIBILITY FOR CO-CURRICULAR ACTIVITIES

CIPLC offers a wide variety of extracurricular activities in order to allow students multiple opportunities to explore their passions and develop new interests. At CIPLC our highest priority is academic success, therefore in order to be eligible to participate in ANY extracurricular activities at CIPLC, students must maintain a minimum 2.0 GPA from the preceding quarter (Organization officers must maintain a minimum 2.5 GPA). Students receiving one or more "F's" or more than one "D" grade on a progress report or at the end of an academic quarter will be placed on Academic Probation. Students on Academic or Behavioral Probation are generally prohibited from participating in extracurricular activities, but may appeal to the Divisional Dean in writing with their parents' permission. If permission to participate is granted, students will be subject to weekly grade and behavior monitoring.

Coaches and activity sponsors have a great deal of responsibility, and their primary concern is the safety and well being of the students in their care. Therefore, coaches and sponsors reserve the right to suspend a student from participating in activities for any of the following reasons: poor sportsmanship, poor attendance to practices/meetings, or inappropriate behavior during practices, games, or activities.

A student may also be ineligible to participate in extracurricular activities if placed on behavioral probation by the administration in the event of a serious disciplinary incident or as a result of repeated behavior infractions.

A student placed on Academic or Behavioral Probation once the season/activity has started may still practice if they can demonstrate academic responsibility and improved achievement. However, they may not participate in any games, tournaments, or activities for a minimum of 2 weeks. After the two-week time period, the grades and/or conduct will be re-evaluated. If suitable improvement is verified by the appropriate teachers and demonstrated to the Divisional Dean, the student may be allowed to resume restricted or possibly full participation.

ACADEMIC or BEHAVIOR RISK INTERVENTION

Students who experience academic difficulties, defined as receiving an “F” or multiple “D’s” on a progress report, will be placed on Academic Probation. Students who repeatedly do not follow the Gecko Guide and do not follow the CIPLC norms for behavior will be placed on Behavioral Probation. For all students on Academic or Behavioral Probation, a parent conference will be held with the student, Divisional Dean, and/or counselor. The purpose of this conference is to develop an Academic and/or Behavior Improvement Plan aimed at improving the student’s achievement and/or behavior. Students on Academic or Behavioral Probation are required to attend extra study sessions as required by the Divisional Dean during which time their current status on school work and other academic obligations will be reviewed. Students can also use this time to take advantage of supervised study and to complete or review assigned material. Students remain on probation until they do not have any “F’s” or “D’s” and/or until their behavior meets CIPLC standards.

SUBSTANCE ABUSE POLICY

All students have a right to attend school in an environment conducive to learning. The use of alcohol, tobacco, and other drugs interferes with both effective learning and the healthy development of children and adolescents. CIPLC recognizes that substance abuse is often indicative of personal and/or social problems in a student’s life. Therefore, CIPLC has a fundamental, legal, and ethical obligation to report drug use, to maintain a drug-free educational environment, to provide preventive education, and to encourage the assistance of professional help when necessary and feasible.

The school prohibits the possession, consumption, purchase, and/or distribution of drugs, alcohol, tobacco, controlled dangerous substances, and/or other intoxicants within school buildings or on school property, including school buses. This rule also applies to students on school trips, and at any venue on school-related or school-sponsored functions, trips, or events off-campus.

Any member of the staff who has reason to suspect that a student is in possession of, or under the influence of, controlled dangerous substances, alcohol, or other intoxicants on school property, on a school bus, or while participating in any school-sponsored activity, whether on school property or at sites off school property, must report this information to the school administration.

With written parent permission, a student may bring prescription or over-the-counter medication to school, but this medication must be kept in the Health Office and may be taken only under the direct supervision of CIPLC health personnel.

DRUGS AND ALCOHOL

Involvement in the sale of drugs or alcohol will result in an immediate administrative recommendation to the Board of Directors for expulsion and notification of the appropriate Venezuelan legal authorities.

A student who possesses, consumes, purchases, and/or distributes, or is under the influence of a drug or alcohol at school or during a school-sponsored event will be immediately suspended for a time and length determined by the Administration. Other potential disciplinary actions may include, but not be limited to, participation in mandatory counseling and/or substance abuse treatment programs or a recommendation to the Board of Directors for student expulsion from CIPLC.

TOBACCO

The school prohibits the possession or use of tobacco products by students on campus, on the school bus, or at any venue where school-sponsored activities occur.

First Offense: The student is removed from campus or the event and is suspended on the day of the infraction and the next school day. A notice is sent to the student and parents, to be signed/acknowledged by a parent and returned to the administration before the student returns to school.

Second Offense: The student is removed from campus or the event and is suspended on the day of the infraction and the next three school days. A letter is sent to the students and parents, to be signed by a parent and returned to the administration by the student upon his/her arrival at school. Upon the student's re-entry to school, the parent must accompany the student for a conference with the administration.

Third Offense: The student is removed from campus or the event and is suspended on the day of the infraction for an indefinite time, and a recommendation for expulsion will be submitted to the Superintendent.

CO-CURRICULAR TRIPS AWAY FROM SCHOOL

In order for a student to travel on a school trip, printed permission slips signed by a parent or legal guardian are required, and these must be turned in before participation in the activity. Phone calls and e-mails will not be accepted to authorize travel. For overnight trips, parents will need to have a notarized document prepared at their own expense for the sponsor to carry as proof of the parent's permission to allow the student to travel. Any student traveling apart from the group (team, club, class, etc.) must have the approval of the coach/sponsor and have written permission from their parents, properly dated and signed, relieving the school of all responsibility.

Throughout the duration of all school-sponsored trips and outings and co-curricular activities, all CIPLC rules and expectations for student behavior apply.

Teachers/chaperones reserve the right to check bags, pockets, backpacks, and lockers in order to ensure that rules are being followed.

CLOSED CAMPUS

As a top priority, CIPLC has a responsibility to ensure the health, safety, and well being of all students while on campus. For this reason, no pupil is permitted to leave school grounds during the school day except when accompanied by a parent or with (written or verbal) parental approval as confirmed and approved by an administrator. A student who leaves the school campus without permission will be considered as skipping school and is subject to disciplinary consequences.

VISITORS TO CAMPUS

The following guidelines apply to student guests:

1. Prior approval is obtained by requesting a visitor's pass from the Divisional Dean.
2. The visitor must obey all school rules and policies.
3. Student hosts take responsibility for seeing that their guest follows CIPLC expectations.
4. The visitor may not disrupt the normal learning process.
5. Visitors must be age-appropriate to the classes they will be visiting. Students beyond high-school age have very limited visiting privileges that will be defined by administration.

All visitors are required to check in at the school office upon arrival. CIPLC generally allows only one half-day of visitation per student guest. Student visitors are not allowed to use school transportation.

LIBRARY BOOKS, TEXTBOOKS, AND EQUIPMENT

Students are responsible for the safekeeping and care of library books, textbooks, musical instruments, and tech equipment. Lost or damaged materials must be reported to the teacher or librarian. Lost materials must be paid for, and charges will include the actual replacement cost plus shipping and customs charges.

LOST or DAMAGED BOOKS AND/OR EQUIPMENT

New materials (e.g., textbooks, iPads, library books, musical instruments, etc) should be usable for 7-8 years, and books are rated on the following scale: New, Good, Fair, Poor, Unusable. Normal usage would mean that a book could drop up to one category (from Good to Fair, for example) every 2-3 years. If a book drops more than one category in a school year, a charge of 50% will be assessed for each category drop over one step. For example, a drop from Good to Poor would result in a charge of 100% of the book's replacement value plus shipping, handling, and customs duties.

Students are also responsible for paying for the replacement of lost or damaged school equipment. Prices will be charged according to replacement cost plus 25% to cover shipping, handling, and customs duties.

Students will not be issued report cards or transcripts until all fines and expenses are paid.

STUDENT AND PARENT AGREEMENT FOR THE 2023-2024 SCHOOL YEAR

SIGNATURE PAGE

Dear Students and Parents,

This handbook has been prepared as a guide to acquaint you with the general policies and procedures to be followed during the school year. As with any guide, it serves as a framework for planning your activities. It is, of course, not possible to cover every situation in great detail.

We give you only the essentials with which to start. In the absence of specific guidelines for any given situation, you should comply with the spirit of good citizenship, use common sense, and when in doubt, talk with your teachers, the counselor, or the Divisional Dean.

The preceding pages contain the policies and procedures used by the staff and administration for maintaining an appropriate setting in which the academic and social lives of students can flourish. Other items describe procedures that are normally used by the staff and administration to support school operations. It is everyone's responsibility to see that these policies are properly implemented and consistently supported in order to carry out the school's philosophy and mission.

Parents, please read through the policies in this handbook and have a discussion with your child about what you will need to do as a family to support these guidelines.

By signing below you are verifying that the student and parents have read this handbook and that you all understand and agree to your responsibilities to support the school and help maintain a positive and productive environment at CIPLC.

You are specifically acknowledging your understanding and support of the CIPLC dress code guidelines (p. 5-6), cell phone expectations (p. 6-7) and attendance policy (p. 8-10), as well as our homework guidelines (p. 12).

Student Name: _____ Grade: _____

Student Signature: _____ Date: _____

(Required only for students in Grades 3 through 12.)

Parent Signature: _____ Date: _____

Please print this page, sign it, and return it to the grade level teacher or advisor.

ACCEPTABLE USE FOR TECHNOLOGY AGREEMENT FOR 2023-2024

The use of computers and other technology at CIPLC is a privilege that brings with it responsibility. Failure to abide by the following guidelines will result in limited access and/or further consequences.

Computer Lab Guidelines

- Do not attempt to modify the appearance or operation of any technology equipment. This includes, but is not limited to: commands, copying or installing software, setting pass code locks or copying files of any type. All applications should remain in their original or teacher-set configurations.
- Tampering with or vandalizing hardware, software, or data will not be tolerated. It is each student's responsibility to check the computer before and after use and to report problems to the teacher immediately.
- Students will return all equipment to its designated slot and connected to chargers.
- Students may use personal headphones or school headphones, when the teacher approves.
- Students will only use applications, software, and programs required to complete assignments and/or projects and only those that have been approved by the teacher of the class. Failure to stay "on task" may result in loss of technology privileges and/or further disciplinary actions. Students may not use personal or school equipment to play online or video games without teacher approval.
- Food and drink are not allowed near any technology equipment at CIPLC.
- Students may use the Internet only when authorized, and they must abide by the conditions of the policy below.

WiFi Usage Guidelines

- A student using the CIPLC Internet may visit only teacher-approved sites. Game sites are not allowed without permission.
- No web sites, software, apps, or media should be printed, shared, e-mailed, or downloaded without teacher approval.
- I understand that if I violate any of the rules stated above or perform any other disruptive technology-related actions, I will lose technology privileges, will receive a written referral, and may be subject to further administrative disciplinary actions.
- I also understand that I may be financially responsible for the repair or replacement of stolen or damaged hardware or materials.

Print Student's Full Name _____

Student Signature _____ Date _____

(Required only for students in Grades 3 through 12.)

Parent Signature _____ Date _____

Please print this page, sign it, and return it to the grade level teacher or advisor.