



R.I.F. J-07502558-0

ASOCIACION CULTURAL INTERNACIONAL

Centro de Enseñanza Internacional Carabobo Registrado ante M.P.P.E. bajo N° R-0143-08
Dirección: Final Av. Zuloaga c/c Calle Colegio Edif. CIC Piso PB Local S/N Urb. Trigal, Valencia.
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CIC ATTENDANCE POLICY

CIC's educational and academic program is based on the expectation that students will attend school regularly and participate fully. Please note that it is the parents' responsibility to see that their children are in school regularly.

ABSENCE PROCEDURES

ANTICIPATED ABSENCES: Parents must fill-out a "Request for Pre-Arranged Absence" form. It should be filled out at least two days prior to the absence(s).

ABSENCES NOT KNOWN IN ADVANCE: Parents must call CIC by 8:15 AM, to ensure that the student's whereabouts is known. This is a security measure.

PARTIAL DAY ATTENDANCE

LATE ARRIVAL (TARDY): Students who arrive to school late will be considered to have missed the first class or block. This will be counted towards the accumulated amount of absences.

TARDY RECOVERY PROCEDURE FOR SECONDARY STUDENTS

A. ARRIVING LATE TO 1ST PERIOD

1. Students who are late to school but arrive during 1st period will go to the secondary office. They will make a note of this and then take them to class.
2. A student who has a first period test will immediately begin taking the test upon arrival in the class. If the student does not have sufficient time to complete the test, he/she will complete the test in the Tardy Recovery Room after school.
3. A student who has work to submit first period will submit the work upon entering the class.
4. A student who is late, but has no test, will serve Tardy Recovery from 2:45-3:45 PM.

B. ARRIVING TO SCHOOL AFTER 1ST PERIOD

1. Students arriving late to school at any other time of the day, and who had a test to take during any period, will take the test from 2:45-3:45 PM on the same day in Tardy Recovery.
2. Students arriving late to school at any other time of the day, and who had work to submit during any period, will submit that work to Mr. Portillo prior to going to class. If not, the work will be late.

C. LATE TO CLASS DURING THE SCHOOL DAY, OTHER THAN TO 1ST PERIOD

1. Students who arrive late to class should be allowed into class. The student will then attend Tardy Recovery from 2:45-3:45 PM the same day after school.

Note: Each day of missed Tardy Recovery will result in two days of Tardy Recovery.

DISMISSED EARLY

Parents must contact the CIC Central Office or the Secondary Office directly before a student leaves the school. All absences from school will be recorded as partial days and are counted towards the accumulated absences.

PARTICIPATION IN ACTIVITIES & EVENTS

Please note that students who serve an atonement or who miss any part of a school day may not participate in any after-school activity or night event on that day.

MAKE-UP WORK/HOMEWORK

One make-up day is allowed for each school day missed. If a student misses five or more consecutive school days, an automatic parent-student-principal conference is required to ensure that a comprehensive make-up plan is developed, understood and accepted by all.

Make-up work may be requested from teachers in advance of an absence, but it may also be assigned by the teachers when the student returns. It is the student's responsibility to know what work must be made up and by what date. Concerning excused absences, teachers will make every effort to insure that opportunities are provided to the students to complete missed work on time. In the case of any absences, teacher assistance in making up missed work cannot be guaranteed.

EARLY WITHDRAWALS FROM CIC DURING THE SCHOOL YEAR

Students who find it necessary to withdraw from CIC because of a family emergency or family transfer should notify the Central Office, in writing, as soon as it is known, using the Request for Transcript form. Only then will transcripts be issued.

PRE-ARRANGED ABSENCES - FAMILY TRIPS OR EARLY VACATIONS

No credit will be given to students who leave more than two weeks prior to the conclusion of the school year. Early examinations will not be given. Secondary students who leave early are given final exams upon their return prior to the beginning of the next school year. A fee is charged for this service. They are given an "incomplete" until the exam has been taken. Final report cards will not be issued early to students who leave prior to the last day of school.

STUDENTS LEAVING SCHOOL PRIOR TO DISMISSAL TIME

Students leaving campus during the school day, for any reason, must sign out in the Central Office or the Secondary Office. Parents are expected to contact the office, in writing, to make final arrangements for early withdrawal on that day.

STUDENTS LEAVING SCHOOL DURING THE DAY

All students who are released from school during the day because of sickness, parents' requests, etc., must be cleared through the office. A sign-out book exists in both the Central and Secondary Offices for parental/guardian signatures. Individuals who attempt to take a student from campus must be carefully verified by the teacher and by administrative personnel. A "Permission to Leave" form is given to the students and turned in to the guards as they leave campus.

ONLINE LEARNING MODEL

In the event it becomes necessary, CIC will implement the online learning program. Parents would need to support their children as needed. Students are expected to engage this with rigor.

PHYSICAL EDUCATION

If a student is to be excused from PE for medical reasons, a doctor's note is required. This note should be given to the Central Office or Secondary Office and the PE and classroom teachers must be notified by the office.

SCHOOL TRIPS - SCHOOL EXCURSIONS

Students are not considered to be absent when participating in CIC trips and excursions. They must make up all work, however, in compliance with the "Late Work Policy."



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Valencia, Venezuela

REQUEST FOR PRE-ARRANGED ABSENCES

Must be completed at least two (2) days in advance of the expected absence(s).

To: Ms. Mary J. Mikolji (Elementary Principal) and / or Mr. Eric Chicas (Secondary Principal)

Parent Name (please print): _____

Student Name(s): _____ Grade _____

_____ Grade _____

_____ Grade _____

Please be informed that my son or daughter will not be in school on the following date(s):

From: _____ To: _____

Reason for Absence(s):

It is appreciated if parents can attach to this form supporting documentation for the above absence(s) or send it with their child when he/she returns to school.

I realize my child must make up any missed work in compliance with the late work policy.

I have read the *CIC Attendance Policy*, found in the Student-Parent Handbook, and realize that any absence from school results in a negative impact on my child's learning.

Parent Signature: _____ Date: _____

<u>Unexcused and Total Absences</u>

Ms. Mary J. Mikolji, Elementary Principal

OR

Mr. Eric Chicas, Secondary Principal