

High School
STUDENT/PARENT
Handbook 2011/12

CAIRO AMERICAN COLLEGE

Respect Responsibility Integrity

Cairo American College

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I. INTRODUCTION

VISION

Cairo American College is a world class learning environment that affirms the voice, passions and talents of students and inspires them to use their hearts and minds as global citizens.

MISSION

Cairo American College is an international, independent day school dedicated to preparing pre-kindergarten through 12th grade students to succeed in schools and universities of their choice.

Our mission is to ensure that each student achieves his or her educational and personal potential in a safe environment. We challenge all students to envision new possibilities, empower them to achieve their aspirations, and inspire them to serve a global community and contribute to a sustainable future.

We collaborate through a partnership of motivated students, exemplary and caring staff, and involved families within a dynamic American educational model, enriched by our multicultural and diverse student body and the school's unique location in Egypt.

BELIEFS

We believe that:

- Each person has intrinsic worth;
- Our community models and promotes respect, responsibility, and integrity;
- Student learning is the focus of all school activity;
- Honest and compassionate communication is essential;
- The pursuit of knowledge, understanding, and truth is a life-long process;
- Embracing diversity strengthens community and enriches life;
- The well-being of the community depends upon the peaceful actions and contributions of every member;
- No institution has a more profound effect on the individual than family.

PROFILE OF A CAC PARENT / CAREGIVER

CAC parents and caregivers play a formative role in the development of a child's sense of respect, responsibility, and integrity. Caring adults also act as influential role models within a child's life. The onus for promoting and upholding CAC's core values rests on all of us because we have the capacity to reason and control our actions.

It is the expectation of our school that each adult models acceptable behavior at all times whether on our campus or within the wider community. Therefore, our communication will be respectful and responsible in private and in public with the intention of generating solutions while remaining open-minded, divergent, and flexible in our thinking.

CAC adults collaborate to support students' development of the CAC Learning Outcomes through:

- Consistently demonstrating the CAC core values of respect, responsibility and integrity
- Demonstrating caring, forgiveness, and compassion for self, community and the world
- Demonstrating global citizenship by showing cultural awareness, respect, and empathy; social responsibility and service; and environmental integrity and action
- Demonstrating positive habits of mind, such as:
 - perseverance,
 - planning and organization,
 - initiative,
 - leadership,
 - self-discipline,
 - teaming and cooperation,
 - sense of humor,
 - and making healthy life-style choices.

PROFILE OF A CAC EMPLOYEE

CAC employees are caregivers who play a formative role in the development of a child's sense of respect, responsibility, and integrity. As caring adults, we take an active role as influential models within a child's life. The onus for promoting and upholding CAC's core values rests on all of us because we have the capacity to reason and control our actions.

It is the expectation of our school that each adult models acceptable behavior at all times whether on our campus or within the wider community. Therefore, our communication will be respectful and responsible in private and in public with the intention of generating solutions while remaining open-minded, divergent, and flexible in our thinking.

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- Demonstrating positive habits of mind, such as:
 - perseverance,
 - planning and organization,
 - initiative,
 - leadership,
 - self-discipline,
 - teaming and cooperation,
 - sense of humor,
 - and making healthy life-style choices.

PROFILE OF A CAC STUDENT

CAC students continuously seek to live the core values of respect, responsibility, and integrity. As caring individuals, students act as influential role models within our community. The onus for promoting and upholding CAC's core values rests on each of us, as we can reason and control our actions.

It is the expectation of our school that everyone models acceptable behavior at all times whether on our campus, within the wider community and beyond. Therefore, our communication will be respectful and responsible in private and in public with the intention of generating solutions while remaining open-minded, divergent, and flexible in our thinking.

Students at Cairo American College are passionate about lifelong learning and value experiences that contribute to their development as learners. CAC students are learners who actively pursue educational and personal success with the following Learning Outcomes:

Communicating

- Communicate effectively as listeners, speakers, readers and writers through auditory, visual, physical or digital means to a range of audiences for a range of purposes.
- Demonstrate collaborative communication skills.
- Use appropriate technology to communicate effectively.

Thinking

- Think analytically, strategically, critically, creatively, independently and collaboratively.
- Problem solve through acquisition, integration and successful application of content/ learning.
- Adapt to various learning situations by using strategies such as curiosity, flexibility, open-mindedness, and divergent thinking and informed risk-taking.
- Reflect on the actions and thinking of self and others.

Caretaking / Caregiving

- Demonstrate consistently the CAC core values of respect, responsibility, and integrity.
- Demonstrate caring and compassion for self, community and the world.

- Demonstrate global citizenship by showing cultural awareness, respect, and empathy; social responsibility and service; and environmental integrity and action.
- Demonstrate positive educational abilities, skills and habits of mind such as:
 - perseverance,
 - planning and organization,
 - initiative,
 - leadership,
 - self-discipline,
 - teaming and cooperation,
 - sense of humor,
 - and making healthy life-style choices.

PROFILE OF A CAC GRADUATE

The CAC student identifies personal potential, envisions new possibilities and strives to achieve educational and personal goals. S/he works in partnership with others in a knowledgeable and informed manner to contribute to global issues in a changing world.

The CAC graduate is a life-long learner who:

- Maintains a healthy and active life style;
- Demonstrates a high level of personal integrity and ethics;
- Engages in honest and caring communication;
- Applies knowledge and education for the good of the community;
- Respects individual and cultural differences;
- Assumes responsibility to self, community and the world;
- Is a self-advocate;
- Thinks creatively, critically, collaboratively and independently;
- Appreciates the joy of reading and reads widely;
- Articulates clearly in oral and written forms commensurate with his/her cognitive development;
- Understands multiple perspectives and uses language to reflect his/her own views;
- Uses technology and a variety of information resources responsibly to achieve and enhance academic and personal goals;
- Demonstrates competency in quantitative, scientific and technological literacy;
- Understands the emerging nature of discovery and seeks a variety of solutions;
- Explores the arts and continues to pursue artistic interests as part of the human journey;
- Understands that the arts are integral to human culture and history;
- Understands the forces and circumstances that drive change in an interdependent and multicultural world;
- Demonstrates competency in a world language;
- Knows how to be an active participant in society;
- Demonstrates an open-minded international perspective.

II. CALENDAR 2011/2012

		2011
August 2, Tuesday	New Faculty Arrive	
August 7, Sunday	All Faculty Return	
August 14, Sunday	FIRST DAY OF SCHOOL FOR STUDENTS	
August 30-31, Tues.-Wed.	Eid El-Fitr Holiday*	
September 1, Thursday	CAC Holiday*	
September 19, Monday	Professional Development Early Release Day ¹	
October 6, Thursday	Armed Forces Holiday	
October 13, Thursday	MS Parent/Teacher Conferences ⁶	
October 24, Monday	Professional Development Day ^{5,6,7}	
October 27, Thursday	HS Parent/Teacher Conferences ⁵	
November 5-7, Sat.-Mon.	Eid El Adha Holiday*	
November 23, Wednesday	Professional Development Early Release Day ¹	
November 24, Thursday	U.S. Thanksgiving Holiday	
November 26, Saturday	Islamic New Year Holiday	
December 15, Thursday	Last Day of 1st Semester	
December 16, Friday	Winter Break Begins	
		Total Contact Days 82

		2012
January 8, Sunday	SCHOOL RESUMES	
January 25, Wednesday	Police Day Holiday	
February 4, Saturday	Prophet's Birthday Holiday*	
February 16, Thursday	CAC Holiday*	
February 19, Sunday	CAC Holiday*	
March 15, Thursday	MS Student Led Conferences	
March 21, Wednesday	Professional Development Early Release Day ¹	
March 22, Thursday	CAC Holiday*	
April 5, Thursday	HS Parent/Teacher Conferences ⁵	
April 8, Sunday	Western Easter Holiday/Spring Break Begins	
April 15, Sunday	Eastern Easter Holiday	
April 16, Monday	Sham El Nessim Holiday	
April 17, Tuesday	SCHOOL RESUMES	
April 22, Sunday	Professional Development Early Release Day ¹	
April 25, Wednesday	Sinai Liberation Day Holiday	
May 1, Tuesday	Labor Day Holiday	
June 6, Wednesday	LAST DAY OF SCHOOL FOR STUDENTS ¹	
June 7, Thursday	FACULTY CLOSURE DAY	
June 8, Friday	Graduation	
		Total Contact Days 96

* Subject to change.

Total Student Contact Days 178

HS 1st Quarter Ends	October 13, 2011	ES/MS 2nd Trimester Ends	February 23, 2012
ES/MS 1st Trimester Ends	November 3, 2011	HS 3rd Quarter Ends	March 18, 2012
HS Quarter 2/1st Semester Ends	December 15, 2011	2nd Semester/3rd Trimester Ends	June 6, 2012

¹ All students Dismissed at 11:30 a.m.

² HS Students Dismissed at 11:30 a.m.

³ MS Students Dismissed at 11:30 a.m.

⁴ ES Students Dismissed at 11:30 a.m.

⁵ No School for HS Students

⁶ No School for MS Students

⁷ No School for ES Students

III. THE HIGH SCHOOL

HIGH SCHOOL ADMINISTRATION

PRINCIPAL:

Ms. Joelle Basnight is the principal for grades 9-12. Ext. 5402

ASSISTANT PRINCIPAL:

Mr. Mike Schuetze assists the principal in all aspects of administration for grades 9-12. Ext. 5403

IB (INTERNATIONAL BACCALAUREATE) COORDINATOR:

Mr. Stephen Petra, Ext. 5433

AP (ADVANCED PLACEMENT) COORDINATOR:

Mr. Stephen Petra, Ext. 5433

HIGH SCHOOL COUNSELORS:

Mr. Marc Curless, Ext. 5410

Ms. Gina Cuthbert, Ext. 5408

Ms. Sommer Blohm, Ext. 5409

ACTIVITIES DIRECTOR:

Mr. Mark Sullivan is the activities director for grades 6-12 and is responsible for planning, scheduling and developing non-athletic co-curricular offerings for students. Ext. 5405

ATHLETICS DIRECTOR:

Mr. Andy Roberts directs the athletics program for grades 6 to 12 and oversees ISST and MESAC tournaments. Ext. 5416

LIBRARIAN:

Mr. Beau Cain is the head librarian and is responsible for all aspects of library affairs. Ext. 5541

AQUATICS DIRECTOR:

Mr. Sayed Hassan assumes full responsibility for the aquatics program. Ext. 5486

ATTENDANCE COORDINATOR:

Ms. Ro'ya Hamoudeh, Ext. 5404

HIGH SCHOOL FACULTY 2011/12

ENGLISH

Mr. Jonathan Bryans
Ms. Teresa Hjellming
Ms. Marion Monguillon
Ms. Evelise Togi Vaoga
Mr. Douglas Waldoch (Head)
Dr. Maya Williamson

ENGLISH AS A SECOND LANGUAGE

Ms. Arline Didier

HEALTH EDUCATION

Dr. Tara Blackshear

MATHEMATICS

Mr. Wayne Bramlett
Mr. Joel Lobland
Ms. Rose Martin
Ms. Holli Niesner
Mr. Anthony Rawlings

PERFORMING ARTS

Ms. Lavanda Davis (HS/MS) (Head)
Ms. Mary Fullerton (HS/MS)
Ms. Alisa Jimenez (HS/MS)
Ms. Ji Yun Jeong (HS/MS) (PT)
Ms. Sarah Long (PT)

PHYSICAL EDUCATION

Dr. Tara Blackshear
Mr. Mark Breckell
Mr. Dennis Tucci

SCIENCE

Dr. Jennifer MacPherson
Dr. Maureen Monaghan
Mr. Hussein Ramez
Mr. Kris Steinberg
Ms. Jill Tappe
Mr. Warren Tappe
Mr. Erik Wilensky

SERVICE LEARNING

Ms. Lamia Mazhar

SOCIAL STUDIES & BUSINESS

Dr. Heba Ahmed Farouk (Head)
Mr. Walter Basnight
Mr. Eric Freund
Ms. Lamia Mazhar
Ms. Jocelyn Popinchalk
Mr. Max Seaton
Mr. Trevin Ward
Ms. Robin Wilensky

SPECIAL SERVICES

Ms. Sandra Gutenkunst (MS/HS)
Ms. Penny O'Hara

TECHNOLOGY

Mr. Mitch Saliba
Mr. Mark Trumpold (Head)

THEORY OF KNOWLEDGE

Mr. Walter Basnight
Ms. Arline Didier

VISUAL ARTS

Ms. Carolyn Seaton (Head)
Mr. John Stavinoha

WORLD LANGUAGES

Ms. Sherin Darwish
Mr. Adel El Daba
Mr. Emad El Shabrawy
Ms. Gina Martinich
Ms. Nicole Merletti (Head)

WHERE TO GO FOR ANSWERS

CURRICULUM

- When a student has an unresolved issue with a teacher?
- When I have a curriculum question?

Principal **Ms. Joelle Basnight** Ext. 5402

STUDENT RESPONSIBILITIES

- When I want to know how many absences a student is allowed within a semester?
- When I have a question about the tardy procedure followed in the high school?
- Student discipline?

Assistant Principal **Mr. Mike Schuetze** Ext. 5403

HEALTH SERVICES

- When my student contracts an infectious disease or is ill?

Head Nurse **Ms. Angela Tipton** Ext. 5530

ACADEMIC ADVISING

- When I want to schedule a conference with a counselor?
- Regarding college/university advice and guidance?
- Issuing of school transcripts?
- Regarding course scheduling, course changes, graduation credits?

Counseling Office **Counseling Team** Ext. 5411/5412

LIBRARY SERVICES

- For questions about the library?

Head Librarian **Mr. Beau Cain** Ext. 5541

ATHLETICS

- For questions about athletic activities?
- To find out when traveling teams are expected back from trips?

Athletics Director **Mr. Andy Roberts** Ext. 5516

ACTIVITIES

- To find out about co-curricular activities?
- For questions about assemblies?

Activities Director **Mr. Mark Sullivan** Ext. 5405

POLAR

- For questions about accessing or using POLAR?

Administrative Systems Coordinator... **Mr. Samer Boulos** Ext. 5495

ADMISSIONS

- With questions about the admissions process?
- Withdrawing from school?
- Changing a telephone number or email on school records?

Registrar/Admissions**Ms. Danya Amin** Ext. 5504

ENGLISH AS A SECOND LANGUAGE (ESL)

- With questions about ESL?

ESL Specialist.....**Ms. Kerima Nashat** Ext. 5340

IB

- With questions about the International Baccalaureate Program?

IB Coordinator.....**Mr. Stephen Petra** Ext. 5433

BUSES

- When I need to tell the bus driver my new address?
- When the bus didn't come for a student?
- When I have questions about the bus?

Bus Supervisor.....**Mr. Gamal Abdel Nasser** Ext. 5562

FEES

- With questions about my school fees?
- To get a fee clearance in order to have my son/daughter start school?

Tuition's/Accountant**Ms. Mona Abdallah** Ext. 5515

ATTENDANCE AND TARDIES

- When my child did not receive a report card or has attendance questions?
- When I want to know how many absences or tardies my son/daughter has attained this semester?

Attendance Coordinator**Ms. Ro'ya Hamoudeh** Ext.5404

IV. CAC CODE OF CONDUCT

1. EXPECTATIONS FOR BEHAVIOR

As an international school, Cairo American College embraces a culturally diverse student community. As well, we are all guests of the Arab Republic of Egypt. Our expectations for appropriate behavior reflect these realities, and they build upon our school's core values of respect, responsibility and integrity as stated in our Mission. CAC students are expected to conduct themselves in such a manner as to be a credit to CAC, the community, and – most importantly – to themselves.

A. Respect

Everyone at CAC – students, parents, faculty, and staff – should be able to enjoy the benefits of membership in the CAC community in a safe learning environment, free of prejudice or harm. Respect means behaving in a civil manner to one another, and considering the rights and feelings of others in all our actions.

As we would want guests in our homes to be considerate of our customs and wishes, so too should we respect the values and traditions of our host country. This means dressing modestly, behaving politely, and observing the laws of the country.

In the classroom, we demonstrate respect by being on time, being prepared for class, listening without interruption, turning off cell phones, iPods and music players, and accepting instruction from teachers and staff. On campus we welcome visitors, volunteers and newcomers. Furthermore, while off campus, we represent and promote CAC's core values to others.

Respect also means showing care for each other's personal belongings and for CAC property. Each of us is expected to help keep the campus free of litter and to recycle bottles, cans and paper. We show concern for the health and welfare of others by maintaining a smoke-free and litter-free environment on and in the vicinity of the campus. Globally, we show respect to the earth by being environmentally friendly, active and aware. Also, we demonstrate active participation in global sustainability projects and show respect toward all living species on earth.

B. Responsibility

The CAC Board believes that students have rights that should be recognized and respected. This Board also believes that every right carries with it certain responsibilities, and expects that students should be mature enough to assume them. Among these rights and responsibilities are the following:

- The right to a quality education, and the responsibility to put forth a sincere effort to learn;

- The right to equal educational opportunity and freedom from discrimination, and the responsibility not to discriminate against others;
- The right to expect qualified teachers, and the responsibility to attend school regularly and to observe school rules essential for allowing others to learn at school;
- The right to procedural due process and an appeal process in disciplinary matters, and the responsibility to respect the processes and the exercise of those rights;
- The right to free inquiry and self-expression, and the responsibility to observe limitation of those rights necessary to the greater good of our school society;
- The right to privacy and access to school records, and the responsibility to respect the privacy of others;
- The right to study and live in an environment of mutual trust, and the responsibility to honor that trust.

C. Integrity

CAC students are held to a high moral standard in the performance of schoolwork. This means being honest when doing assignments, homework, projects and tests and representing these as one's own. Students are responsible for understanding and following CAC's Academic Honor Code, which sets out the rules prohibiting cheating, plagiarism and other forms of academic dishonesty. Integrity embodies honesty, trust, and fairness.

2. ACADEMIC HONOR CODE

A. Purpose and Principles

The purpose of the Academic Honor Code is to ensure that all students have the opportunity to learn and be assessed in academically honest surroundings.

The Honor Code rests on the following principles:

- Reflecting CAC's Mission, all students, faculty, and administrators demonstrate the values of respect, responsibility, and integrity;
- The CAC community believes that it is dishonorable for students to receive credit for work that is not the result of their own efforts;
- All members of the CAC community are jointly responsible for seeing that the Honor Code is followed.

These principles serve as the foundation for a lifetime code of ethics. By collaboratively encouraging an atmosphere of honesty and hard work, students, faculty and administration serve the student body of CAC by making it a better place to learn.

B. Violations of the Academic Honor Code

- Plagiarism, or using another's work, published or unpublished, as one's own. Plagiarism also includes failure to use quotation marks or other conventional markings around material quoted from any source;
- Obtaining, distributing or referring to a copy of an examination which the teacher has not authorized to be made available for such purpose;
- Any act that impedes the ability of other students to have fair access to materials assigned or suggested by the teacher. This includes unauthorized removal or destruction of library or other source materials;
- Cheating, or referring to information not specifically permitted by the teacher, especially during exams or tests. This includes receiving information from a fellow student or another unauthorized source;
- Unauthorized alteration of grades or any other records related to the academic performance of a student;
- Assisting another student in committing the violations outlined above;
- Other instances of academic dishonesty as identified by individual teachers.

C. Student and Teacher Responsibilities

- Students are responsible for understanding the Academic Honor Code and its implementation at CAC. At the conclusion of each major examination or submission of a major assignment, students will be required by their teacher to sign a pledge that they have neither given nor received aid from any unauthorized source during the examination or in preparing the assignment;
- A student will be informed when a teacher believes s/he has violated the Honor Code. The teacher will discuss the matter with the student, and they may resolve the problem in a manner acceptable to both. Any agreement involving an academic penalty will be put in writing, signed by both parties, and reported to the Head of Department and administration;
- If a satisfactory solution is not reached between the student and teacher, either one may refer the matter to the Honor Council;
- The student is responsible for informing her/his parents of an alleged or actual violation of the Honor Code within 48 hours. Teachers will discuss the matter with parents after the 48-hour period;
- Teachers may further define acts, in writing, that constitute violations of the Honor Code in their classrooms. These acts will be explained to each class and will be effective thereafter for that class.

D. Honor Council

The Honor Council consists of five students and two faculty members. One of the five student members is a representative of the Student Council. The other four represent Grades 9, 10, 11 and 12 – one per grade level. These students are selected by the Heads of Department after submitting one letter of interest and two letters of

recommendation from any source. The faculty representatives are selected by the newly elected student members of the Honor Council. All members serve one-year terms and may be re-elected.

The primary purpose of the Honor Council is to investigate, in a confidential environment, any suspected or actual violation of the Honor Code and make recommendations to the high school administration. In order for the Council to arrive at the most appropriate conclusion, they will be supplied with relevant information by the administration, the teacher, and the student involved. One Honor Council designee is responsible for reporting the recommendation to the high school administration.

The recommendation will state the student's innocence or guilt and the appropriate academic or disciplinary penalties, if any. No penalty is imposed until the administration has made its decision. Should no determination be made before the end of the term, the teacher will record an incomplete grade until a final decision is made.

E. Academic and Disciplinary Penalties

Academic penalties may include one or more of the following:

- Additional work to provide evidence of the student's academic performance and that the student knows and understands the course material;
- A lower or failing grade or score on the assignment or exam;
- A lower or failing grade in the course;
- A loss of flex period (or 45 minutes of study hall);
- A loss of off-campus privilege (if applicable).

Depending upon the severity of the violation, one or more of the following disciplinary penalties may be imposed. Repeat offenders may expect more severe consequences:

- A. Reprimand:** A written statement from the Honor Council expressing disapproval of the conduct;
- B. Suspension:** An in-school or out-of-school suspension may be recommended. At the conclusion of the suspension, the student will be permitted to return to school on a probationary basis.
- C. Expulsion:** A very serious and/or chronic offense may lead to recommendation for removal from CAC (after 3 honor code violations, a student may be exited from CAC). The student will not be permitted to re-apply for admission to CAC until he/she has been withdrawn for at least one full academic year (board policy).
- D. Other reasonable sanctions or a combination of sanctions:** It is up to the discretion of the administration if other sanctions or a combination of sanctions is necessary for specific student infractions.

*The CAC Academic Honor Code was borrowed with permission from the honor systems currently used by Florida State University, University of Michigan School of Engineering, and Vanderbilt University.

3. DRESS CODE

Students are expected to wear clothing for school that is appropriate for a learning institution and for the conservative culture of the community in which we live. The key to proper appearance is modesty and neatness. The school administration reserves the right to make final judgment on acceptable attire for students and may require any student to change into appropriate clothing, if necessary (board policy # 8.4021).

CAC maintains the following guidelines for appropriate dress:

- Clothing worn in PE classes is not to be worn in regular classes;
- Shoes must be worn at all times;
- Shirts and blouses must cover the shoulders. No tank tops can be worn;
- No midribs or cut-off shirts can be worn by either boys or girls;
- Boys must wear shirts or t-shirts at all times;
- Shorts for boys and girls, and skirts, are to be no shorter than mid-thigh;
- For girls, no low-cut shirts, blouses, dresses, sweaters, and/or t-shirts;
- Students are expected to remove hats and caps for all classes and all assemblies;
- No ripped or torn clothes are to be worn at school;
- No offensive or inappropriate words, acronyms or images are permitted on clothing;
- No reference to drugs or alcohol, or any sexual connotations are permitted on clothing.

Physical Education Classes

All students participating in Physical Education classes are required to have a PE uniform ready to wear, consisting of the following:

- T-shirt with sleeves (preferably white with minimal print);
- Athletic shorts (no "cargo" or pajama bottom pants are accepted);
- Athletic shoes (lace-tied only, no Velcro or slip-on styles accepted);
- Athletic socks;
- Warm-up suit (recommended for winter months);
- Bathing suit (a one-piece style);
- Swim goggles;
- Towel (preferably beach-size).

Showers are recommended after each PE class and a complete change of clothing is to be worn to classes following PE. It is the student's responsibility to have their PE clothes laundered regularly and to maintain a clean and hygienic wardrobe.

Gum Chewing

No Gum chewing is allowed on campus at any time.

4. CELL PHONES AND IPOD TYPE DEVICES

Cell Phones

Cell Phones are to be turned off or set to 'silent' during all classes, all meetings, assemblies, etc. unless use is specified by the teacher or presenter.

CD Players and iPod Type Devices

Students are not to play CD players and iPod type devices with speakers on the campus. Personal CD players and iPod type devices are not to be used in the classrooms, unless the teacher has given special approval.

5. SERIOUS OFFENSES

A. Drug and Alcohol Abuse by Students (Board Policy # 8.4023)

The use of illegal drugs and the abuse of legal drugs by any individual, and the consumption of alcohol by any individual under the age of 21, are illegal under Egyptian law. Based on this fact and in order to provide a comprehensive quality education, CAC is committed to providing a drug and alcohol-free environment and promoting a healthy lifestyle for all its students. Therefore, CAC's drug and alcohol program is comprehensive and aimed at prevention through education, and deterrence through testing, counseling, and disciplinary action.

CAC prohibits the possession, sale or distribution of illegal drugs, legal drugs used in an abusive manner, drug paraphernalia, and alcohol on the campus and on any CAC-related trip or activity. To ensure such an environment, CAC will vigorously discourage the use of illegal drugs, the abuse of legal drugs and the use of alcohol by its students.

Any sale or distribution of illegal drugs, legal drugs intended for inappropriate use, or alcohol on campus and on any CAC-related trip or activity will result in automatic expulsion.

Regardless of the student's age or grade level, in circumstances where the administration has reason to believe that a student is in violation of CAC's drug and alcohol policy, CAC may conduct a personal search of the student, including a physical search, a drug test, and/or breathalyzer test. If possible, all tests will be done in the presence of the student's parents or guardians. Grounds for testing include, but are not limited to the following:

- A student displaying the commonly accepted symptoms of being under the influence of drugs or alcohol;
- A student displaying patterns of at-risk behavior such as failure to attend school regularly, frequent tardiness, unacceptable behavior, deterioration of academic performance, frequent sleeping in class, negative changes in attitude, etc.;

- The administration determining that credible information about the violation of CAC’s drug and alcohol policy exists regarding an individual student, a group of students, or a specific CAC-sponsored trip or activity.

In addition to testing for suspicion in all grade levels, CAC will conduct random testing for all students in grades 8 - 12.

At its discretion, CAC may search any item on its campus and property, including all lockers.

Upon establishing a violation of the drug and alcohol policy, a student and his/her family must enter into an appropriate counseling program at their own expense in order for the student to continue to attend CAC.

CAC will incorporate appropriate drug and alcohol education into its curriculum. In addition, it will provide special programs with emphasis on drug and alcohol abuse to students, faculty, administration and parents.

Every CAC student and his/her parents or guardians will abide by this policy. As a prerequisite to a student’s enrollment and annually thereafter, all parents or guardians of students in KG to grade 12 will sign an agreement to abide by the terms of this policy and its procedures. Refusal to sign this agreement will result in dismissal from CAC.

This policy does not preclude the implementation of other consequences and/or sanctions for students involved in additional curricular and extracurricular activities whose specific rules prohibit drug and alcohol use, possession, distribution and/or sale.

Procedures for intervention due to positive drug test results are as follows:

- The positive drug test is reported to the division principal and superintendent by the CAC health office. The sample will be sent to the US for verification;
- The principal informs the relevant counselor and the assistant principal of the test results;
- The principal contacts the parents to inform them of the initial positive test results. If the test results are received at the end of the day, notification is delayed until the next school day. The parents are responsible for notifying the child;
- Upon receipt of results of the US sample, the principal will communicate the results to the parents. The parents will communicate the results to the child;
- The principal and counselor meet with the student and parents as soon as possible;
- The principal will provide the family with a copy of the CAC Board Policy on “Drug and Alcohol Abuse by Students”;
- A first positive drug test will result in a non-punitive support-based intervention:
 - a. Within 72 hours the family must initiate a drug assessment conference with a qualified third party counselor at their own expense. The family must provide documentation of this conference in order for the student to continue to attend CAC;
 - b. The family must sign a release allowing CAC and the chosen counselor to

exchange pertinent information. The principal will give parents a copy of this release;

- c. The student must complete counseling sessions as detailed in an Individual Action Plan which will be developed by counselors, parents, the student and the administration;
 - d. The students who has tested positive will be tested on a periodic basis for the remainder of the student's enrollment at CAC.
- A second positive drug test during a single academic year will result in expulsion;
 - A second positive test or evidence of possession in subsequent academic years will result in a 3-day suspension and a repeat of these procedures;
 - A third positive drug test at any time during the student's career at CAC will result in expulsion;
 - In the event the parents request an appeal, no disciplinary action will be taken until the appeal is resolved by the Board.

If a randomly selected negative test proves to be a false negative, it will be treated as "reasonable suspicion" and the student will be re-tested.

B. Dangerous Items

Students may not bring weapons, toy weapons, or any potentially dangerous items to school. These include, but are not restricted to, fireworks, pellet guns, knives, slingshots, toy guns and water pistols. The consequences for possession or use of these will be immediate suspension with a possibility of expulsion.

C. Harassment, Bullying or Threats

Every student has the right to a positive learning environment free of fear of harassment, bullying, or threatening behavior, whether verbal or physical. Consequences include meeting with the assistant principal or principal, contacting a parent, and possible suspension. Subsequent violations will result in suspension, a parent conference, and the student being placed on probationary status. Third violations will result in recommendation for removal from CAC.

D. Physical Harm or Fighting

Every student has the right to a safe learning environment. Fighting and physical violence will not be tolerated on or in the vicinity of the campus. Consequences include meeting with the assistant principal or principal, contacting a parent and possible suspension. Second violations will result in further suspension, a parent conference, and the student being placed on probationary status. Third violations will result in recommendation for removal from CAC. Fighting with any sort of weapon, or cases of aggravated assault, will incur more serious consequences.

Any one party involved in fighting may be penalized more than another party if circumstances warrant it. Instances of fighting are cumulative for one school year.

E. Theft

Students who steal or damage the property of others, including CAC property, will be required to restore or provide compensation. Additional consequences include meeting with the assistant principal or principal, and suspension. Second violations will result in further suspension, a parent conference, and the student being placed on probationary status. Third violations will result in recommendation for removal from CAC.

F. Tobacco

Smoking, or any use of tobacco, is not permitted at school. Students smoking before or after school should not do so within 100 meters, or within view, of the campus.

6. INTERNET PROTOCOL

The CAC Internet Protocol is a set of guidelines written by Student Council to ensure that each student at Cairo American College (CAC) follows the mission of the school by demonstrating respect, responsibility, and integrity when posting items on the internet. Each student is responsible for his/her actions at all times when posting videos, pictures, and comments or engaging in other internet actions. Care must be taken when such internet items (videos, pictures, comments, etc.) bear directly or indirectly on any aspect of CAC.

Students should keep in mind that posting items on the internet places them into public domain. Anyone and everyone can access almost all websites, including colleges and employers. Ultimately, posting items cannot only link back to CAC but to students as well.

The Internet Protocol

Before posting items on the internet, students of CAC must first receive prior permission from the high school administration for the following:

- i. Using the CAC campus (or its vicinity) for taking photos or videos;
- ii. Using names, video clips, and/or pictures of CAC students or faculty members;
- iii. Using the name of Cairo American College (CAC) in any way, including online tagging.

Furthermore, if internet usage by any CAC student displays a violation of the CAC Code of Conduct (as described in the *CAC High School Student/Parent Handbook*), the student is liable to the same consequences as if the student were at school on campus. Also, any student who posts such an item can be subject to consequences in accordance with the severity of the violation of the Code of Conduct (Categories 1 through 3 of the Behavioral Safety Net on page 27).

7. CONFLICT RESOLUTION

CAC prides itself on the positive relationships and open communication it nurtures among faculty, administration and students. However, as in all relationships, problems will sometimes arise. Students and parents are encouraged to take problems directly to the source.

Students with problems in specific classes should consider the following:

- If you feel you can, talk to your teacher and tell him or her exactly what your problem is, and what you feel will help resolve it. Your teachers want to know how you feel;
- If you are uncomfortable talking with your teacher one-to-one, ask your counselor for help in clarifying items between you and your teacher;
- It is also good to involve your parents. They are welcome and encouraged to come to school and meet your teachers;
- If you have spoken with your teacher and your counselor, and the problem is still not resolved, the principal will become involved to assist in finding a solution and to ensure that school policies and procedures are correctly followed.

8. DISCIPLINARY MEASURES

Breaches of discipline and violations of CAC rules and policies are dealt with using a series of measures reflecting the seriousness of the offense. The chart “Behavioral Safety Net” on page 26 offers a visual image of our basic interventions when students do not meet CAC expectations for behavior. It is a safety net because the aim is to intervene before a situation becomes harmful to the student, other students, or the school. Our goal is to “catch” the student in the safety net before any serious damage is done.

Disciplinary measures in order of severity are:

A. Disciplinary Probation

Students may be placed on probation following a conference between the student, parents or guardian and administration. By creating a behavioral contract, the student may continue to come to school, but will be monitored closely for any further breaches of discipline, and the goal is to fulfill the behavioral contract within a set period of time.

B. Suspension

Serious or repeated offences may lead to suspension. This action will be taken only after careful consideration and consultation between the assistant principal and/or principal, student, and parents or guardians.

- **In-school suspension** – The student will remain in school and on campus during school hours but may not participate in any co-curricular or athletic activities. The student will leave campus immediately after school. Students are permitted to make up work for any excused absence during an in-school suspension.
- **Out-of-school suspension** – The student may not enter the campus for any reason, before and after school, and on the weekend if the suspension involves Thursday and Sunday. Students cannot earn credit for work due during an out-of-school suspension, and they cannot make up quizzes or tests for classes missed (zero scores will be received).

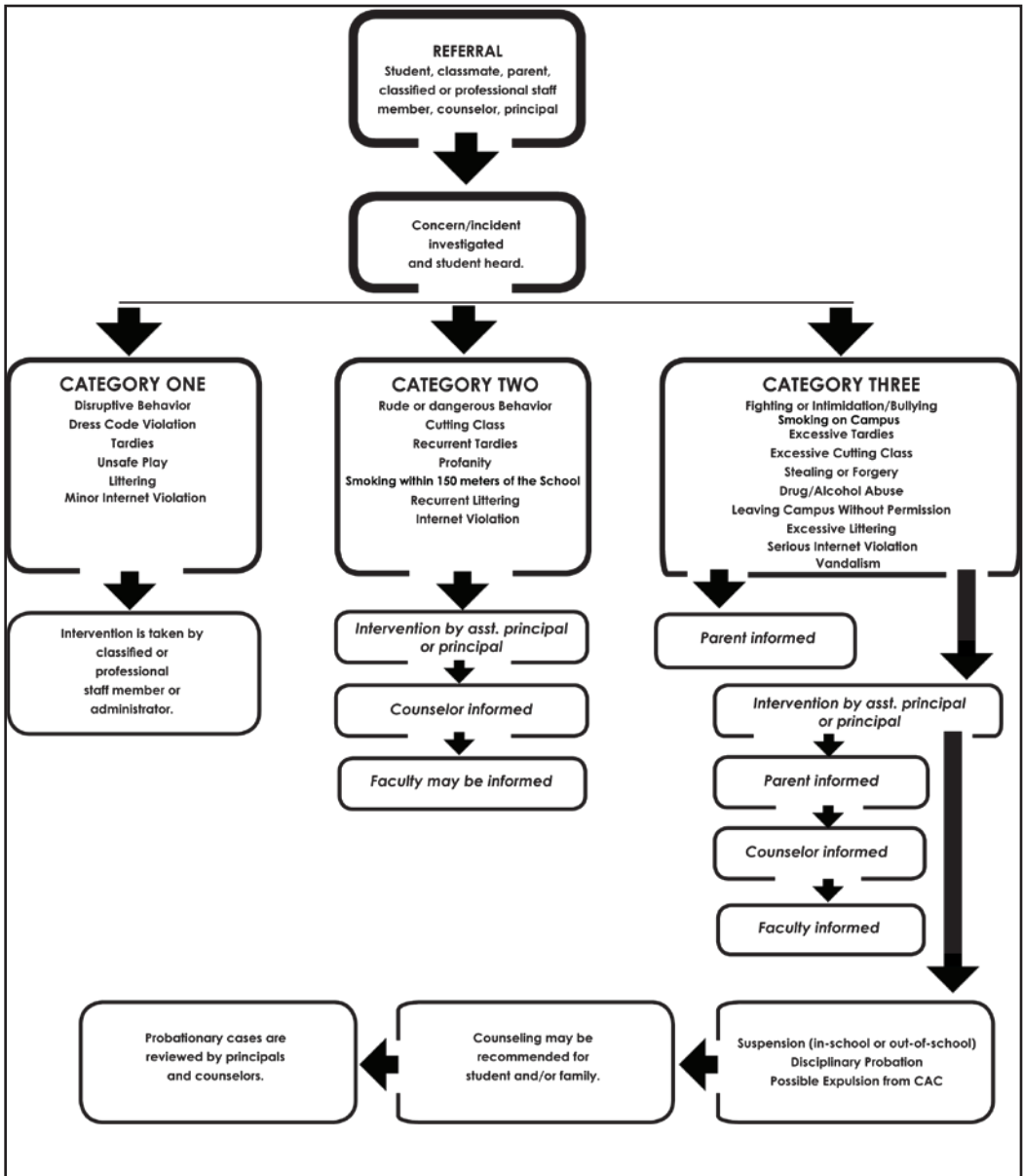
C. Expulsion

Very serious and/or chronic offences may lead to recommendation for removal from CAC. The student will not be permitted to re-apply for admission to CAC until he/she has been elsewhere for one full school year.

9. APPEAL

An appeal can be made by meeting with the school superintendent. In rare cases, a final appeal can be directed to the Board.

Behavioral Safety Net



V. ATTENDANCE

EXPECTATIONS FOR ATTENDANCE

At CAC, the learning experiences that take place in the classroom are considered meaningful and are an essential part of its educational structure. Daily class attendance is a condition for fulfilling credit requirements and course completion obligations, as well as for general academic progress at CAC. Course credit is earned when the student participates in class through discussion, written work, and examinations. Time lost from class is irretrievable, particularly in terms of opportunity for interaction and exchange of ideas. For these reasons, students, parents and guardians must carefully consider the implications of absence from class.

The school considers parents as partners in supporting the CAC attendance program, and the administration requests that parents/guardians consider carefully the implications of their child missing any class. Medical notes from a doctor or parent letters indicating student illness is one of the few acceptable reasons for missing school.

A. Attendance Responsibilities

1. Teacher Responsibilities

- Teachers keep accurate attendance records for all classes. (e.g., teachers adjust attendance records from 'absent' to 'tardy' when a student arrives late within the first 20 minutes of the period);
- Teachers do not allow students to make up work for absences that are unexcused;
- Teachers call parents when absences are impacting academic performance;
- Teachers follow up on any suspected attendance violations by contacting the assistant principal or attendance coordinator for information, calling home, speaking with the student, or speaking with the counselor.

2. Student Responsibilities

- A student who has returned from an absence must see the attendance coordinator within 48 hours of the absence to provide a note from his or her parents excusing the absence. This note includes the student's name, specific reasons for the absence, date(s) of the absence, and signature of the parent or guardian (parents can also send an email within 48 hours directly to the attendance coordinator);
- If a student fails to bring a note (or a parent email is not sent) to the attendance coordinator within 48 hours, the absence will be considered unexcused and will carry the same penalty as a 'skip';

- In most cases, severe illness is the only reason acceptable for missing school;
- Forgery is a serious offense at CAC, and student consequences for a forged note is severe. Presentation of a forged note (or forged parent email) will result in contacting the parent and implementing a student in-school or out-of-school suspension (as determined by the high school administration);
- Students are responsible for making up work for excused absences;
- Students who need to make up homework for extended absences can arrange this through the attendance office.

3. Counselor Responsibilities

- High School Counselors will receive information for students with attendance concerns. Counselors will follow up with students and parents as necessary to address ongoing attendance concerns;
- When a student is in danger of failing a course due to poor attendance, the counselor will contact the family;
- The counselor will also continue to monitor the student's attendance and, as needed, work with the student, teacher, parent and administration on attendance and any other related issue(s).

4. Parent Responsibilities

- Parents/Guardians are expected to be familiar with the CAC attendance program, including the Minimum Attendance Policy, and use POLAR to monitor a student's attendance;
- When a parent/guardian wishes to excuse a child from an absence, s/he will write and sign a letter (or send an email) to the attendance coordinator including the student's name, specific reasons for the absence, and date(s) of the absence. Emails should be sent to HSAbsences@cacegypt.org;
- When a parent/guardian receives an attendance letter from the school, the parent/guardian is expected to closely monitor the student's attendance.

B. Minimum Attendance Policy

Minimum attendance for courses in all school divisions is set at 85% of the number of days courses meet in a given semester. Student absences from school are recorded regardless of the reason (i.e. illness, travel outside of the country with teams/clubs, family matters, etc.). All absences count toward the minimum attendance calculations except for school-sponsored field trips and authorized external exams such as IB and AP examinations. The school also offers standardized testing preparation and IB art show preparation which is free from minimum attendance policy calculation.

Students absent for more than 15% of the classes in a given course (no more than 6 classes within a semester-long course) will fail that class. The student's report card will show WF (Withdrawal-Fail), and the failing grade will be incorporated into the student's grade point average.

If students arrive in class and the teacher is not present, one student should immediately report the teacher's absence to the high school Office. An administrator will arrive and determine the next step.

Grade 9 students are not required to attend study hall after 2 consecutive quarters on the Honor Roll (1st and 2nd, or 2nd and 3rd quarters), unless they acquire 3 or more tardies for a 'tardy study hall'.

i) Excused Absences

Excused absences are absences from class or a school-sponsored trip in which a student's parents or guardians have approved and, if appropriate, provided a medical note. To be approved by the school, a medical note or email must be received by the attendance coordinator, Ms. Ro'ya Hamoudeh, at HSAbsences@caegypt.org within 48 hours of the absence. The note must indicate the student's name, the specific medical reason for the absence, date(s) of absence and signature of the parent or guardian (a telephone call to the school is not sufficient). Illness, bereavement, or religious holidays are understandable examples of excused absences. Regardless of the reason for the absence, all excused absences are still counted toward the minimum attendance requirement.

Work Can be Made Up for Excused Absences

Work missed during an excused absence can be made up to earn full credit:

- Students are expected to make arrangements for completion of missed work immediately upon their return to school;
- It is the student's responsibility to arrange with the teacher any make-up work;
- Arrangements should be made the day the student returns to school. If it is not possible for the student to contact the teacher that day, the first class after the student returns is the deadline to arrange for make-up of missed work;
- Specific deadlines for making up missed work will be set by the teacher and student. The goal is to complete missed work as soon as possible.
- Extensions for school work are equal to the number of excused school days.

ii) Unexcused Absences

Unexcused absences are absences which are not approved by a parent or guardian via a written note as described above. Unexcused absences are considered "skips". Students cannot make up work missed due to an unexcused absence; the missed work receives a score of zero.

Attendance letters from the administration are issued when a student reaches 5 absences (whether excused or unexcused) within one course.

C. WAIVERS

A parent or student may appeal in writing to the high school principal for a waiver from the minimum attendance requirement. Special consideration may be given

by the principal when, in his/her judgment special, unavoidable and/or extraordinary circumstances are associated with the student's failure to meet minimum attendance requirements (note: this request will not be considered if the student has any unexcused absences on his/her record). In almost all cases, waivers are granted for medical reasons only. The waiver request may occur at the time of the absences but will be applied when the student has exceeded the minimum allowable number of absences.

The waiver form noting the specifics of the waiver - dates, circumstances and any other pertinent information - will be kept with the official attendance records. As stated above, upon appeal, students may be waived for specific days. Attendance letters will reflect the waivers—number of days waived, as well as dates.

D. TARDY PROCEDURE

Arriving to class on time is very important and accurate records are taken to track student punctuality. For every three tardies earned, students will be assigned a Thursday after school detention from 3:15 to 4:10 pm, thus allowing students to take the activity bus home after serving detention. Students will continue to earn detention for every three tardies up to a total of nine. Once a student has earned twelve tardies, he/she will be suspended in school for one day. For every three tardies beyond this point, an additional day of in school suspension will be given. Students are able to complete all academic work during an in school suspension and it is not reflected on the students' permanent record. If a student should reach 21 tardies, he/she will be suspended out of school. Please note that students suspended out of school receive no credit for work missed and the suspension is recorded on the students' permanent record.

The total number of tardies will be determined each Monday. On Tuesday, students will be informed if they are expected to serve detention on Thursday. Students who have a conflict with Thursday detention must see one of the two building administrators no later than the end of that day to discuss if the detention can be rescheduled. Please note that detentions will only be rescheduled for exceptional reasons. Sports practices, after school activities and/or social time are not reasons to reschedule detention. Students are able to keep track of how often they are late to class and, as such, should be able to anticipate well in advance when they will need to serve detention.

Students failing to attend detention will have their parents notified and will receive an additional detention (or "double detention") as a consequence. Students who continually fail to attend detention or arrange to leave early on Thursdays to avoid detention will be given in school suspension.

The total number of tardies is calculated by semester. Thus, at the start of each semester, all students will begin with zero tardies once again.

Finally, one time per semester, students are able to trade their assigned detention for two later detentions in order to attend a chosen activity. This must be done by the end of the day on Tuesday (upon receiving the detention notice) with a member of the administration. Students are encouraged to choose wisely when exercising this option as it can only be done one time in the semester.

Students amassing tardies late in the semester, such that they are unable to serve enough detentions to cover their tardies before the end of term, will be expected to serve detention during an alternative time during exam week.

20-Minute Rule:

When a student arrives more than 20 minutes late to class, s/he will be marked absent for that class.

E. STUDENT FLEX PERIODS

- Students who are not seniors are required to check-in with the Eagle's Nest coordinator at the beginning of the period;
- Only seniors with off-campus privilege can leave campus during flex periods. However, students can obtain a check-out slip from the high school office or nurse's office granting them permission to leave campus for specific reasons, and this will be granted only with consent from a parent/guardian.

ATTENDANCE DURING FLEX PERIODS WILL BE TREATED THE SAME AS CLASSROOM ATTENDANCE.

Failure to check-in for a flex period will result in the same penalty as a skip.

F. LEAVING CAMPUS

Other than for school sponsored trips, students are not allowed to leave campus during the school day (7:55 a.m. to 3:05 p.m.), even during break times, with the following exceptions:

i) Early Dismissal

If parents or guardians wish to have their students dismissed early from school, the parents or guardians must arrive in person at the attendance office and request their students' early departure, or a note from the parents or guardians requesting their students' early departure must be given to the attendance office. A permission slip to leave campus will then be given to the students involved. Note: We cannot accept telephone calls from parents for early dismissal; notes or emails are acceptable only.

ii) Off-Campus Lunch Privileges

Students in grades 9-12 who have parental or guardian permission and a proper lunch privilege ID card may leave campus during lunch time (11:05 a.m. to 11:55 a.m.). If for any reason a student is not able to return to school after lunch, parents, guardians, or the missing student are required to call the school and notify the attendance coordinator. As with any other absence, a note from a parent or guardian is required within 48 hours.

iii) Senior Privileges

The Senior Privilege card allows seniors to enter and exit the campus when not in class. With this privilege, seniors must always show their Senior ID card with "Off Campus Privilege" written across the front of the ID card to security guards at the front or back gates.

Seniors may exit the campus during flex periods, lunch, and breaks; they must show their senior ID that allows them to leave and return to campus during the previously mentioned periods and times; also, a signed parental form is required for obtaining Senior Privilege.

G. Physical Education (PE) Long-Term Medical Excuse

A student with a significant medical condition that curtails full participation in the normal CAC Physical Education curriculum must submit the following to the PE teacher of the course:

- An official medical diagnosis, signed by the doctor and including a basic description of how the student's activity must be limited as well as the prescribed treatment;
- A parent letter again indicating the condition and any further information describing the condition.

Parents must supply the CAC Health Office with copies of all related documentation.

Once the medical documentation is in place, the teacher, the PE department, the student and the family will agree upon a CAC approved PE program. If the PE department determines that the student is unable to participate in PE at all, the student will not participate and will not earn PE credit for the semester or year.

VI. GUARDIANSHIP RULES

GUARDIANSHIP

Students admitted to CAC must live with their parents. However, there are circumstances in which guardianship will be considered as an acceptable alternative. Although not meant to be a comprehensive list, below are some examples of situations in which guardianship would be considered acceptable:

- Family emergency;
- Child in Grade 12 and parents are transferred out of Egypt;
- Parents are incapacitated;
- Legal problems regarding child custody;
- Humanitarian (e.g. war in home country);
- Brief business trips for a working single parent;
- Study/exchange programs.

Examples of unacceptable reasons for establishing guardianship are as follows:

- Parents do not reside in Cairo;
- Excessive periods of time when family is absent from Cairo (i.e. more than 26 calendar days in total during an academic year);
- A family employee, such as a housekeeper or driver, is not acceptable to CAC as a guardian.

Guardianships fall into two types on the basis of duration, and each is governed by different procedures:

i) Short-term Guardianships

Short-term guardianships (1 to 14 calendar days, inclusive; not to exceed 26 calendar days in any one academic year) are to be used when both parents will be outside of Cairo for any temporary purpose such as a business trip, family emergency, medical issues, personal reasons, etc. The guardian is responsible for the day-to-day welfare of the student. In the case of students who are less than 12 years of age, the guardian is required to sleep in the same house as the students.

Prior to their departure, the parents are required to advise the high school administration in writing and must include the expected duration, appointed guardian name and contact information, and parent contact information for use in case of an emergency. The parent or designated guardian must inform the high school administration of any extensions to the guardianship arrangement.

ii) Long-term Guardianships

Long-term guardianships (exceeding 14 calendar days) are not to exceed one academic year except in extraordinary circumstances, and they will be considered by the school administration on a case-by-case basis.

The designated guardian and the parent(s) must meet with the school principal prior to assuming the role of guardian. CAC must approve both the reason for the long-term departure of the parents and the designated guardian. Parents will then need to complete CAC guardianship agreements. The long-term guardian acts in loco parentis and assumes full responsibility for the child's school welfare and any decision associated with it.

Note: Failure to comply with these procedures will result in suspension of the student until the guardianship situation has been resolved to the satisfaction of the administration.

VII. COUNSELING SERVICES

Individual and small group counseling services are provided for students in grades 9 to 12. These services include personal counseling, interventions and strategies to benefit academic performance, college counseling, and career preparation.

The counseling office is located on the top floor of the high school building. Among some of the issues that can be discussed with counselors are course choices, graduation requirements, scheduling of classes, internal and external testing, summer study, college admissions, service learning, and personal (confidential) concerns.

There is a referral process to counseling that is used when faculty, students, or parents have a concern about a student.

COLLEGE COUNSELING

College Counseling is integrated into the secondary school program beginning in ninth grade. Course planning, external test preparation, and the college admissions search process are facilitated by the counselor. Special college admission forums, workshops, publications, and classroom and evening presentations are provided to assist students and their parents. Career counseling is available to help match student interests and skills with various occupational fields. If the student's career area requires vocational or college training, the counselors help the student with the selection of schools and application processes.

The online NAVIANCE program helps students investigate interests, majors and careers, as well as select from the many colleges and universities around the world. NAVIANCE has many features to facilitate the best fit for each student. For questions about NAVIANCE, please speak to a school counselor.

COLLEGE PLACEMENT

General information about college placement is available in CAC's School Profile, which is available on the website. Throughout the school year, programs and seminars about college placement are given for parents and high school students. A student desiring specific information regarding university or college placement should make an appointment with his or her counselor.

COURSE SELECTION

Students select courses and submit their choices to the counseling office. Course selection process begins in March for the next academic year; course offerings and further information is shared at student class meetings and parent nights. For specific information about course selection and scheduling, consult the Program of Studies, which lists all courses on offer at CAC (available online), or see your counselor.

A. IB Program

CAC offers a wide variety of courses designated as International Baccalaureate Higher Level (IBHL) that may result in college or university advanced placement and/or credit. Students in these courses wishing to be considered for college placement, however, must register for the external assessments offered by the IB (IB results are on a 1-7 scale). Colleges and universities publish their own individual policies regarding what level scores are needed for placement and/or credit in their individual disciplines. Also, CAC offers a wide variety of courses designated as International Baccalaureate Standard Level (IBSL), and the full IB Diploma program is a combination of both IBHL and IBSL courses. Please see your counselor or the IB Coordinator for further information.

B. AP Program

CAC offers courses designated as Advanced Placement (AP) that may result in college or university advanced placement and/or credit. All AP students must register for the external assessments offered by AP (AP results are scored on a 1-5 scale). Colleges and universities publish their own individual policies regarding what level scores are needed for placement and/or credit in their individual disciplines. Please see your counselor or the AP Coordinator for further information.

C. Withdrawals

Withdrawal from a course is rare. Any withdrawals from a course after 5 days from the beginning of the course may result in a WF (Withdrawal-Fail) grade and loss of credit from that course.

SCHEDULE CHANGES

Information about scheduling and schedule changes is available from counselors. Students have up to five school days at the beginning of the first and second semesters to modify their schedules. A schedule modification form must be completed, and it requires a signature from a teacher, counselor, parent and principal.

COUNSELING OFFICE TESTING

A. PLACEMENT TESTS

Placement tests in Mathematics, English, and World Languages (if beyond level I) may be given to all secondary school students requesting admission to Cairo American College.

B. EXTERNAL TESTING SCHEDULES

Cairo American College is a test center for the following testing programs. Each test requires a separate fee to be paid by the student. The 2011/2012 test schedule for the ACT, ACT PLAN, PSAT, SAT and SSAT is as follows:

AMERICAN COLLEGE TESTING (ACT)

October 22, 2011
December 10, 2011
February 11, 2012
April 14, 2012
June 9, 2012

AMERICAN COLLEGE TEST PLAN (ACT PLAN)

The American College Test PLAN is given in October to all grade 10 students.

PRELIMINARY SCHOLASTIC APTITUDE TEST (PSAT)

The Preliminary Scholastic Aptitude Test is given in October to all 11th-grade students.

COLLEGE BOARD ADMISSIONS TESTING PROGRAM (SAT)

October 1, 2011	SAT I (Reasoning Tests) & SAT II (Subject Tests)
November 19, 2011	SAT I (Reasoning Tests) & SAT II (Subject Tests)
December 3, 2011	SAT I (Reasoning Tests) & SAT II (Subject Tests)
January 28, 2012	SAT I (Reasoning Tests) & SAT II (Subject Tests)
May 5, 2012	SAT I (Reasoning Tests) & SAT II (Subject Tests)
June 2, 2012	SAT I (Reasoning Tests) & SAT II (Subject Tests)

Students should plan to take the SAT in May or June of their Junior year and as needed in their Senior year. They should consult with their counselor regarding appropriate test dates. Early registration is strongly recommended.

Application information on any of the above testing programs may be obtained from the counseling office. Students should refer frequently to online websites for current information on test dates and procedures.

SECONDARY SCHOOL ADMISSION TEST (SSAT) PROGRAM

The SSAT is taken by students seeking admission to private secondary schools in the United States. Test dates are available online at www.ssat.org and in the high school counseling office.

TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL)

CAC is not a test site for the TOEFL. However, the TOEFL can be taken at the Cairo office of AMIDEAST (American/Middle East Educational & Training Services) at 23 Mossadak Street, Dokki. See your counselor for more information.

VIII. OTHER ACADEMIC ASPECTS

HIGH SCHOOL ONLINE PROTOCOL

In the event of a school closure and the need to proceed to online instruction, the school has a protocol in place. School closure can be stressful for everyone, and in order to reduce this stress, this online protocol helps ensure a successful online experience for students. The High School Online Protocol can be accessed on the CAC Moodle website at <http://moodle.cacegypt.org>

ACADEMIC STANDING

To remain in good academic standing, students must maintain a grade point average of 2.0 or higher and have no failing grades each quarter. Good academic standing is required for students to participate or travel in athletic, performing arts, or co-curricular activities.

ACADEMIC PROBATION

A student who earns a quarter grade point average of below 1.7 and/or two or more failing grades will be placed on academic probation. Students on academic probation will be placed on a contract designed to assist them with academic matters. Students who fail to meet the terms of the probationary contract may be exited from CAC. In addition, a student who is placed on academic probation for any two quarters in one school year may also be exited from CAC.

LEARNING SUPPORT PROGRAM

The Learning Support Program address topics related to improving school performance including study skills, organizational skills and test taking strategies. Students are assisted to accurately recognize their learning strengths and needs, developing compensatory strategies whenever possible to minimize deficiencies. There is a strong emphasis on student responsibility and self-advocacy. Assistance in mastering content area coursework is provided. Enrollment is a committee decision. The committee is composed of the assistant principal, counselors, English as a Second Language and learning support teachers. Eligibility is based on an identified learning disability, a need for remedial academic support, or other health issues affecting school success. The student may refer himself/herself to the counselor, and parents and teachers may also refer a student to the High School Student Support Team (HSSST) for consideration and enrollment into this program.

COORDINATION OF MAJOR TESTS

Coordination of testing between classes in the high school can create a great deal of stress for students and for teachers. Each student is responsible to immediately inform the teacher that a major test or examination will be the third one scheduled for one day. If this occurs, the student and teacher will make every effort to reschedule the examination within two school days of the original date.

COURSE FIELD TRIPS

Course field trips are an important part of an ongoing educational process; however, students are responsible for make-up work and exams in classes they miss on course field trips. All school rules apply to students on school trips. Students are not allowed to go on course field trips without parental permission. For further information, please contact the activities office (ext. 5406).

CREDIT RECOVERY

Each student must make appropriate progress toward meeting CAC graduation requirements. A student is considered credit deficient if s/he fails a required course or enough elective credit to prohibit graduation with their class. In such situations, an administratively approved plan of credit recovery must be in place prior to the end of the academic year. Credit recovery options may include supervised online learning or summer courses at an accredited institution. All costs involved in credit recovery are the responsibility of the student and family.

GRADING/GPA SYSTEM

A student's quarterly GPA is calculated by converting each course grade to a GPA value, and then adding the GPA values and calculating an average GPA score based on the number of courses. The GPA is calculated to two decimal points.

GRADE RANGE	GPA	GRADE RANGE	GPA	GRADE RANGE	GPA			
A+	97 – 100	4.3	B	83 – 86	3.0	C -	70 – 72	1.7
A	93 – 96	4.0	B-	80 – 82	2.7	D+	67 – 69	1.3
A -	90 – 92	3.7	C+	77 – 79	2.3	D	63 – 66	1.0
B+	87 – 89	3.3	C	73 – 76	2.0	D -	60 – 62	0.7
						F	00 - 59	0.0

WP = Withdrawal-Pass

WF = Withdrawal-Fail*

ME = Medical Excuse

AU = Audit

PS = Pass

I = Incomplete**

D - = Lowest passing grade

* For students who receive a WF, a zero will be included in their grade point average.

** Used only when extenuating circumstances prevent the student from meeting course expectations (i.e. hospitalization or family emergency). Incomplete grades must be made up within two weeks from the official end of the quarter in which the incomplete is granted.

Class Rank and Cumulative GPA

Class rank and cumulative grade point average is determined from the semester grades of classes completed at CAC. IB courses designated as Higher Level (HL) or Advanced Placement (AP) receive an additional weighting of 0.3. Students in each graduating class are ranked by decile; this information may be requested by colleges/universities for admissions purposes. Decile rankings are based on the cumulative GPA, and they designate GPA ranking in ten equal groups for the graduating class.

Valedictorian and Salutatorian

The valedictorian and salutatorian for the senior class will be selected according to the highest and second highest grade point averages for first and second semesters of grade 11 and the first semester and third quarter of grade 12.

GRADUATION CREDIT REQUIREMENTS

Course	Minimum CAC Graduation Requirements	Recommended College Prep Course of Study
English*	4 credits	4 credits
Social Studies**	3 credits	3-4 credits
Mathematics	3 credits	3-4 credits
Science	3 credits	3-4 credits
World Languages	2 credits	2-3 credits, same Language
Health	0.5 credit	0.5 credit
Physical Education	1.5 credits	1.5 credits
Visual, Performing & Practical Arts ***	2 credits	2-3 credits
Electives****	6 credits	6-7 credits
Week Without Walls*****		
TOTAL	25 credits****	25-28 credits****

* Students must take one core English course per year. Electives within the English Department cannot be substituted for core courses.

** US History is required for all U.S. citizens and recommended for students who are planning to attend US colleges and universities. This requirement may be waived for IB Diploma students.

*** Each student is required to complete two credits in the arts; ONE credit may be from the Practical Arts strand.

**** Any course taken beyond the number of units required in a given subject area is regarded as an elective in that subject area.

***** Week Without Walls courses receive 0.25 credit per year and is added to elective credits. CAC students must be enrolled in one WWW course every year while attending CAC. Also, the WWW grade is added as a 4th quarter grade but counted as a semester grade.

GRADUATION SPEAKERS

Student graduation speakers at the CAC Commencement Ceremony by the Pyramids each June are the following: Valedictorian, Salutatorian, Senior Class President, and Senior Class Speaker.

HOMEWORK GUIDELINES

In general, students should expect 1.5 to 2.5 hours of homework each evening (6 days a week). In AP or IB classes, students should expect more homework each evening.

HONOR ROLL

An Honor Roll is computed at the end of each quarter and is based upon each student's overall quarter GPA:

Highest Honors = 4.00- 4.30 GPA

High Honors = 3.70 - 3.99 GPA

Honors = 3.40 - 3.69 GPA

(GPA calculations never get rounded up).

POLAR (Parents On Line to Academics and Records)

This program is available to parents of middle and high school students. With this program, parents may check their child's grades, attendance and schedule as well as send emails directly from POLAR. To get a username and access code, send an email to: polar@cacegypt.org.

REPORT CARDS

Report cards are issued to students four times a year: October, January, March, and June. Student report cards indicate academic performance in each course, a grade-point average (GPA), a grading scale, absences, and tardies.

SEMESTER SUMMATIVE EXAMS

In the high school, semester summative exams are optional depending on the course but must take place on the selected exam dates. Semester summative exams adhere to the following procedures:

- No more than two exams per day (in the extended periods only);
- All semester summative exams are worth 20% of the semester grade;
- A minimum of one (1) full Review Period is required before each semester summative exam;
- Courses with multiple sections must choose one of the following: either run semester summative exams or not run semester summative exams as a block (in other words, one class cannot do something different from the other classes in that

- section for semester summative exams);
- Courses with multiple sections (more than one class) administering exams must use the same format and similar content questions on the semester summative exams;
- In the Course Outline distributed at Back to School Night, courses that are having a semester summative exam must clearly state it for students and parents in the course outline; if not, the summative semester exam cannot be conducted.

TEXTBOOKS

Each student is issued a set of textbooks at the beginning of the school year. It is the responsibility of the student to keep books in good condition until the end of the year. Students will be billed the full cost for any lost or damaged books or other materials.

TRANSFER CREDIT

In special circumstances, students may also receive transfer credit from approved academic courses done outside of CAC; however, external grades will not be applied to the CAC grade point average and will not affect class rankings. The principal, head of department, and counselor must approve each transfer credit in advance for students currently enrolled at CAC. Please refer any questions about transfer credits to the counselors (ext. 5411).

HIGH SCHOOL COMMON SCHEDULE

Time	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8
7:55								
85	A	E	B	F	C	G	D	H
9:20								
20								
9:40								
85	B	F	C	G	D	H	A	E
11:05								
50	L U N C H							
11:55								
85	C	G	D	H	A	E	B	F
1:20								
20								
1:40								
85	D	H	A	E	B	F	C	G
3:05								

IX. ATHLETICS AND CO-CURRICULAR ACTIVITIES

PHILOSOPHY

We believe that:

- Student activities are a vital part of high school education;
- Participation in a well-organized and diverse program of activities under the direction of well-qualified coaches and advisors provides students with opportunities to learn critical lessons in leadership, character, communication, teamwork, decision-making, and individual potential;
- The athletics and co-curricular activities programs support and complement the academic programs;
- Students should be assisted to achieve a manageable balance of activities and academics.

PROGRAM OBJECTIVES

Athletics and co-curricular activities allow students to achieve the following:

- Explore new possibilities;
- Develop interpersonal skills;
- Learn leadership skills;
- Refine organizational skills;
- Develop life skills;
- Enhance self-development.

ELIGIBILITY FOR PARTICIPATION

The athletics and co-curricular activities programs at Cairo American College enhance the academic lives of students. The programs are designed to aid in the total educational development of all students.

To stay in good academic standing, all students must maintain a grade point average of 2.0 or higher and have no failing quarter grades. Good academic standing is required for students who wish to participate in athletic, performing arts and co-curricular programs.

Eligibility to participate is based on each quarter's report card results. In order to participate in athletic, performing arts and co-curricular activities, students will:

- Maintain a minimum of a 2.0 grade point average and have no failing grades on the most recent quarter report. First quarter eligibility is based on the fourth quarter grades of the previous year;
- Be within the minimum attendance requirement due to travel; It is the student's responsibility to monitor whether traveling will jeopardize his/her ability to meet the 85 percent minimum attendance requirement, calculated per semester;

- Not withdraw from a course in order to travel;
- Not be considered for a waiver from the minimum attendance policy if s/he has any unexcused absences within any class;
- Meet the Travel Eligibility requirements outlined above in order to participate in tournaments, conferences or performances hosted in Cairo.

If quarter report cards are distributed to students within 15 calendar days before a tournament, festival or conference, students who were previously eligible can continue to participate regardless of their academic standing on the report card; this is due to the logistical difficulties in changing travel arrangements, visas, housing and other commitments to affiliated organizations such as ISTA, ISST, or MESAC.

STUDENT TRAVEL

Participating in a school-sponsored trip provides an opportunity for students to understand and accept the concept of responsibility to oneself, the group, the chaperones and ultimately, the school. Student travel is a privilege; it is expected that participating students are upstanding school citizens with solid academic performance.

The travel permission form is a contract between the student and the school and his/her parents and the school, acknowledging that each has a responsibility to the other. The school has the responsibility to provide a well-supervised, Board-approved program under the direction of competent, caring teachers who understand and accept their duties as chaperones. Parents have the responsibility to understand and agree to the program's requirements and the school travel rules and to discuss them with their daughter or son.

While chaperones remain responsible for the students' well-being throughout the entire trip, it is important to note that they cannot be physically present to monitor student behavior twenty-four hours a day. A student's behavior is ultimately the responsibility of the student and parents. It cannot be unconditionally delegated to anyone. In regard to student behavior, it is the role of the chaperones to enforce school codes of behavior and document student misbehavior.

During the course of a school trip, chaperones employ many measures to ensure the students' well being. For example, if students are housed in a location separate from the chaperones, a chaperone will call the students at curfew time to confirm that the students have arrived safely and on time. Additionally, students are provided with the chaperone's phone number and that of the host school. The parents of travelers are provided with a contact number as well.

To help parents decide whether or not they wish their children to travel, specific information relative to each trip is presented at the student/parent pre-travel meeting held before each school sponsored trip. Some parameters to consider include the following: the housing arrangements (are students housed alone or in pairs with host

families, in hostels or in hotels?), the geographic destination of the trip, the degree of direct presence of the chaperone with the students, and the degree of full group activities versus independent small group exploration. Parents and students should also be aware that participating students are expected to attend classes immediately before and after any student travel activities.

We trust that after parents have considered this information thoughtfully and after they have received answers to any other questions they may have, they will be able to make an informed decision regarding participation in the trip.

A. HOMEWORK EXPECTATIONS AND TRAVEL

i) Homework Expectations Of Students

Students must take the initiative to approach their teachers about homework at a time outside of class. Specifically, they should inform their teachers as soon as they know that they will be traveling. In addition, they must take the "School Work Assignment Sheet" received at their pre-travel meeting to each of their teachers and request that teachers fill it in and sign it. Teachers are not required to give assignments more than one week before departure. If students experience any difficulties with teachers or are unsure of how to proceed, they should seek out their coaches or advisors for advice.

ii) Homework Expectations Of Teachers

Teachers are expected to fill in and sign the "School Work Assignment Sheet" presented to them by traveling students. Teachers are encouraged to assist students by providing a balance of homework due before and after the trip and by indicating the expected due date on the assignment sheet. Teachers are not to give tests or quizzes to students on the day that students return from a trip.

Also, teachers are encouraged to report students who are negligent about completing work that is missed as a result of a trip to the activities or athletics director. This may affect the student's future eligibility to travel.

B. PROCEDURE FOR MAKE-UP WORK

As with all absences from school, students on school trips have as many days to make up work as they have been absent. In other words, if a student is gone from school for three days, they have three days of school to complete tests and other make-up work before late penalties apply.

Students who fail to complete make-up work on time may jeopardize their eligibility to travel on future trips.

C. EXPECTATIONS OF PARENTS AND GUARDIANS

Parents must attend the pre-travel meeting connected with their student's trip. They must also familiarize themselves with the expectations noted above. We encourage parents to contact the athletic director or activities director with any homework questions or concerns.

D. PROCEDURES FOR DEALING WITH INFRACTIONS

The chaperone will contact the principal immediately, and either the sponsor/coach or principal will contact the parents as soon as it is feasibly possible. Upon the return of the student to CAC, the student will meet with the principal and consequences will be determined by the high school administration.

E. TRAVEL PRACTICES

It is the practice of Cairo American College that all students traveling on school-sponsored trips will travel to and from the trip destination with the group. Any exception to this practice must have the approval of the principal. Students traveling on school-sponsored trips must have their tickets booked with the group. Requests for students' tickets to be booked independently by parents in order to take advantage of free tickets, frequent flyer schemes, courtesy discounts, etc., will not be accepted.

Exceptions to these practices may be granted in the following cases if the best interests of the students is served, and they include the following:

- Unforeseeable immigration problems encountered at the Cairo airport at the time of departure. In this case, and if the student is unable to leave with the group, the following procedures will be followed:
 - a. One of the sponsors/coaches will call a school administrator and the student's parents to alert them to the problem;
 - b. The sponsor will arrange for the transportation of the student from the airport to CAC either by taxi, by parental pick-up, or by school van;
 - c. When the student returns to CAC, the athletics or activities director will gather the facts of the situation and consult with the principal and parents to see whether or not it is in the student's and school's best interest to work out a plan for the student to join the group independently. If a plan is approved, parents will sign a waiver.
- Parental request for a student to leave the group: if a parent requests that a student be allowed to proceed to another destination at the close of a school-sponsored trip, the following conditions must be met:
 - a. The trip sponsors must be consulted and approve of the plan;
 - b. The athletics or activities director will prepare a waiver including the planned itinerary, the mode of travel, the time and specific place

- CAC's responsibility ends, and the identity and relationship of anyone meeting the student. This waiver must be signed by the parent;
- c. The departure for the second activity may not begin before the scheduled close of the first activity;
 - d. The request may not involve the missing of school days past those originally scheduled for the trip;
 - e. Any expenses arising from this departure and the travel arrangements will be paid by the parents. The financial arrangement must not jeopardize the group's rate.
 - f. It is not permissible for students to depart from the group in order to meet up with family or friends. In some circumstances, family or friends may be able to meet with the group. Such meetings must be approved in advance by the trip chaperones and the high school administration.

In all cases, the principal will make the final decision. These exceptions are not meant to include such reasons as illness, late arrival at the airport, or failure to obtain a visa or other documents in a timely manner.

WEEK WITHOUT WALLS

Week Without Walls is an annual one-week experiential course for students, taking them out of the classroom and into new situations and new environments. The primary goal of the Week Without Walls program is to support the CAC mission by ensuring the following:

“...that each student achieves his or her educational and personal potential in a safe environment. We challenge all students to envision new possibilities, empower them to achieve their aspirations, and inspire them to serve a global community and contribute to a sustainable future” (from CAC Mission).

Over 50 percent of all Week Without Walls courses are related to service learning. This being said, the objectives of Week Without Walls program are the following:

- Enrich and expand the cognitive and affective aspects of the CAC curriculum by providing the students with diverse educational experiences;
- Ensure that each student will select at least one service learning course during their time at CAC;
- Allow students the opportunity to forge stronger links between the classroom and the wider world;
- Foster academic and personal growth through writing, research, and exploration;
- Reinforce self-esteem and provide a sense of achievement;
- Create positive interactions/relationships among students in multi-age groups, faculty, and other tour leaders in unique settings;
- Provide opportunities for service-learning, adventure/outward bound experiences, and curricular and cultural experiences.

Due to Egypt's unique geographical setting, it is the intent of the program to offer experiences mainly within the African, Asian, and European regions.

Each student will be graded on his/her Week Without Walls course and will be granted 0.25 elective credit for successful completion of the course.

WEEK WITHOUT WALLS BEHAVIOR CODE

Positive and appropriate behavior is expected and encouraged throughout the course. It is unacceptable for students to inconvenience others and/or jeopardize the safety of themselves or others. Students must satisfy the chaperones that they have the background to enjoy the course, and that they will be supportive of the group for the duration of the course.

Use of smoking and/or chewing tobacco, illegal non-prescription drugs, alcohol, visiting "off-limits" areas and flagrant curfew violations will not be permitted during any Week Without Walls course.

During the Week Without Walls program, chaperones have full authority to send home any student whose conduct is objectionable or harmful to the group. Chaperones have jurisdiction whenever conflict exists. If conditions create changes to the itinerary or activities, the chaperones' decision will be final.

Students may be sent home, at the parents' expense, for the following infractions:

- Use and/or possession of illegal non-prescription drugs;
- Use and/or possession of alcohol;
- Continued or major misbehavior;
- Flagrant violation of curfew.

Any student committing the above infractions will be placed in a "supervised activity" during the following year's Week Without Walls program.

In addition to the infractions noted above, students must be reported to the high school administration for disciplinary action upon return to school for the following infractions:

- Breach of curfew;
- Failure to meet the responsibilities of the course (tardiness, absences);
- Flagrant misbehavior.

Disciplinary problems related to alcohol and/or drug use during Week Without Walls courses will result in that student receiving a failing grade for the course and no out-of-Cairo travel for a full calendar year up to and including the following year's Week Without Walls courses. In addition, grade twelve students disciplined for alcohol or drug use while on a Week Without Walls course will not be allowed to participate in the graduation commencement exercises in front of the pyramids. Other disciplinary problems, such as

disrespect, etc., may also result in no further out-of-Cairo travel for the remainder of that school year and/or other disciplinary measures deemed appropriate by the high school administration.

All laws of the host country must be observed.

Note: Before courses begin, students may lose their privilege to participate in the Week Without Walls program due to misbehavior or other reasons. These students may lose the right to participate within a chosen course (at the discretion of the principal and/or assistant principal).

ATHLETICS PROGRAM

Cairo American College athletic department philosophy supports the mission and contributes to the overall educational program. It is our firm belief that a well-conducted competitive athletic program, based on sound educational principles and best practice, significantly aids the development of every student-athlete.

We believe in offering interscholastic athletic participation opportunities to as many students as possible, striving for broad participation and competitive excellence, as well as encouraging the highest levels of sportsmanship and fair play. We believe that the welfare of the student-athlete is our prime concern – physically, academically, and emotionally. In addition, the development of positive social attitudes is paramount and the primary objective within the school’s athletics philosophy.

Statement of Sportsmanship

The purpose of the Athletic Department at CAC is to provide a venue for students to compete in an environment that is safe, challenging, professional, and educational. Each athlete is given the opportunity to demonstrate his or her best athletic ability while maintaining a spirit of respect and cooperation with fellow athletes from various backgrounds.

Each sport offered at CAC involves students and adults in their different roles: these include the athletes, coaches, sports officials, and spectators. All those involved in the event are expected to uphold the same spirit of respect and cooperation. This spirit is demonstrated by fair play among athletes, positive encouragement from coaches, impartial judgments from officials, and respectful enthusiasm from spectators. The behavior of the adults is crucial to the successful educational aspect of the CAC athletic program.

The adults act as models for our athletes. Therefore, behavior that is disrespectful or degrading to the CAC standard of sportsmanship jeopardizes the purpose of the athletic department, and most of all, jeopardizes the quality of the experience for our athletes.

STRUCTURE OF THE CAC SPORTS PROGRAM

ISST

The International Schools Sports Tournament (ISST) is arguably the premier international school athletics conference in the world. Most of our varsity teams and some of our junior varsity teams compete in ISST. Typically this is only for the season-concluding tournament, as there are rarely friendly weekend competitions with distant conference rivals.

CAC compete in the following ISST Tournaments:

- Varsity boys soccer and varsity girls soccer;
- Varsity boys volleyball and varsity girls volleyball;
- Varsity boys basketball and varsity girls basketball;
- Varsity and junior varsity swimming, boys and girls;
- Varsity and junior varsity track & field, boys and girls;
- Varsity boys baseball;
- Varsity girls softball.

ISST full member schools are as follows:

- ACS Cobham International School, England (COB);
- ACS Hillingdon International School, England (HIL);
- American International School, Tel Aviv (AST);
- American School of Paris (ASP);
- American International School of Zurich (ZUR);
- Cairo American College (CAC);
- Munich International School (MIS);
- St. John's International School, Waterloo, Belgium (STJ);
- TASIS, England (TAS);
- The American International School, Vienna (AIS);
- The American School in London (ASL);
- The American School in The Hague (ASH);
- The Frankfurt International School (FIS);
- The International School of Brussels (ISB);
- Vienna International School (VIS);
- Zurich International School (ZIS).

Other ISST sport-member schools are as follows:

- American Community School, Athens (ATH);
- Bonn International School (BON);
- British School of Brussels (BSB);
- British School of the Netherlands (BSN);
- British School of Paris (BSP);
- International School of Dusseldorf (DUS);
- International School of Hague (ISH);
- The International School of Geneva (GEN).

The ISST handbook is available in the athletic director's office or on the ISST website <http://www.issts.org/>.

MESAC

The Middle East Sports and Activities Conference (MESAC) is the dominant athletic and activities conference in the Middle East. Most of our junior varsity teams and some of our varsity teams compete in MESAC. Again, this tends to be for season-concluding tournaments only.

CAC competes in the following MESAC athletic tournaments:

- Junior varsity volleyball, boys and girls;
- Junior varsity soccer, boys and girls;
- Junior varsity basketball, boys and girls;
- Junior varsity softball, boys and girls;
- Varsity and junior varsity cross country, boys and girls;
- Varsity wrestling, boys and girls;
- Varsity tennis, boys and girls;

MESAC Full Member Schools are as follows:

- American Community School, Abu Dhabi (ACS-AD);
- American School of Doha
- American School of Dubai (ASD);
- Cairo American College, Cairo (CAC);
- Dubai American Academy in Dubai (DAA).

The MESAC handbook is available in the athletics office (ext. 5417).

CISSA

The Cairo International Schools Sports Association (CISSA) was established in 2004 to provide competition for boys and girls at the under-14 middle school level and under-16 junior varsity levels in basketball, soccer and volleyball in Cairo. For others, it provides an opportunity to arrange friendly matches with local competition.

ATHLETIC TEAMS AND CLASSIFICATIONS

CAC athletic teams are classified as follows:

Varsity:

Water-polo, tennis, volleyball, soccer, cross country, wrestling, basketball, swimming, track and field, baseball, and softball;

Junior Varsity:

Volleyball, soccer, wrestling, basketball, water-polo, and softball;

Junior Teams:

Cross country, swimming, and track and field;

Middle School Teams:

Soccer, basketball, volleyball and sports festival.

ATHLETIC AGE/GRADE ELIGIBILITY

CAC complies with the eligibility standards set by the International Schools Sports Tournament (ISST) and the Middle East Sports and Activities Conference (MESAC), in addition to the CAC high school and middle school eligibility policies.

The CAC athletic age/grade eligibility policy is as follows:

Varsity:

Students in Grades 9 - 12 only;

Junior Varsity:

Students must be in grade 8 or above and be under 16 years of age as of September 1 of the academic year in which they are competing;

Junior Teams:

ISST swimming and Track and Field: Students eligible must be 12, 13 or 14 years of age on September 1 of the academic year in which they are competing;

Middle School Teams:

This is open to all students in grades 6, 7 and 8, however, an 8th grade athlete who has played on a junior varsity team may not play on the middle school team of that same sport;

MESAC Track and Field and Cross Country:

Students eligible must be 11, 12, 13, 14 or 15 years of age on September 1 of the academic year in which they are competing.

Student-athletes may only play on one sports team per season.

HIGH SCHOOL SPORTS LAYOUT 2011-2012

SPORT	SIGN-UP DATES	SEASON DURATION	TOURNAMENT		TOURNAMENT DATES
			TYPE	VENUE	
Grass Volleyball Tournament					<i>September 9, 2011 (2:00-6:00)</i>
Boys' Water Polo	September 5-7	Sep. 11 – Nov. 5	Invitational	CAC	TBA
Girls' Water Polo	September 5-7	Sep. 11 – Nov. 5	Invitational	CAC	TBA
Junior Varsity Boys' Volleyball	September 12-14	Sep. 19 – Nov. 13	CISSA	AISE	Oct. 29
			MESAC	CAC	Nov. 9-13
Junior Varsity Girls' Volleyball	September 12-14	Sep. 19 – Nov. 13	CISSA	AISE	Oct. 28
			MESAC	CAC	Nov. 9-13
Varsity Boys' Volleyball	August 22-24	Aug. 28 – Nov. 13	Invitational	ASL London	Oct. 13-16
			ISST	COB London	Nov. 9-13
Varsity Girls' Volleyball	August 22-24	Aug. 28 – Nov. 13	Invitational	ASL London	Oct. 13-16
			ISST	ASP Paris	Nov. 9-13
Varsity Boys' Soccer	August 22-24	Aug. 28 – Nov. 13	Invitational	ASL London	Oct. 13-16
			ISST	ASI Israel	Nov. 9-13
Varsity Girls' Soccer	August 22-24	Aug. 28 – Nov. 13	Invitational	ASL London	Oct. 13-16
			ISST	ASL London	Nov. 9-13
Fall Athletic Awards Night					November 27, 2011
Junior Varsity Boys' Basketball	November 21-22	Nov. 27 – Feb. 12	CISSA	CAC	Feb. 10
			MESAC	ASD Dubai	Feb. 8-12
Junior Varsity Girls' Basketball	November 21-22	Nov. 27 – Feb. 12	CISSA	CAC	Feb. 11
			MESAC	ASD Dubai	Feb. 8-12
Junior Varsity Boys' Soccer	November 21-22	Nov. 27 – Feb. 12	CISSA	BISC	Dec. 2 [TBC]
			MESAC	CAC	Feb. 8-12
Junior Varsity Girls' Soccer	November 21-22	Nov. 27 – Feb. 12	CISSA	BISC	Dec. 3 [TBC]
			MESAC	CAC	Feb. 8-12
Mike Ross Memorial Degla Dash					January 27, 2012
JV / Varsity Wrestling	November 21-22	Nov. 27 – Feb. 19	MESAC	ASD Dubai	Feb. 16-19
JV / Varsity Cross-Country	November 21-22	Nov. 27 – Feb. 19	MESAC	DAA Dubai	Feb. 16-19
Varsity Boys' Tennis	November 21-22	Nov. 27 – Feb. 19	MESAC	AES New Delhi	Feb. 15-19
Varsity Girls' Tennis	November 21-22	Nov. 27 – Feb. 19	MESAC	AES New Delhi	Feb. 15-19
Varsity Boys' Basketball	November 21-22	Nov. 27 – Mar. 11	ISST	ISB Brussels	Mar. 7-11
Varsity Girls' Basketball	November 21-22	Nov. 27 – Mar. 11	ISST	STJ Brussels	Mar. 7-11
JV / Varsity Swimming	November 21-22	Nov. 27 – Mar. 11	ISST	TBA	Mar. 8-11
Cairo Kickers	August 22-24	Aug. 28 – Mar. 20	***	***	***
Winter Athletic Awards Night					March 20, 2012
Junior Varsity Boys' Softball	February 13- 15	Feb. 22 – Apr. 29	MESAC	ASD Dubai	Apr. 25-29
Junior Varsity Girls' Softball	February 13- 15	Feb. 22 – Apr. 29	MESAC	ASD Dubai	Apr. 25-29
JV / Varsity Badminton	February 13- 15	Feb. 22 – Apr. 29	MESAC	ACS Abu Dhabi	Apr. 25-29
JV / Varsity Track & Field	March 5-7	Mar. 15 – May 26	MESAC Scr. Eagles	CAC	Apr. 18-22
			ISST	COB/HIL London	May 23-26
Varsity Girls' Softball	March 5-7	Mar. 15 – May 27	ISST	AIS/TAS Vie/Lon	May 23-27
Varsity Boys' Baseball	March 5-7	Mar. 15 – May 27	ISST	ASH The Hague	May 22-26
Spring Athletic Awards Night					June 3, 2012

Notes:

*ISST Baseball Wed/Thu/Fri

*ISST T&F Thu/Fri

CISSA = Cairo International Schools Sports Association

ISST = International Schools Sports Tournament

MESAC = Middle East South Asia Conference

CO-CURRICULAR CLUBS

CAC offers many activities for high school students. There are clubs and organizations that meet during the school day; some activities take place after school and others involve a one-time performance. All activities are dependent on the enthusiasm, attendance, and good will of the students. Each activity has an adult advisor who provides supervisory leadership to the group; however, on-going support of the activity is the responsibility of the students.

Below is just a sampling of activities typically offered at CAC depending on the availability of a sponsor and student interest. Full details are included in the *Activities* page of the CAC website.

ARAB CULTURE CLUB

Arab Culture Club provides an extension of the classes in Arab culture, Arab history, classical Arabic and history of the Islamic world. It promotes understanding and appreciation of the host country in an international environment through a variety of activities.

ASTRONOMY CLUB

Astronomy Club offers activities centered on observational astronomy utilizing CAC telescopes and modern technology. It also exposes students to historical, current and future trends in astronomy while exploring astronomy's relationship to science as a whole.

DRAMA

For drama students, there are two major school-wide productions each year: a musical and a play for which all students may audition. There is also an active Thespian Society at CAC which organizes drama workshops, community service projects, and small drama productions.

MESAC VARSITY ACADEMIC GAMES

Students engage in academic bowl, academic olympiad, spelling bee and math challenge with the goal of competing in the MESAC varsity event.

GREEN TEAM

The green team is a schoolwide organization that promotes environmentally friendly initiatives that will make our school more sustainable. This group of students, teachers and community members actively strive to make positive changes to help the environment. There are various projects on campus (such as recycling) as well as off campus projects with community-based activities that reach beyond the walls of CAC.

JAZZ BAND

The Jazz Band is an extension of the music program at CAC, and there are several concert venues throughout the year, including a jazz evening in the gallery and an outdoor concert within Maadi.

MODEL UNITED NATIONS

The Model United Nations (MUN) at Cairo American College provides a challenging and enriching forum for students to discuss current international issues and to view those issues from a unique perspective. Members are chosen from grades 9 through 12 and consist of a core group of “veterans” who have previously participated in the program as well as a group of students who are new to the program.

The MUN group meets one evening a week to learn debate procedures, to practice writing policy statements and United Nations resolutions in the appropriate style, and to research country positions for the annual Cairo October session or the winter session in the Hague as well as at least one other conference. Forums include: ECOSOC, General Assembly, ICJ, and Security Council.

NATIONAL HONOR SOCIETY

The national honor society recognizes students who maintain a grade point average of 3.4 or better for six consecutive quarters, or three consecutive semesters, as well as provide leadership, demonstrate strong character, and provide service to the school and/or community. Selection and induction occur at the beginning of the fourth quarter. Eligible students must be enrolled at CAC for at least three quarters. Members meet weekly to organize major fund raisers that benefit community projects.

PEACE CLUB

The goals of the peace club are to enable students to train their peers to resolve differences and reduce conflicts peacefully, to encourage language that increases good will and improve the quality of personal relationships through cooperation. Peace club students from the high school work with students in the lower grades to encourage and develop the values and ideals that will lead to a more peaceful community and society.

PHOTOGRAPHY CLUB

Students meet weekly to explore their interest in photography and improve their skills. Photography Club allows students who cannot schedule photography classes to experience this creative discipline.

FORENSICS AND DEBATE

This group meets weekly to practice six forensic events in preparation for the MESAC Forensics tournament held yearly. It provides an extension of the Forensics and Debate class and allows students unable to schedule the class to participate.

THE WRITER'S GROUP

The Writer's Group is a literary club that creates and shares poetry, prose, artwork and photographs of students in the high school. This group meets bi-monthly throughout the year, usually after school in either student homes or cafes.

CO-CURRICULAR TRIPS

In addition to travel opportunities provided by the Week Without Walls program, the following co-curricular trips are offered to students who remain in good academic and attendance standing. It is the student's responsibility to ensure that he/she remain in good standing and will not exceed the absence limit.

MESAC FORENSICS AND DEBATE

For the forensics and debate trip, students are chosen from the forensics and debate class or audition to compete in eight forensics and debate activities in the tournament, which is hosted each year by a MESAC member school.

MESAC JUNIOR VARSITY AND VARSITY ACADEMIC GAMES

Two teams of four students at both the junior varsity and varsity levels travel to compete in the MESAC academic games tournament. Specific events include an academic bowl, a mathematics challenge, a spelling bee, and an academic olympiad event. The event is hosted each year by a MESAC member school.

MESAC SENIOR ARTS FESTIVAL

Selected students in the areas of band, choir, art and drama are given an opportunity to travel for the annual senior arts festival hosted each year by a MESAC member school. Students in grades 9 -12 travel to participate in a three day festival of art, drama, band and choir. The event culminates in a gala performance and art display.

HONOR BAND AND CHOIR

The honor band and choir trip offers an opportunity for students to participate in the annual AMIS Honor Band and Choir festival in Europe. AMIS stands for Association for Music in International Schools. Students are chosen by audition tapes judged by a panel in Europe. Also, students are selected from international schools throughout Europe, Asia, the Middle East and South America to perform in these high calibre ensembles.

JUNIOR AND SENIOR HONOR ORCHESTRA

The honor orchestra trip offers the opportunity for strings students to participate in the annual AMIS honor orchestra festival. Students audition by sending audio recordings to a review panel in London. Host sites for the festival alternate each year between Europe and Asia.

SOCIAL EVENTS

Campus social events continue at a regular pace throughout the year. Students will need to plan wisely in order not to be over-involved in the number of scheduled activities. The academic side of school comes first.

Social events are arranged by clubs, organizations, and classes at CAC. Students must take responsibility for planning well-coordinated events, behave with respect for school regulations, and be considerate of those planning and carrying through with the activity.

Disruptive students will be requested to leave any school event when they interfere with the enjoyment of the event by others and may lose the privilege of attending other such events. All social events are well-chaperoned.

X. STUDENT GOVERNMENT

Student government is an integral part of CAC student life. From the planning of school social activities to consultation with CAC administration, student government is actively involved in the life of our school. It is essential to student involvement in procedural matters. There are two branches of student government in the high school: the student council, and class council.

A. The Student Council

This council is composed of student body officers, the vice-president of each class, and representatives from each class. Officers for the coming academic year are elected in spring by students in grades 8-11. Representatives are elected in the fall by each class. The council meets on a regular basis and has the responsibility of providing cross-class leadership at CAC. It advises the administration on matters affecting student life, acts as a forum for student issues and sponsors special activities for students.

Eligibility for student government positions includes maintaining a GPA of 2.3 or higher with no "F's" and no more than one "D"; and high ethical and citizenship requirements (breach of school rules or conduct contrary to that which is expected of a student leader will disqualify candidates from running for office or become cause for removal from office).

B. Class Council

Each grade-level class nominates and votes for four class officers: president, vice-president, secretary, and treasurer. The vice-president of each class serves on the student council. Also, class officers in each class engage in activities promoting their class, the school, and CAC's community spirit.

STUDENT LEADERSHIP RETREAT

This retreat is a mandatory training session for all student council members and all class vice-presidents. The goals of the training are as follows:

- Build community;
- Train students in leadership skills and techniques;
- Determine assignments on standing committees and plan for the year.

XI. LIBRARY, INFORMATION & COMMUNICATIONS

1. CAC LIBRARY

The library program promotes both a life-long love of reading and a curriculum of skills for the 21st century learner. In a world awash in information, we strive to teach our patrons the ability to find and use information and ideas effectively.

The guiding principles of this library are to eliminate obstacles to access rather than enforce restrictions on it, to be inclusive in our practices rather than exclusive, and generally allow a sense of mutual respect among staff and patrons to inform our interpretations of policy. Patrons who act in good faith by caring for materials and using them properly and by treating the library staff, patrons, and facilities with respect will be afforded every opportunity to do so. (We like to say that our policies are written in sand rather than etched in stone, i.e., the library staff will defer to our guiding principals over rigorous policy enforcement when possible and prudent.)

To serve the school community, the CAC MHS Library has a collection of over 30,000 books and A/V items, along with a wealth of online resources. Access our collection from the library webpage:

<http://www.cacegypt.org/academics/library/index.html>

LIBRARY HOURS

Middle/High School Library - Library Hours	School Hours	Community Hours - Parents and Associate Members Included
Sunday-Wednesday	7:30 a.m. - 3:05 p.m.	3:05 p.m. - 5:00 p.m.
Thursday	7:30 a.m. - 3:05 p.m.	3:05 p.m. - 4:00 p.m.
Friday	Closed	Closed
Saturday	10:00 a.m. - 2:00 p.m.	10:00 a.m. - 2:00 p.m.

LIBRARY BORROWING

All patrons need valid CAC ID cards to borrow materials. The loan period for books and magazines is two weeks. The loan period for DVD's is one week. Magazines and DVD's may not be renewed. Students in grades 6-12 may check out up to 25 items at a time. To renew items, they must be brought into the library. Students with overdue items will not be allowed to check out items until their record is cleared.

ACCESSING YOUR LIBRARY ACCOUNT

Students may log into their library accounts to check their accounts, place holds on

items they want that are currently checked out, and more. Just click the “login” button in the upper-right hand corner of the MHS library catalog webpage. The login and password are the same ones the students use to log into the network.

LIBRARY HOLDS

Students may place a hold on items that are presently on loan to another patron by logging into his/her account, navigating to the item record and selecting “place hold” on the page. When the item is returned, a notice will be sent to the student via email and his/her English teacher. These materials will be held at the circulation desk for one week. Students with overdue items may have materials held for them until the end of the next school day.

OVERDUE ITEMS

Students with overdue items may not check out additional material. Weekly overdue notices are sent to students and their parents through email and their English teachers. Any student receiving an overdue notice for an item he/she has already turned in should report the error to the circulation desk.

PAYMENT OF LOST LIBRARY ITEMS

Lost items will incur a charge equivalent to the library’s replacement cost of the item (if still available for purchase through our customary providers) and possibly an ordering and processing fee for each item. Details regarding processing fees and default prices for items not available for replacement are available on the library website.

To pay for a lost item, patrons are to request a form from the library circulation desk. All payments need to be made at the cashier’s office in the administration building, third floor. Patrons need to keep their receipt, as no refunds are given without the receipt.

LIBRARY PHOTOCOPYING

Limited photocopying of library materials is free for students. Additional copies cost 50 piasters per page. Please note that CAC is a copyright compliant institution.

LOST AND FOUND

Items left in the library are usually turned in at the circulation desk and kept until the following Friday, at which time they are sent to the main Lost and Found Office. Expensive items are usually given to the Head Librarian who keeps them for a day or so before sending them to the High School Office.

LIBRARY RULES

The library strives to be a place where all patrons can be comfortable and connected academically and socially - to each other, to information, and to technology; however, we do have a few basic rules for students and we would appreciate your compliance. Doing so sends a message to all that you support the environment the library staff is trying to cultivate.

- Respect others’ right to enjoy a library environment that is conducive to reading and studying. Stay calm and speak in a low voice.
- No food or drink is allowed in the library, with the exception of unflavored

water in a sealable container.

- Leave your area in as good, or better, shape as it was when you arrived. (Books removed from shelves may be placed on a nearby trolley rather than being replaced on the shelf.)

Consequences for student behavior that does not follow these basic expectations:

- 1st offense – Warning
- 2nd offense – Student will be asked to leave the library.
- 3rd offense* – After a phone call to a parent informing him or her of the consequence of another behavior incident in the library, the student will be asked to leave the library.
- 4th offense – Student will receive a temporary suspension of library privileges.

*The third and subsequent offenses will be referred to divisional administrators.

2. CAC COMPUTER TECHNOLOGY

CAC maintains a fully wired and wireless computer network. Access points can be found throughout the campus in most rooms and easily extends to external areas and the sports fields. The network provides anytime, anywhere Internet access to all registered CAC network users. File storage and printing services are available on CAC owned computers only. Each member of the faculty and all HS students have a school email address and other digital tools for easy communication between students, parents and faculty.

Student Computer Access

The high school has three Computer labs and 5 Mobile laptop carts used by teachers and students for integrated technology projects. Two computer labs plus the Library are available for research and class project on a drop-in basis during the day and after school. In addition, there is a Window's lab for AutoCAD and Design Technology. High school shares an Applied Technology space with middle school.

Each Student must sign an Acceptable Use Policy (AUP) form in order to access the CAC network or use any computer on campus. Once the student has submitted the AUP form, s/he will receive CAC accounts for access to student computers, CAC servers, student email and online apps.

Student Accounts

CAC students are provided with a variety of accounts to meet their ICT needs. These accounts include but are not limited to:

- Computer/Network/Server login account
- CAC Gmail Account
- Moodle Account
- CAC Google Apps Account
- Additional course specific accounts may be assigned

These accounts are preset for every student. Students should access the accounts on or before their first day of school as teachers may be using them immediately for course work. They are your primary academic user accounts and may be used through blended learning in your daily course work and defaulted to for virtual school in the event of a school emergency or closure. Students should become very familiar with these accounts and access them on a regular basis. They are used by faculty and students to communicate and collaborate with each other. Assistance can be found in the computer labs and Tech Support Center.

Student Family Owned Laptops and Handhelds

High school students will be required to use computers to do much of their school work. The level of computer needed depends greatly on the courses a student takes. Due to the rapid change in emerging technology it is difficult to pin point one type of device that will meet a student's computing needs. Anything from a high end laptop to a handheld device may satisfy the needs of some courses. Because the use of computers is integral to so much of our instruction, it is strongly recommended that students have access to a family owned computer that will meet the needs of the courses in which they are enrolled. This will give them access to digital tools whenever and wherever needed during the academic day.

The best situation would be for the student to have a computer at home similar to that used at school. Family owned laptops are highly encouraged and we anticipate laptops being a future requirement for High School Students. Following a college model, we recommend student begin to use their family owned laptops at school. We have created a laptop friendly environment for those who choose to bring laptops. We can configure our network to allow your laptop access to the Internet. We recommend the follow minimum specifications for family-owned laptops (PC or Mac). The laptop you choose may meet more, less or the same specifications depending upon your student's needs.

- At least a 2.4 GHz processor,
- At least 2 GB of RAM
- 250 GB hard drive or higher
- 802.11 b or 802.11g integrated (internal) wireless network card or compatible
- Network/Internet: Built-in 10/100BT network card
- Combo drive DVD-R/CD-RW optional
- Ability to set multiple network connection location profiles
- Ports include Fire wire, USB x2, Ethernet, sound in and out, and data projector connectivity
- Built-in mic, speakers and web cam
- Battery life of 6 or more hours
- Good anti-virus software and spyware protection programs
- Three year repair and replacement warranties

Optional Add-ons or replacements

- Software: Vendor's educational bundle if available
- Protective case and bag for extra care and easy carrying.

- Extra battery of 4 or more hours of use between charges
- Extra power unit (cord and transformer)
- Additional memory and hard drive space is recommended for students doing video editing.

Payment for Lost or Damaged Technology Equipment

Incidents of damage, lost and theft of technology equipment may be rare, but it does occur at many schools. Admin will follow up such events the same as it does for any other CAC equipment. Some security precautions can be taken. Laptops should be with the student, locked in his/her locker or checked into a laptop center at all times. Always keeping your laptop within visual contact and/or securing in a locked location are good security practices. In the case of damage, lost or theft of family owned laptops on campus, the school will investigate reported issue with hopes of repair or recovery, but the ultimate responsibility for repair or replacement falls into the owner of the equipment. If this is a concern, we recommend family owned laptops be included on the families home insurance plan. Check to make sure coverage extends to school.



ICT Acceptable Use Policy

The CAC School Board grants authorized users the privilege to use CAC computers and network to access the Internet for information gathering, communication, and technology integration in support of the CAC curriculum. Should a conflict arise between personal use and educational use of the Internet or computer equipment, priority will always be given to educational use. CAC Information Services has developed this agreement to guide use.

Any hardware or software component of information, media and communication technology installed, in use or emerging in the CAC community must be: Legal, Appropriate, Responsible and Kind. "LARK"

- **Legal:** illegally copied or downloaded software, music, video or games may not be used on any computer at CAC including Laptops issued to CAC Students.
- **Appropriate:** only appropriate words and images are used, viewed or heard. Any material you would not show to your grandmother, parents, principal or a 1st grader is a good sign of inappropriateness.
- **Responsibility:** whether intentional or not, care is taken to prevent damage, changing or misuse, with all hardware, systems settings (including shared computer screen savers or system files) and software.
- **Kind:** the rights / feelings of others are in no way treaded upon by the use of digital devices.

Please understand email and use of any other CAC electronic information, communication and collaboration systems on and off the CAC Campus may be monitored at any time by designated staff to ensure appropriate use. In addition monitoring is done for record keeping and to follow up on administrative concerns.

Responsibilities

- It is essential the user accesses the Internet in a responsible manner and maintains the privacy of the Cairo American College Internet accounts.
- Each user is responsible for the appropriateness and content of material sent and received under his/her user account. Hate mail, harassment, discriminatory remarks, bullying, spamming and other antisocial behaviors are expressly prohibited.
- Users shall not intentionally obtain copies of passwords, modify files or other data belonging to other users, misrepresent other users on the Internet or access school systems and data without proper permission. It is the responsibility of the Internet user to secure all passwords so access by non-authorized individuals or from non-authorized terminals will not occur.
- Users may not use the Internet to access any pornographic material or inappropriate files particularly materials offensive to our host country. The user is responsible for making sure all files, including e-mail, sent or received by him/her do not contain pornographic or inappropriate information.
- All forms of hacking and access to Hackers' sites is forbidden.
- The network, laptops or labs may not be used for time wasteful or frivolous purposes including but not limited to playing games, participating in chat programs and social networking, unless they are teacher-led activities. The student must use all hardware and software responsibly, follow all computer lab rules, classroom and school behavior rules, host country laws and obey supervisors in all access areas.

The CAC Mission, Beliefs and Objectives will guide Internet content filtering and the AUP.

Violation of this policy will be consider a violation of the CAC Code of Conduct or appropriate behavior with disciplinary measure consistent to those outlined in the student handbooks. Any accidental access to inappropriate material should be reported to the closest supervising faculty immediately.

We (*Parent and Student*) have read the above Acceptable Use Policy and agree to be responsible for and abide by all rules and responsibilities of this policy.

Student Name: _____ Student Signature: _____
Grade Level: _____ Parent Signature: _____ Date: _____

3. CAC WEBSITE

The CAC website is <http://www.cacegypt.org/>, and it offers a wide array of information for students, parents, faculty, and the greater community. For example, grades can be accessed on POLAR, the school calendar outlines major dates, there are divisional listings of the various events taking place at CAC, and much more.

4. PUBLICATIONS AND HANDBOOKS

Activities Handbook

The *Activities Handbook* is published annually by the activities office, and it outlines the various co-curricular clubs and activities that take place at CAC. For a copy of the *Activities Handbook*, go to the CAC website.

Athletic Blue Card

The Athletic Blue Card is published by the athletics office, and it outlines the rules and regulations that student-athletes must follow while traveling on a sports team. For a copy of the Athletic Blue Card, please contact the athletics Office (ext. 5417).

Athletics Handbook

The *Athletics Handbook* is published annually from the athletics office, and it highlights the many athletic events taking place throughout the year, all rules are outlined as well as the schools that participate within the various athletic associations to which CAC is a member. For a copy of the *Athletics Handbook*, please contact the athletics office (ext. 5417).

Cairo-Glyphics

Cairo-Glyphics is a quarterly publication that shares information from the elementary, middle and high schools. It is published from the activities office, and it is available on the CAC website at www.cacegypt.org. If you have questions about information in the Cairo-Glyphics, please contact the activities office (ext. 5406).

Calendar of Events

The CAC Calendar of Events is published by the activities office. It lists the myriad of school activities that take place on campus, and it can be viewed on the CAC website at www.cacegypt.org. For questions about items on the CAC Calendar of Events, please call extension 5406.

Eagle Newspaper

The Eagle is a student newspaper published by the high school journalism class. It highlights student articles on events and activities both inside and outside the school, and it is available at least twice each semester.

High School Profile

The *High School Profile* is published annually by the high school student services office. It outlines a wealth of information about Cairo American College, including credits and graduation requirements, course offerings, IB and AP examination results, standardized test results, as well as senior class acceptance and matriculation from the previous year. For a copy of the *High School Profile*, please contact the high school student services office (ext. 5411).

Highro-Glyphics

Highro-Glyphics is a weekly newsletter published for parents by the high school administration. It is emailed directly to all parents in the high school, and it is also available on the CAC website. The Highro-Glyphics lists important events and activities at the school that relate directly to parents. For more information, contact the high school administration office (ext. 5402).

HS Morning Announcements

To share the various activities taking place in the high school each day, the HS Morning Announcements is published daily by the activities office. The announcements are read in first period classes and are also posted on various bulletin boards around the high school. Students, parents and faculty consult the announcements for timely information about clubs, classes, athletics, college counseling and school-wide events. The announcements are also available to parents via email.

Papyrus

The Papyrus is an annual student book that is published by the Writer's Group, an after-school co-curricular student writing club that meets regularly and shares student creative writing. *The Papyrus* is a showcase of student writing, and it also includes artwork produced by students at CAC. This book is available at the end of each academic year.

Program of Studies

The *High School Program of Studies* is published annually by the high school administration. It outlines the various courses and course pre-requisites available for students, and it is distributed to students and parents in early March. For a copy of the *High School Program of Studies*, please contact the high school administration office (ext. 5402).

Superintendent's Newsletter

The Superintendent's Newsletter is a monthly publication which is distributed electronically and highlights recent and upcoming events at CAC.

Telephone Directory

The CAC Telephone Directory is published annually by the parent teacher organization (PTO). It lists contact information, community emergency numbers, student and family information, as well as faculty email addresses. For a copy of the CAC Telephone Directory, contact the PTO office (ext. 5223).

Week Without Walls Handbook

The *Week Without Walls Handbook* is published annually by the activities office, and it outlines the various Week Without Walls courses that are available for students during the annual Week Without Walls program. It also outlines the expectations, rules and regulations, and emergency contact numbers for the Week Without Walls program.

Yearbook

Each year, the high school yearbook class publishes the high school yearbook, which is a collection of memories, events and faces from the high school. The high school yearbook goes on sale in March and is available to students at the end of the school year.

5. BULLETIN BOARDS

Located throughout the school are bulletin boards that display various announcements and posters that give information on upcoming events. There are also designated bulletin boards in the high school for the Student Council, the IB program, the Week Without Walls program, the Green Team, and the Model United Nations club.

XII. FACILITIES AND SERVICES

1. BUS TRANSPORTATION

Bus transportation is provided for Cairo American College students under a schedule and condition as determined by the school administration. It is provided to major areas with defined stops according to prevailing residential patterns. This may be reviewed if there are substantial changes in the pattern of resident distribution. The school does not provide a door-to-door service nor does it provide a one-way service.

The afternoon bus service is as follows:

- Buses for all grades leave at 3:15 p.m. for Maadi, Giza, Dokki, Mohandessin, Zamalek and Heliopolis;
- Grades 1 to12 after school activities buses leave at 4:10 p.m. for all areas mentioned above;
- Grades 1 to12 after school activities buses leave at 5:30 p.m. for the areas mentioned above, except that they do not follow the same routings as the earlier buses. They serve general areas rather than specific stops.

If students are not in after-school activities, or they are not staying at school for other school-related work, they must take the bus, which departs at the time when their regular classes end (typically 3:15 p.m.) .

Kindergarten students who take the bus are collected from their classrooms by their classroom aides and taken to the school bus at 3:00 p.m. Students in all other grades proceed to the buses on their own.

SCHOOL BUSES

Rules For Riding The Bus

The following is a list of bus regulations. If these regulations are not followed, the bus monitor will report students to the appropriate administrator. Parents will be notified of the offending behavior and students will be suspended from riding the bus; at first, temporarily, and if necessary, permanently.

If the bus driver is distracted by student behavior, he cannot pay strict attention to his driving. This poses a safety concern for all students on the bus. Also, bus rules apply on field trips as well as daily transportation.

Bus rules and regulations are as follows:

- Adhere to the direction of the bus monitor at all times;
- Use the established pick-up points only;
- Remain in your seat at all times;
- Seatbelts must be fastened at all times;

- Refrain from putting your head or hands out of the windows;
- Talk in a quiet manner;
- No eating, drinking, smoking, or gum-chewing permitted on the bus;
- Any potentially dangerous objects that need to be brought to school for a project (i.e. glass jars) must be given to the bus monitor for safe-keeping;
- Leave the bus only at your assigned stop, unless you have a note from your parents;
- Refrain from any action that may distract the driver. This includes gestures, posters, or the use of radios and/or CDs that invite attention from pedestrians and motorists;
- Board buses only at the back gate of the CAC (Road 206);
- Be punctual. Buses will not wait for tardy students;
- Be buckled and seated before the bus departs. Buses will not move unless all students are seated and properly buckled with safety belts;
- Abide by all school rules and procedures at all times.

Note: Smoking is not permitted on the bus by any person.

2. BUSINESS OFFICES

The top floor of the administration building contains the Cairo American College business office, the human resources office, the registrar, Thomas Cook travel office, a CIB banking office, and the cashier's office. Tuition payments are made at the cashier's office, which is situated directly beside the CIB Bank office on the third floor.

3. COMMUNITY ADVISORY TEAM (CAT)

The high school community advisory team (CAT) provides the high school administration with advice and counsel on current and long-range issues while working collaboratively toward a shared vision for the high school. CAT creates a forum to address general concerns and issues, and will consider the perspectives of parents, teachers and staff, and most importantly students, in resolving issues and setting a direction for the school. The CAT committee meets monthly, and if you would like more information about CAT, please contact the high school administration office (ext. 5402).

4. FOOD AND DRINK SERVICES

Food and drink is available with Richoux in the Eagle's Nest and ITC Coffee Bean & Tea Leaf in the outside high school kiosk in front of the music building. Food is served from 8 a.m. to 3 p.m.

Food and Drinks in the Classroom

Students are not to bring opened food into any part of the school buildings with the exception of the Eagle's Nest. Only bottled water is allowed in classrooms (no coffee, tea, sodas, juices, food etc.). In rare cases, a small class party is permitted in a classroom, but the teacher must attain approval from the administration prior to the event.

5. HEALTH OFFICE

The health office at CAC offers health care from 7:30 a.m. to 5:00 p.m. on school days. There are 2 nurses on duty and a doctor who is on campus part-time.

Required Medical Examinations

All students entering CAC for the first time, or former students entering grade 7, 9, or 11 MUST have a completed medical exam done by a physician. Each year the Annual Updated Student Personal Information Sheet and an updated Medical History Form must be completed with phone numbers, contact persons, and permission to administer first aid and non-prescription medicines.

Required Immunizations

All students are required to comply with CAC's immunization policy. Students have 4 weeks from the first day of attendance to complete needed vaccines. The CAC immunization policy follows the guidelines from the American Academy of Pediatrics, the Center for Disease Control and the World Health Organization.

Prescription Medications

All students requiring prescription medications must inform the school nurse and provide written instructions from a doctor for the use of such medications. Common, over-the-counter pain relievers, such as aspirin, acetaminophen, or ibuprofen, may be kept by the student (grades 8 to 12) in reasonable quantities, generally defined as a single day's supply. Abuse of these drugs or any other over-the-counter drug will result in disciplinary action.

Unwell During School

Students who feel unwell during the school day should obtain a permission slip from their teacher to go to the health office. After arriving at school, a student may not leave campus for health reasons unless the school nurse or administrator grants permission. A permission slip to leave school for health reasons is available in the health office or the high school administration office.

6. ID OFFICE

The ID office issues identification cards to members of the CAC community and it is located on the first floor of the administration building. ID cards are necessary for admission to the campus and for CAC-sponsored events.

The CAC campus is exclusively for school use from 7:00 a.m. to 5:30 p.m., Sunday through Thursday with the exception of the library, which is open to eligible community members from 3:00 p.m. to closing. (Note: a parent must accompany elementary school students to the library).

ID cardholders who are not students or employees are welcome on campus on weekends and school holidays from 5:00 a.m. to 10:00 p.m. and on school days from 5:00 a.m. to 7:00 a.m. and 5:30 p.m. to 10:00 p.m.

Current Cards

All high school students must have a valid CAC ID card at all times to access campus. Currently issued cards continue to be valid for students whose enrollment is current. All privileges remain the same (off campus, etc.) unless parents notify the school or ID office otherwise. Current cards will require replacement for incoming 9th and 12th grade students only.

New Cards

All high school students must obtain a valid CAC ID card. Cards are issued free of charge to new students and their immediate families upon admission to CAC. These cards can be obtained from the ID Office on the first floor of the administration building from 8:00 a.m. to 1:30 p.m. and from 2:30 p.m. to 3:30 p.m. on school days.

If a current student has lost his/her ID card, they may visit the ID office for a replacement card, at a cost of \$25.

Off-Campus Privilege

High school students in grades 9 to 11 may add off-campus lunch privileges to their ID card, allowing them to leave campus at lunch. Students must complete the parent permission form available at the high school office, have it signed by their parents, and return it to the ID office. Current privileges (from the previous school year) will remain in effect unless the parent notifies the school or ID office otherwise.

Senior Off-Campus Privilege

The senior privilege ID card is available to seniors (grade 12 students) only. The senior privilege card allows seniors to leave campus for lunch as well as leave campus during flex periods. Senior off-campus privilege ID cards have a different color from other student ID cards, and the color changes each academic year. To receive a senior off-campus privilege card, seniors must complete a form available at the high school office, have it signed by their parents, and return it to the ID office.

Lost Cards

Lost or damaged ID cards can be replaced for a fee (this fee is presently \$25, but can change at any time). To replace lost off-campus privilege ID cards, approval from the assistant principal is required, as well as a one-week waiting time.

Campus Admittance

It is necessary for adults to present a valid ID card for admission to the campus and for CAC-sponsored events. All students in grades 6 to 12 are required to present their CAC ID cards in order to gain access to the campus after 5:30 p.m. on weekdays and all day on Friday and Saturday and holidays. The CAC campus is exclusively for school use from 7:00 a.m. to 5:30 p.m., Sunday through Thursday with the exception of the library, which is open to eligible community members from 3:00 p.m. until closing.

Guests After School Hours

ID cardholders who are not students or employees are welcome on campus on weekends and school holidays from 5:00 a.m. to 10:00 p.m. and on school days from 5:00 a.m. to 7:00 a.m. and 5:30 p.m. to 10:00 p.m. ID cardholders are entitled to bring occasional out-of-town guests on campus. Guests must have prior approval from a ranking administrator or program coordinator and must be signed in at the security gate.

Note: Nannies, drivers, private coaches and other employees of CAC ID cardholders may not be signed in as guests.

After school hours, cardholders are to accompany their guests at all times on campus and will be held responsible for the behavior of their guests on campus. Holders of temporary passes are not allowed to bring guests on campus. Guests, temporary cardholders, and visitors may not check out library materials.

Rights And Responsibilities Of ID Cardholders

- CAC is not liable for any non-school sponsored activities;
- Smoking is not permitted on campus;
- Users of the track must wear sneakers;
- Strollers are not allowed on the track, as they can damage the track surfaces. (Note: Baby jogging strollers specifically designed for this use are allowed);
- Pets are not permitted on campus;
- Bicycles, mopeds, motorcycles, skateboards, scooters, roller skates, and roller blades may not be used on campus. Bicycles must be dismounted outside any gate and pushed to their parking place;
- Weapons or objects used to threaten or intimidate are not permitted. Kindly note that this prohibition extends to toy guns and water guns;
- Inappropriate behaviors of any kind will not be tolerated. These include, but are not limited to: physical aggression or violent play that could result in injury, bullying or threatening, disrespectful words or actions, being under the influence of any illicit substance, and the use of foul language;

- The possession, use, sale, or distribution of illegal drugs, legal drugs used in an abusive manner, drug-paraphernalia or alcohol on the CAC campus is strictly prohibited.

Please contact the ID office (extension 5518) for further information regarding available facilities, usage fees, and limitations.

Everyone is expected to show respect to all school property and to demonstrate proper conduct and decorum when utilizing school buildings and facilities. The privilege will be revoked in the case of improper conduct or unauthorized use of school grounds and facilities.

7. LOCKERS

There are two types of student lockers on campus: personal student lockers, and PE lockers in the change room.

A. PERSONAL STUDENT LOCKERS

Students will sign up for a personal student locker at the start of school and will receive a combination lock. This locker is a storage space for books and personal belongings throughout the school year. All students are required to sign out a locker at the beginning of the year.

Students are responsible for returning the same lock at the end of the year. Lost locks will be billed to the student. Students are discouraged from bringing valuables to school.

B. PE LOCKERS

Students will be assigned a PE locker in the changing rooms in the elementary physical education building. Students will need their own combination locks and will be required to use their PE locker to store clothes during classes.

Note: Jewelry cannot be worn during PE classes, and any valuables should be stored in securely locked student lockers.

CAC does not assume responsibility for valuables lost, stolen, or left unattended in the changing areas or other areas of the school.

8. LOST AND FOUND

If items are found on campus, they will go immediately to the lost and found office.

Lost and Found Procedures

The lost and found system works through the lost and found office. If you have lost an item, please fill out a lost property form. This form is available with the high

school assistant principal's secretary. Once this form is completed by a student, the assistant principal reviews the form, signs it, and passes the form to the school's security manager. The security manager begins an extensive search within school grounds for the missing item(s). Once found, the security manager will contact the student and return the lost item(s).

9. OUTSIDE STUDENT CONCOURSE AREA

The outside student concourse area runs along the front of the high school building, past the black obelisk, and ends at the Coffee Bean & Tea Leaf high school kiosk. This shaded area is for students to congregate and mingle between classes and during lunch. Café-style tables and stools are provided for students to do homework and eat lunch. It is the responsibility of students to keep this area clean and safe for other students and for the CAC community. Tables and stools must remain in the concourse area at all times (stools are not permitted on the playing fields).

Book Bags and PE Bags

For safety and security reasons, it is recommended that students do not leave their bags outside; they should either keep their bags with them at all times or place them in lockers. If students must leave bags outside, place them in the two designated areas for bags, which are located i) along the outside windows of the library, and ii) beside the main doors into the theater under the large windows (signs mark these areas). Placing bags in these designated places ensures that students do not trip over student bags, and it will help keep the student concourse area neat and tidy.

Litter

It is the responsibility of each student to put litter into the appropriate garbage receptacles. Soda cans and plastic water bottles go into the blue recycling containers, and other garbage goes into the beige garbage cans. Students who walk away from their garbage on tables or on the ground will receive consequences. Students who chronically litter on the campus will receive further consequences. Thank you for helping to keep the concourse area free from litter and garbage. Let's make the campus clean for everyone!

10. PARENT-TEACHER ORGANIZATION (PTO)

The Cairo American College Parent-Teacher Organization is a very strong part of the school's support, and it is a valued source of advice and practical resource help for the school and its curriculum and co-curricular programs. The PTO mission is to work together to enhance the quality of life at CAC by, i) improving and advocating communication within the CAC community, ii) providing programs, activities and services that strengthen and support the school, and iii) supporting the mission of CAC. The PTO office is located on the first floor of the administration building next to the ID office. For more information, please call the PTO office (ext. 5223).

11. SCHOOL STORE

Paper, binders, pens, pencils, music and art supplies can all be found at the school store. The store also carries mugs, graphing calculators and more. Visit the school store from 9 a.m. to 12 p.m. and 1 p.m. to 3:30 p.m. from Sunday to Thursday. It is located in the applied technology building adjacent to the back gate.

12. SECURITY

Safety Drills

There are three types of safety signals. Drills will be held intermittently throughout the instructional school year to ensure student and faculty awareness of procedures. They are as follows:

- Fire or Bomb Drill
- Drop and Cover/Earthquake Drill
- Code Red (Lock Down) Drill

A. FIRE DRILL OR BOMB DRILL

(Constant Siren) Students, staff and faculty are to follow the building evacuation procedures distributed by the Principals and posted in each classroom. In this drill, all students, staff, and faculty are evacuated to positions within the playing field. This is a silent exercise. The “all clear” signal is a steady siren of short duration. When heard, students and faculty return to their classrooms.

B. DROP AND COVER/EARTHQUAKE DRILL

(Announcement) Students, staff and faculty will drop to the floor and are to take cover under desks and tables and other protective areas, and stay away from windows. In this drill, all students, staff, and faculty remain within the buildings until the “all clear” signal. The “all clear” signal is a steady siren of short duration.

C. CODE RED (LOCK DOWN) DRILL

(Announcement) Students, staff and faculty will drop to the floor and are to take cover inside classrooms or other protective areas with locked doors and stay away from windows. In this drill, all students, staff, and faculty remain within the buildings until the “all clear” signal. The “all clear” signal is a steady siren of short duration.

13. STUDENT CAFETERIA AND SOCIAL AREA: THE EAGLE’S NEST

The Eagle’s Nest is the student center for grades 9 to 12, and it is located on the top floor of the main high school building. This is an area for eating and socializing, and ping pong and billiards are also available for student use. A cafe-style cafeteria sells hot and cold drinks, pastries, salads and sandwiches from 8 a.m. to 3 p.m.

14. SWIMMING POOL

The CAC pool is used for instructional purposes during school hours, swim team activities after school and is open for recreational swimming evenings and on weekends.

Swimming Pool Memberships

All enrolled CAC students and their immediate family members are eligible to apply for a pool membership, free of charge, which remains active so long as the student is enrolled at CAC.

Applications are available from the aquatics office upon showing a current CAC photo campus ID per application. A parent's signature is required for all applicants 18 years old and younger.

A color-coded sticker will be placed on the back of the applicant's ID card. The ID card bearing the sticker must be presented at the pool entrance for admission to the pool.

Each person using the pool is responsible for all personal items (jewelry, towels, cameras, etc.). Registered pool users may bring house guests. House guests must be visiting the member from outside Egypt.

There is a small fee and the members should accompany their guests to the pool for registration and acquaint them with pool rules and regulations.

For a complete listing of Aquatics programs and schedules, visit www.cacegypt.org/Aquatics/home.html or call the aquatics office (ext. 5486).

Pool Health And Safety Regulations

All students are required to become familiar with the health and safety regulations. Some of these safety regulations are listed below:

- No glass containers allowed on deck;
- Running, pushing, dunking, and horseplay is forbidden on the deck or in the water;
- Look before jumping or diving into the water;
- Diving is not allowed in the shallow water;
- Outside equipment, masks, fins, swimming aids or supports are not allowed;
- Do not use the starting blocks;
- Non-swimmers should stay in the shallow end of the pool;
- Children 7 years old and under must be accompanied by a person 18 years or older;
- Admission will be refused to anyone appearing to have a contagious or

- infectious condition. No band-aids;
- Expectorating (spitting), blowing the nose, or urinating in the pool is strictly forbidden;
- No food, gum, candy or beverages are allowed on the pool deck;
- No street shoes allowed on the deck;

The complete listing of CAC Pool Health and Safety regulations can be found at the following website: www.cacegypt.org/Aquatics/home.html.

15. TRAFFIC SAFETY AND PARKING

It is the responsibility of all persons who drive to school to be aware of traffic regulations around the school area and to practice good safety habits. Students need to impress upon parents, non-CAC friends, and drivers the importance of careful driving. Bicycle riders must obey traffic regulations and not ride bicycles on campus.

(Road 253) is a one-way road from the track side of the campus to (Road 213). Secondary school students who arrive in cars can be let out at the main gate. There is space for a car to pull over to the sidewalk so that students can exit on the sidewalk side. Cars should not pass in that waiting area, but wait for the preceding car to leave.

16. STUDENT GUESTS ON CAMPUS DURING SCHOOL HOURS

While we wish to share our school with student visitors, we also wish to maximize student learning in the classroom. For this reason, the number of visitors to the high school during school hours is limited. If a student wishes to bring a guest on campus during school hours, the following procedures must be followed:

- High school students are entitled to bring one guest on campus for either the morning or the afternoon. Students guests can visit for a half-day only;
- High school students must first complete the guest permission form and have it signed by the principal or assistant principal at least 24 hours in advance of the visit;
- Student guests cannot enter classrooms when classes are in session. They may go to the library, the Eagle's Nest or wait outside by the coffee tables;
- When entering the school, show the signed form to front security, and guests must be signed in at the security gate. (Note: Nannies, drivers, private coaches and other employees of CAC ID cardholders may not be signed in as guests);
- Cardholders are to accompany their guests at all times on campus (except during class time), and cardholders will be held responsible for the behavior of a student guest on campus.

