



75 YEARS
of inspiration

HIGH SCHOOL
HANDBOOK
2020 – 2021

High School Welcome

Dear Students and Parents,

Welcome to Cairo American College. This handbook has been prepared as a guide to acquaint you with the policies and procedures necessary to make our high school function effectively. Although we encourage the development of individual talents and respect the rights of each student, there are commonly accepted standards of behavior and communication. You will find these standards in this handbook. Please review it with care; we encourage each family to review it together. As an evolving, constantly changing entity, CAC may modify its procedures and expectations from time to time. That is especially true this year, as we adapt to circumstances related to the COVID-19 pandemic. Changes need not be in writing or incorporated into this handbook to be effective.

This year poses new challenges and opportunities for our community, as we reopen our physical campus gradually in response to the pandemic. Changes to our handbook reflect our ongoing efforts to keep our community safe, which has become a priority for us in these times. Specifically you will find changes in the sections pertaining to student life, the use of technology, and expectations for behavior. Whether you are new to CAC, or are a “Lifer,” take some time to carefully review these changes.

With the start of a new academic year it is especially important for all of our students to consider what their expectations and goals are for the coming school year. As parents, foster this learning moment by discussing your children’s goals with them in regards to academics, attitude, and behavior. Take a moment to write these goals down and place them in a location that can be reviewed on a regular basis. Positive goal setting is the first step towards long lasting personal growth.

Again, welcome to the 2020-21 school year at Cairo American College. We wish you an exciting, productive, and successful school year.

Sincerely,

Mr. Jerry Duggan
High School Principal

Ms. Rachel McCall
Assistant Principal

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Introduction

Mission

CAC inspires all students to learn, explore, and have fun. We build character and motivate our students to positively contribute to their communities.

CAC ensures that each student achieves her or his educational and personal potential in a safe environment. We collaborate through a partnership of motivated students, exemplary and caring staff, and involved families with a dynamic American educational model, enriched by our multicultural and diverse student body and the school's unique location in Egypt.

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

Core Values

Core values are those timeless concepts and precepts which a community holds dear. The CAC community revolves around a set of seven core values: perseverance, integrity, respect, responsibility, creativity, courage, and compassion. These values provide the underpinning of everything we do at CAC.

The High School

CAC was founded in 1945 as an independent, co-educational day school enrolling students in preschool through grade 12. The High School has 289 students and 50 faculty and staff members. High School classes occur in multiple buildings around campus with an average class size of 12 students. Each class meets every other day for 85 minutes. The CAC academic year is divided into two semesters beginning in mid-August and in mid-January. Students in the High School take 7 or 8 classes per year within a curricular framework based on the International Baccalaureate and the US independent school model.

High School Administration

- Principal: Mr. Jerry Duggan, jduggan@cacegypt.org, Ext. 5403
- Assistant Principal: Ms. Rachel McCall, rmccall@cacegypt.org, Ext. 5403
- IB Coordinator: Mr. Niall Williams, nwilliams@cacegypt.org, Ext. 5433
- High School Counselors:
 - A-E - Mr. Cameron Simon, csimon@cacegypt.org, Ext. 5410
 - F-M - Ms. Claudia Bean, HOD cbean@cacegypt.org, Ext. 5408
 - N-Z - Mr. Kasey Semler, ksemler@cacegypt.org, Ext. 5407
- Athletics/Activities Director: Mr. Scott Fitzgerald, sfitzgerald@cacegypt.org, Ext. 5416
- Aquatics Director: Ms. Bonnie Coles, bcoles@cacegypt.org, Ext. 5486
- School Nurse: Ms. Claire Gallagher, cgallagher@cacegypt.org, Ext. 5530/5533
- Librarian: Ms. Josianne Fitzgerald, jfitzgerald@cacegypt.org, Ext. 5541
- HS Office: Ms. Natasha Bagsair, nbagsair@cacegypt.org, Ext. 5413
Ms. Eman Hamza, ehamza@cacegypt.org, Ext. 5403
- Counseling Office: Ms. Menna Ashraf, mashraf@cacegypt.org, Ext. 5412
Ms. Omnia Bassiouny, obassiouny@cacegypt.org, Ext. 5414
- Curriculum/IB Office: Ms. Hanan Sedqi, hsedqi@cacegypt.org, Ex. 5539

Where to Go for Answers

Curriculum & Instruction

- When I have a curriculum question?
- When I have questions about the High School program in general?
- When my child has an unresolved issue with a teacher?
- Principal: Mr. Jerry Duggan, jduggan@cacegypt.org, Ext. 5403

Student Conduct

- 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?
- When I have a question about student discipline?
- Assistant Principal: Ms. Rachel McCall, rmccall@cacegypt.org, Ext. 5403

Academic Advising

- When I want to schedule a conference with a counselor?
- When I have questions regarding college/university advice and guidance?
- When I have a question about school transcripts?
- When I have questions about course scheduling, course changes, graduation credits?
- Counseling Office: Counseling Team, Ext. 5412/5414

Academic Issues

- When my child is struggling in a class?
- We strongly encourage students to speak to teachers first, and then for parents to speak to teachers afterwards. Unresolved issues should be communicated to a student's counselor.

Health Services

- When I have a health-related issue as it may pertain to my child?
- School Nurse: Ms. Claire Gallagher, cgallagher@cacegypt.org, Ext. 5530/5533

Athletics & Activities

- When I have a question about athletic activities?
- When I want to find out when traveling teams or groups are expected back from trips?
- When I want to find out about co-curricular activities?
- When I have questions about adding new activities?
- Athletics & Activities Director: Mr. Scott Fitzgerald, sfitzgerald@cacegypt.org, Ext. 5416

Library Services

- When I have any questions about the library?
- Head Librarian: Ms. Josianne Fitzgerald, jfitzgerald@cacegypt.org, Ext. 5541

Admissions

- When I have questions about the admissions process?
- When I need to know the procedure about withdrawing from school?
- When I need to change a telephone number or email on school records?
- Registrar/Admissions: Ms. Danya Amin, registrar@cacegypt.org, Ext. 5507/5508

International Baccalaureate (IB)

- With questions about the International Baccalaureate Program?
- IB Coordinator: Mr. Niall Williams, nwilliams@cacegypt.org, Ext. 5433

Buses

- When I need to tell the bus driver my new address?
- When the bus did not come to pick up my child?
- Motor Pool Office: Mr. Mohamed El Ghalban, melghalban@cacegypt.org, Ext. 5567

Fees

- With questions about my school fees?
- To get a fee clearance in order to have my son/daughter start school?
- Finance & Accounting Manager: Ms. Randa Sharawy, rsharawy@cacegypt.org, Ext. 5510

Attendance & Punctuality

- When my child has attendance questions?
- When I want to know how many absences or tardies my son/daughter has attained this semester?
- HS Office: Ms. Natasha Bagsair, nbagsair@cacegypt.org, Ext. 5413
Ms. Eman Hamza, ehamza@cacegypt.org, Ext. 5403

Student Services

Counseling Services

Among some of the issues that can be discussed with counselors are course choices, graduation requirements, scheduling of classes, academic concerns, internal and external testing, summer study options, college admissions, and any social, emotional and personal (confidential) concerns.

College Counseling

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

The recommended number of college applications is up to ten per senior, with the University of California system applications counting as one and UCAS application counting as one. This procedure is meant to enable the student to apply to universities that have been fully researched, are of true interest to the student and match the student's academic profile, thus enhancing the student's chance of admission.

Course Selection

The course selection process begins early in the second semester for the next academic year; course offerings and further information is shared during 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, or see your counselor.

A. IB Program

CAC offers a variety of courses designated as International Baccalaureate (IB) that typically result in college or university advanced placement and/or credit. Students in these courses 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. When a student applies to a college/university, CAC will report their current projected score which is determined by the teacher based on the student's performance in IB style assessments to date. Please see your counselor or the IB Coordinator for further information.

i) Procedure for Sharing Projected Grades For full IB Diploma Candidates:

CAC counselors will collect projected scores and share the projections with students for each IB course in June of grade 11. These projections will be sent with October 15 UCAS application, Early Decision/Early Action applications or upon request. Scores will be collected for a final time in December of the senior year and shared with students. The December/January prediction can be sent for all full IB diploma candidates along with the mid-year transcript to every university in which the student has applied (upon request).

Note: Projected scores are a snapshot in time and represent the best educated projection a teacher can make at the time requested. They do not reflect future potential; they reflect performance to date on IB style assessments. To that end, they must not be viewed as negotiable. Parents and students both are asked to respect the projection by the teacher and to seek to understand the reason for the projection rather than seek to change it. Projected scores are meant to be used as guidance for university selection and academic goal setting.

B. AP Courses

CAC offers a very limited number of Advanced Placement (AP) courses year to year. All students in AP courses 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 Assistant Principal for further information.

C. AP/IB Exam Conflicts and Travel to Season Three ISAA Tournament

For students choosing to pursue both AP courses and IB Certificates, there is a possibility that the exam schedule published by College Board and the International Baccalaureate Organization may have two exams in conflict. When this happens, Cairo American College will request an alternative form of the AP examination to be taken during the "late testing schedule" of AP exams. This usually falls in the second half of May. It is important that students opting for third season sports check their AP/IB exam conflicts carefully as ISAA championships often conflict with the alternative exam session. If this happens, students have the choice of one of the following:

- To take the AP exam at the school hosting ISAA. (Please make arrangements with the IB/AP Coordinator as soon as the conflict is discovered).
- To make arrangements with the athletic director to travel to ISAAs independently, arriving late to the tournament, in order to sit the exam during the late testing schedule.
- Not to travel to ISAAs.

Schedule Changes

A. Drop/Add Period for Schedule Changes

During the first five full days of school students have the opportunity to drop and add classes to best suit their interests provided space is available. Please note that CAC does not honor drop/add requests to change from one teacher to another teacher in the same course. During the second semester, students may make changes to their semester courses at the start of the term. Please note that students who are absent from school during the drop/add period will be given no additional time to adjust their schedules.

B. Drop/Add Period for Independent Study

Students wishing to arrange for an Independent Study of a course not offered at CAC must do so as part of the registration process the spring prior to the beginning of the school year. Students wishing to arrange for an Independent Study course to resolve a scheduling conflict must speak to the appropriate teacher and that teacher, in turn, must submit the course of study to the administration for approval.

C. Taking and/or Dropping an 8th Class

Some students choose to challenge themselves by taking eight subjects in a year. Students interested in such a load should register for 7 classes in the spring and make note on their registration sheet of the 8th class that is of interest.

In cases when students find they are unable to handle such a load after the first few weeks of school, the deadline for dropping the 8th class is 4:00 p.m. on the Thursday of the seventh full week of school. Students wishing to drop their 8th class after this time should be aware that W/P or W/F will appear on their transcript. The same deadline will be kept for seniors wishing to drop a 7th class.

D. Changing Course Levels

Sometimes students select an advanced level of a given subject (eg: HL Physics instead of SL Physics). Students are encouraged to make adjustments to their schedules during the drop/add period; however, it can sometimes be difficult to determine if the level is correct in such a short span of time. Students experiencing academic difficulties later in the term who wish to change the level of their course (to a lower level of the same subject) should see their counselor. Please note that the preferred new class may be full, which would prevent the change. The counselor will give the student a "Level Change Form" to begin the process of changing levels, if there is space in the new class. In turn, the student will complete the form with his/her teacher and parents. Changes initiated by the beginning of the sixth week of school and completed by the end of the seventh week of school will not be reflected on the school transcript. Changes made after this timeline will appear on the transcript as either W/P or W/F.

E. Two Year IB Courses

In general, students enrolling in a two year IB course are expected to honor their commitment and take the external examination. Should a student wish to drop/change levels in an IB course they must do so within the above listed timeframe. However, a change in any IB course must be completed within the first semester of year two of the course.

F. 12th Grade Course Changes

Any senior wishing to make a core subject course change after initial transcripts have been submitted to universities must notify each college/university and share the response with their counselor prior to making the change.

Counseling Office Procedures

A. Document Request Forms

When a student needs official school records/documents (transcripts, letters of recommendation) sent on their behalf (transfer, summer program, college application) they must complete a Document Request Form (DRF). This form is located in the Counseling Office. The Document Request Form must be completed in its entirety and returned to the Counseling Office. Once all documents have been received, they will be sent via the preferred delivery method indicated on the form.

B. Letters of Recommendation/Student Evaluation Forms (Transfer, Summer Programs, Psycho-educational Testing)

If a student would like to request a letter of recommendation from a counselor or teacher, s/he is responsible to make these requests directly to each person from which s/he needs a recommendation. Next, the student must complete the DRF and submit it to the Counseling Office. Please note that writing a letter of recommendation takes time, therefore students are advised to ask for the letter well in advance of the deadline.

Please note that CAC maintains a no-release policy for all letters of recommendation and/or evaluation forms. Therefore, these confidential documents must be delivered directly from CAC to the location indicated on the Document Request Form. Letters and/or evaluation forms will not be released to the student/parent. Please also note that any time a student and/or parent requests a CAC faculty member to complete an evaluation (transfer, letters of recommendation, summer programs, psychoeducational evaluations/testing forms) that this process starts with the counselor.

Yearly 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.

- MAP: Cairo American College is committed to students growing and challenging themselves in all areas: academically, socially, emotionally, athletically, and artistically. There are multiple ways that educators work to understand the individual needs of each student. One of these ways in academics is the use of Measure of Academic Progress, or MAP Testing. All students in grades 3-9 take the MAP twice a year.
- MAP tests are informational; they are not a graded assessment. Teachers will use the information provided by MAP to support instructional needs for your child and the class as a whole. Fall scores are baselines for your child's growth, which will be determined after the spring tests that take place in May.
- ***COVID-19 Update:** During the pandemic, we may decide not to conduct MAP tests so that we may maximize instructional time.

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 test schedule for the ACT, ACT PLAN, PSAT, SAT and SSAT can be found at the following websites:

- American College Testing (ACT): Information is available at www.act.org.

- American College Test Plan (ACT Plan): the American College Test PLAN is given in October to all 10th grade students. Information is available at <http://www.act.org/planstudent/>.
- Preliminary Scholastic Aptitude Test (PSAT): the Preliminary Scholastic Aptitude Test is given in October to all 11th-grade students. Information is available at www.collegeboard.com.
- College Board Admissions Testing Program (SAT) test dates at www.collegeboard.com

Students should plan to take the SAT in March or May (SAT) and May or June (SAT Subject tests) of their Junior year and as needed in their Senior year. Students should closely monitor the College Board website, as tests dates have been changing. They should consult with their counselor regarding appropriate test dates. Early registration is strongly recommended. Information is available at www.collegeboard.com. 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 HS 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. Test dates and information are available at ets.org/toefl.
- International English Language Testing System (IELTS): IELTS is administered by The British Council. See this list of test dates and locations in Egypt : <http://www.britishcouncil.org/eg/en/exam/ielts/dates-locations>. Students applying to UK Universities must check the current visa policies regarding English Proficiency requirements if you are applying as an international student.

Virtual School/Online Courses

Students enrolled at CAC have the option of taking an additional virtual course upon administration and counseling approval. Pending a discussion among parents and counselors, non-full-IB students may take an online course in addition to their normal course load. Note that CAC does not make schedule changes to accommodate non-full IB Diploma students taking an online course. For full-IB Diploma students, taking a course with Pamoja Education allows students to schedule the course into their daily timetable. K12 online courses for credit recovery will appear on the CAC transcript and are awarded credit on a Pass/Fail basis. Students are responsible for requesting the K12 transcripts to be sent to CAC counseling office for grade and credit verification.

Parents of students taking online courses are responsible for all costs and registrations for the courses, including test proctors if required. Students must notify the counseling department at the time of registering for the following year courses if they desire to take a course virtually.

Please note that K12 and Pamoja courses do not have identical start and end dates as CAC. This means that students may need to attend the online course during vacation or on a Friday. IB Pamoja course grades are on a scale of 1-7, so the following conversion is used when grades are transferred to CAC:

Pamoja	% Grade
7	95
6	90
5	85
4	75
3	65
2	55
1	35

In some instances the marking periods of the online providers and CAC line up and “official” grades can be reported. When this is not the case, the virtual school coordinator will ask for and report a “progress grade.” Either way, all virtual course grades are reported on CAC progress reports and are used to calculate eligibility and academic probation.

Virtual courses are independent in nature but students are required to check in at the start of each virtual block with the virtual school coordinator to monitor their attendance. CAC faculty do not act as tutors for online courses. The coordinator will check student progress every two weeks. If a student falls below a 70% in academic performance in a K-12 course, he/she will be required to spend the entire virtual course block in a supervised study hall in anticipation of completing virtual school work. The same holds true for a Pamoja course; however, given the difference in marking, performance will be determined by meeting the minimum participation expectation set by the Pamoja professor. This arrangement will continue for a minimum of two weeks at which time, if the student has improved his/her performance, the student will be able to once again simply check in for attendance and work independently.

If a student decides to withdraw from the on-line course at any time, a WP (withdraw pass) or WF (withdraw fail) will appear on the student’s transcript. Please note that withdraw failing will affect a student’s GPA.

Learning Support Program

The Learning Support Program addresses topics related to helping students improve their school performance. 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. Program eligibility is based on an identified learning disability or other health issues affecting school success as outlined in a current educational assessment. The student may refer himself/herself to the counselor, and parents and teachers may also refer a student to the for consideration and enrollment into this program.

English Language Learning Program

The English Language Learning (ELL) program in the High School exists to help the non-native English speaker acquire and refine the language skills necessary to move into the regular classroom as quickly as possible.

ELL is a placement-oriented program dependent upon demonstrated language proficiency. Movement to regular classes depends on a student’s performance and progress in the ELL program. Decisions to mainstream or to change the ELL level of a student are based on language proficiency tests and class performance both in ELL and non-ELL classes. Students who do not make sufficient progress, as determined by evaluations and teachers’ recommendations, may be asked to leave CAC.

Student Life

***COVID-19 Update** - This section of the Handbook includes information on normal procedures, as well as adjusted procedures during the COVID-19 pandemic.

The High School Normal Schedule - The CAC High School uses block scheduling to organize class periods. The eight subject areas are split over two days, with four classes scheduled each day. All class periods are 85 minutes long, which allows for greater flexibility in how lessons are taught. The classes rotate through an 8-day cycle. In between the two morning and two afternoon classes are 20 minute breaks, during which the students can socialize, go to the school store, get a snack, study, use the restroom, or consult with a teacher. Lunch takes place from 11:05-11:55 am. An example is given below. After the 8H day, another cycle starts with a 1A day.

Time	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8
7:55-9:20	A	E	B	F	C	G	D	H
9:20-9:40	Break							
9:40-11:05	B	F	C	G	D	H	A	E
11:05-11:55	Lunch							
11:55-1:20	C	G	D	H	A	E	B	F
1:20-1:40	Break							
1:40-3:05	D	H	A	E	B	F	C	G

***COVID-19 Blended Learning Schedule** - During Phase 1 of CAC's reopening, the High School will follow a 2x2x1 special schedule to facilitate our blended learning program. This schedule may be adjusted at any time during CAC's Phased Reopening.

Learning will be through a blend of face-to-face classes and online activities. Students will be divided into two groups, with 50% of students on campus at one time.

A student in group 1 attends face-to-face classes on Sunday and Wednesday. A student in group 2 attends classes on Monday and Thursday. Opposite groups get asynchronous lessons/work on the days they do not attend face-to-face. Students will be expected to be engaged in learning activities on days they are not on campus, including Tutorial Tuesdays.

The arrangement of groups will be determined by administration.

	A1 Sunday	A2 Monday	Tutorial Tuesday ^o	E1 Wednesday	E2 Thursday
7:55-9:20*	A1	A2	A 8:00-8:30 E 8:45-9:15	E1	E2
9:40-11:05*	B1	B2	B 9:45-10:15 F 10:30-11:00	F1	F2
11:05-11:50*	Lunch	Lunch	11:05-11:50 Lunch/Assemblies/ Grade level meetings	Lunch	Lunch
11:55-1:20*	C1	C2	C 12:00-12:30 G 12:45-1:15	G1	G2
1:40-3:05*	D1	D2	D 1:45-2:15 H 2:30-3:00	H1	H2

*Times of blocks may need to be adjusted to allow for staggered arrival and departure, and possibly staggered breaks.

^oTutorial Tuesdays will be used in a variety of ways, such as 1:1 or small group virtual meetings between teachers and students, asynchronous video lectures, full class virtual meetings (particularly for senior IB Higher Level classes), student work on assignments, large group virtual meetings/assemblies, teacher planning/collaboration, and teacher office hours.

CAC ID - All High School students use a CAC ID to enter and exit the campus (ID cardholders who are not students or employees are welcome on campus on weekends & 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). Students and their immediate families are issued CAC IDs as soon as they first arrive on campus. New cards are issued free of charge and can be obtained from the Admissions /Registrar's Office on the ground floor of the administration building. Lost or damaged ID cards can be replaced for a fee (this fee is presently \$25, but can change at any time). (File: 8.902)

***COVID-19 Mitigation** - *Effective August 18, campus hours for HS students are 7:30 am - 3:30 pm, school days only. Only active CAC students, faculty/staff, and those with an appointment are allowed on campus during school hours. ID cardholders who wish to enter campus outside of school hours must make an appointment through the school's online portal.*

Lunch & Off-Campus Privilege - Students have several choices of lunch venues on campus. High School students in grades 9 to 11, however, may add off-campus lunch privileges to their ID card, allowing them to leave campus at lunch. A signed parent permission form (available at the HS Office) and returned to Admissions/Registrar's Office is required to secure the off-campus privilege.

Seniors have an additional privilege in terms of being off-campus during the school day. Upon entering into their Senior year, Grade 12 students can upgrade their ID card to allow for leaving campus for lunch as well as during flex periods. Senior off-campus privilege ID cards have a different color from other student ID cards. A signed parent permission form (available at the HS Office) and returned to Admissions/Registrar's Office is required to secure this off-campus privilege. (File 4.40)

***COVID-19 Lunch & Off-Campus Privilege** - Effective August 18, food and beverage services are suspended on campus. HS students may order food for delivery to the back gate. Students leaving campus for lunch are strongly recommended to continue mitigation efforts while away from school (wearing a mask, maintaining distance, practicing good personal hygiene).

Flex Periods - At the beginning of the period, students in grades 10-11 with a Flex are required to sign in at the desk in the HS Office. Only seniors with off-campus privilege can leave campus during flex periods.

Attendance - One of the most important components of success in school is regular, punctual attendance. Time lost from class is irretrievable, particularly in terms of opportunity for interactions, active involvement, and the exchange of ideas among students and teachers.

Minimum student attendance in all three school divisions is 85% of the school/course days enrolled in a given semester. Failure to meet this minimum attendance requirement will result in no credit being given in the respective courses. Special consideration may be given by the respective school Principal when, in his/her judgment, special unavoidable and/or extraordinary circumstances are associated with the student's failure to meet minimum attendance requirements (File 8.30).

***COVID-19** - Special consideration will include increased flexibility during the COVID-19 pandemic. Additional documentation may be required for extended absences.

When an absence occurs:

In the case of a student's absence because of any reason (illness, travel, or personal), **please notify the High School Office before 9:00 am** on the day of the absence via email hsabsences@cacegypt.org . This procedure aids in accounting for all students each day. When we do not receive notification of an absence, we contact parents via email. Students are marked as absent if they are more than 20 minutes late to a class or miss a class entirely.

Permission will be granted for absences related to cases such as family emergencies and religious holidays. Prior to the planned absences, please notify the High School Office via email. Ultimately it is the student's responsibility to obtain and complete missed work. In cases of long unavoidable absences, an agreement will need to be worked out with the teachers regarding the amount of work to be made up.

Regular and punctual class attendance is critical for successful learning. School starts promptly at 7:55 a.m., and students are expected to be in class, ready to work. Students and teachers are responsible for keeping track of the time and for being on time to every class, as we do not use bells to start or end classes in the high school. Tardy and absence records are kept each semester. Excessive absences and tardiness may negatively impact academic performance. The High School Assistant Principal will meet with students exceeding 5 absences and/or 5 tardies in the semester, likewise contacting parents. If a student reaches 8 absences in any one class per semester, he/she will lose academic credit for that class. If a student reaches 9 tardies per semester, the student forfeits his/her Flex and/or off-campus privileges. If punctuality problems persist, the Assistant Principal will assign after-school detention.

***COVID-19 Punctuality** - Students are expected to arrive on campus early enough in the morning to follow campus mitigation procedures with enough time to be punctual to class. Students are expected to manage their movements throughout the day to arrive on time for class. Though there may be increased flexibility in attendance during this pandemic, students are expected to be punctual while on campus.

Class cutting and truancy will result in the school taking direct and appropriate measures. Time that has been missed will need to be made up. This may include academic consequences, detention, loss of Flex and off-campus privileges. Repeated instances will result in an in-school suspension.

Official school field trips by an entire class or grade are not regarded as absences to be counted against a student's minimum attendance. Travel for school-sponsored sporting events and other activities - up to two per semester - are likewise not regarded as absences. Of course, travelling students are responsible for making up any work missed and should notify their teachers prior to the trip.

If parents/guardians wish to have their student dismissed early from school, the parents/guardians must send an email to hsabsences@cacegypt.org requesting their student's early departure (no written notes, please). Parents/Guardians can also arrive in person at the HS Office and request their student's early departure. 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.

Parents are asked to schedule family travel and vacations during school holidays only. This is to avoid disruptions to student learning during the academic year as much as possible. Disruptions to a student's academic progress and the responsibility for making up large amounts of missed work can also be very stressful to the student and may result in lower grades. In addition, exams and final exams will not be re-scheduled for early travel departures before school holidays or vacations.

Online Learning

Online learning is an important component of the learning experience at CAC. This section addresses expectations for student behavior while learning online ("Netiquette"). This section pertains to any E-Learning, Hybrid Learning, and Blended Learning modalities used at CAC, and should be read in conjunction with the sections below pertaining to technology and behavior. Student conduct in an online learning environment must be consistent with the CAC Acceptable Use Policy and the Expectations for Behavior.

Academic Honesty in the Digital Age

The school's academic honor code remains in effect for all online learning. Before a student solicits assistance from outside help (classmates, family members, tutors, or reference websites, for example) they must clarify with their teachers how much and what manner of collaboration is allowed. "Sharing" completed assignments or documents with classmates is considered cheating, as is sharing photographs or screenshots of completed work.

Video Conferencing

"Invitation Only"- Students may share class virtual meeting details or URLs ONLY at the teacher's invitation. "Zoom Bombing" is absolutely not allowed, and will be considered a serious offense by the school, punishable with suspension. If a student provides class meeting details to someone outside the intended audience without permission, intentionally or unintentionally, they are in violation of the Acceptable Use Policy, and may lose campus access to technology.

Recording - Recording or photographing a video session without direct permission from the meeting host, either using one's own laptop or with an adjacent device (like a phone), is not allowed. Furthermore, students may not post any videos or photos on social media platforms (SnapChat, Instagram, TikTok, etc) without the written permission of your teacher and classmates.

Expectations of Student Behavior while Video Conferencing

Video conferencing between teacher and student is considered an extension of the school environment. Accordingly, student (and teacher) behavior should default to what is expected in a brick and mortar classroom. Although there may be some glitches in technology from time to time, families are expected to secure internet connectivity for their children while they are learning at home, with enough speed/bandwidth to allow for video conferencing and streaming. Families that encounter challenges are encouraged to reach out to the Tech office for advice.

Teachers expect the following behaviors from students while teaching in an online classroom setting:

- Students arrive (log in) to the video conference on time
- The student's camera is on for the duration of the meeting, unless directed otherwise by the teacher
- Students must be dressed appropriately for school
- Students are expected to be in a location conducive to learning; a quiet environment with few or no disruptions or "uninvited guests"
- School-appropriate language is expected—no talk of personal issues or use of inappropriate language while in the video call
- Students are expected to "leave" the video meeting upon conclusion of the session.

CAC Computer Technology

CAC maintains a fully wired and wireless computer network which is accessible throughout the campus. Printing services are available via the use of Cloud Printing from personal devices. Each member of the faculty and all high school students have a school email address and other digital tools for easy communication among students, parents and faculty.

Student Family Owned Laptops and Handhelds

Family-owned laptops are required for all High School students as part of our BYOD (Bring Your Own Device) program. The laptop should meet the needs of the courses in which the student enrolled. CAC has created a laptop-friendly environment for student laptops. Once registered, the IT department will configure the school's network to allow a student's laptop access to the Internet. Minimum requirements ensure students bring a device that enables them to fully participate in educational activities and be supported appropriately by teachers and technicians. These requirements can be found on the [CAC website](#).

In the case of damage, loss or theft of family-owned laptops on campus, the school will investigate reported issues with hopes of repair or recovery, but the ultimate responsibility for repair or replacement falls on to the owner of the equipment. If this is a concern, we recommend that family-owned laptops be included on the family home insurance plan. Check with your own provider to make sure coverage extends to school.

Student Computer Access

Computer access in the high school is primarily achieved through the BYOD program. In addition, there is a Windows lab for AutoCAD in the Design Technology program, and a digital photo lab for arts students. The library also has some computers available for drop-in use.

**COVID-19 - On campus printers may not be available for student use. Check with the MS/HS library first before planning to print.*

Each Student must agree with the CAC technology use policies, guidelines and protocols found in this handbook and on our website, in order to access the CAC network or use any digital communication or computing device on campus. Students 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. Faculty and students use them to communicate and collaborate with each other. Assistance can be found in the Tech Support Center.

****Students are not to use CAC bandwidth/network at any time for gaming, streaming videos, or other non-school related entertainment purposes. Students found in violation of this policy will lose network access.****

Enrollment at CAC implies acceptance of the Acceptable Use Policy below.

Acceptable Use Policy (or Responsible 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 for educational use. CAC Information Services developed the following responsible user agreements as a guide.

Any digital communication/computing device, hardware or software component of information, media and communication technology (including social networking) installed, in use or emerging in relation to the CAC community must be: Legal, Appropriate, Responsible and Kind.

- 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: due care and attention will be taken with all hardware, system settings (including shared computer screen savers or system files,) software etc. to prevent damage or misuse.
- Kind: the rights / feelings of others are in no way tread upon by the use of digital devices.

Please understand email and use of any other CAC electronic information, learning, communication and collaboration systems and equipment 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, maintenance, and security purposes to follow up on administrative tasks and concerns. For Apps like Google and Turnitin, we follow the security and privacy policies as stated in each system for their users.

Responsibilities:

- It is essential the user accesses the Internet in a responsible manner and maintains their privacy and that of Cairo American College Internet accounts. Be safe, do not share full name or any personal or family information online. Promotional images used by CAC should not include names or other identifying data.
- Each user is responsible for the appropriateness and content of material sent, received or shared under his/her user accounts. Hate mail, harassment, discriminatory remarks, bullying, spamming and other antisocial behaviors are expressly prohibited.
- It is the responsibility of each user to secure all passwords and equipment assigned to them by CAC so access by non- authorized individuals or from non-authorized terminals will not occur. When noticed, please report unsecure user information and equipment immediately. Users shall not intentionally obtain copies of passwords, access/modify files or other data belonging to other users, misrepresent other users on the Internet, or access school systems, data and equipment without proper permission.
- The user is responsible for making sure all files, including e-mail, sent and in boxed, online posting, and texting do not contain pornographic or inappropriate information. Users may not use the Internet to access any pornographic material or inappropriate files, particularly materials offensive to our host country.
- All forms of hacking and access to "hacker sites" is forbidden.
- The user must use all hardware and software responsibly, follow all computer lab rules, classroom and school behavior rules, and host country laws and obey supervisors in all access areas. The network, laptops, or labs may not be used for time wasteful or frivolous purposes during the school day including but not limited to playing games, file share sites, participating in chat programs and social networking, unless they are teacher-led activities.
- Care and security of family owned devices are the sole responsibility of the user.

The CAC Mission, Beliefs and Objectives will guide Internet content filtering, technology and use. This document may be adjusted at any time to address emerging uses of technology. Our website version is more accurate. Violation of the Acceptable Use Policy will be considered a violation of the CAC Code of Conduct for appropriate behavior, with disciplinary measures consistent with those outlined in the Student/Parent /Employee handbooks. Any accidental access to inappropriate material should be reported to the closest supervising faculty immediately. (File 8.406)

Health

The Health Office at CAC offers health care from 7:30 a.m. to 4:00 p.m. on school days. There is one nurse on duty and a doctor who is on campus part-time. 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 HS Office. (File: 8.6024)

- **Required Medical Examinations & Required Immunizations** - All students entering CAC for the first time, or former students entering grade 9, MUST have a completed medical exam done by a physician. Each year the Annual Updated Student Personal Information Sheet must be completed or updated in our student information system (Skyward) with phone numbers, contact persons, and permission to administer first aid and nonprescription medicines. 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.
- **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 in reasonable quantities (daily use) may be kept by High School students. Abuse of these drugs or any other over the-counter drug will result in disciplinary action.

Lockers -

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

At the start of the school year, students can sign up for a personal student locker and, if needed, will receive a combination lock (students are responsible for returning the same lock at the end of the year with lost locks being billed to the student). This locker is a storage space for books and personal belongings.

All students taking a PE course will be assigned a PE locker upon request, located in the changing rooms in the 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. As such, students are discouraged from bringing valuables to school.

****COVID-19 Mitigation - Personal lockers are not available to students until further notice. Students in PE will be assigned a dedicated locker to use during class, but may not keep items in lockers after class is over.***

Searches (File: 8.404)

1. **School Property:** All school property is under the control of the Board of Trustees and its officials, and a search of school property--including but not limited to lockers--may be made at the discretion of the Head of School or the Principal for any reason at any time in order to protect school property, the education process and the health, safety and welfare of CAC students and CAC staff.

2. **Personal Searches:** When a faculty member or administrator believes that a student on campus or at a school-sponsored activity may be in possession of weapons, explosives, other dangerous substances or contraband of any kind, any administrator or faculty member shall be empowered to require such student to empty pockets and surrender purses, bags, packs, satchels, suitcases and other personal containers or possessions to be searched in an effort to discover such items. If the faculty member or administrator reasonably believes that a further personal search is warranted, the parents/guardians shall be contacted and such a search shall be conducted in their presence; provided, however, that if a faculty member or administrator reasonably believes that a student is in possession of an item which constitutes a clear and imminent danger to the student, other persons or to school property, a personal search may be conducted forthwith and with reasonable force to the extent necessary. Any further personal search shall be carried out in the presence of two adult CAC staff members of the same gender as the person being searched.
3. Failure to comply with any search request made pursuant to this policy shall be grounds for the school administration to impose disciplinary action including suspension and/or expulsion.

Textbooks - Not all classes use or have hard copy textbooks. A growing number of CAC classes are moving to digital texts and materials. In some classes at the beginning of the school year, CAC students will be issued a set of textbooks. 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. Lost book payments are made at the CAC Cashier's Office.

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 spaghetti tank tops can be worn;
 - No midribs or cut-off shirts can be worn by either boys or girls;
 - No undergarments exposed (ie. bra straps, underwear, boxer shorts);
 - 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.
 - The above dress code also applies to online class, group, and individual meetings.

- Physical Education Classes - All students participating in Physical Education are required to have the following PE uniform ready for each class:
 - T-shirt with sleeves (White or Grey or CAC Athletic Wear only)
 - Athletic shorts (no "cargo" or pajama bottom pants are accepted);
 - Athletic shoes and socks (lace-tied only, no Velcro or slip-on styles accepted)

- 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.

***COVID-19 Mitigation** - Students are required to wear a mask on campus at all times, unless otherwise directed by a teacher. Masks must follow CDC/WHO guidelines, and may not have vents installed (real or decorative). Gaiters or bandanas are not allowed in lieu of masks.

Smart Devices

- **Phones** - to be turned off or set to "silent" during classes, meetings, assemblies, library, etc. unless use is specified by the teacher or presenter. During all exams, students are not allowed to have their phones or other smart devices at their desk or on their person.
- **iPod/MP3 Type Devices** - generally not to be played with speakers on the campus except in the Student Center. Music in the Student Center must be kept at a respectful level. These devices are not to be used in the classrooms, unless the teacher has given special approval.

Book Bags and PE Bags

For safety and security reasons, it is strongly 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. CAC does not assume responsibility for items left outside.

***COVID-19 Mitigation** - Students must keep their belongings with them at all times.

Litter

It is the responsibility of each student to put litter into the appropriate garbage receptacles. Soda cans and plastic water bottles go into recycling containers, and other garbage goes into the marked 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 CAC free from litter and garbage.

Students Guests 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. Student guests can visit for a half-day only;
- High School students must first complete an online Campus Access Request and receive approval from 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 student center or wait outside by the coffee tables.

***COVID-19 Mitigation** - Student guests are not allowed at this time.

High School Communication

HS Morning Announcements - To share the various activities taking place in the High School, the HS Morning Announcements are published every other day. 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 and students via email.

Highro-Glyphics - *Highro-Glyphics* is a newsletter published for parents by the High School Administration. It is published through the CAC dashboard and email and lists important events and activities at the school that relate directly to parents.

Newsletters from Head of School

The Head of School sends out a monthly newsletter on each 3rd Thursday of the month. These informative newsletters are filled with highlights from our community, a message from the HOS, and success stories of students and alumni. They are filled with photos from our many student-led activities throughout the year. The newsletters are a way to keep in touch with all aspects of the school when your children are in a single division.

HS Parent Coffee Mornings - The HS Principal hosts coffee mornings during the school year. The coffee mornings address topics of interest and relevance to secondary education and adolescent development. All parents are welcome to attend the coffee mornings, which typically take place from 9:30 - 11:00 am.

***COVID-19 update** - *During CAC's Phased Reopening, coffee mornings will run virtually and at varying times.*

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. There are two branches of student government in the High School: the Student Council, and Class Council.

- **The Student Council** - Student 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 the spring by students in grades 8-11. Class representatives are also elected in the spring. 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 2.0 or higher with no "F's" and not 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).
- **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. There is also one "member-at-large" for each grade level. Class officers in each class are assigned to 'across grade level committees' to engage in activities promoting their class, the school, and CAC's community spirit.

Program of Studies - The High School Program of Studies is published annually on the school website by the High School Administration. It outlines the various courses and course prerequisites available for students.

CAC High School Profile - Published annually and available online, the [High School profile](#) outlines academic and school information, including information about credits and graduation requirements, course offerings, standardized test results, as well as senior class acceptances and matriculation from the previous year.

SKYWARD (Parents Online Access to Academics and Records) - This online, student information application is available to students and parents. With this application, students and parents may check grades, attendance and schedules. To reduce student stress and overfocus on grades, access to the grading portal is only opened every other week for student and parent review. For any questions about SKYWARD contact Mr. Fadi El-Duweini felduweini@cacegypt.org. *Skyward access is blocked for students and parents owing fees to the school (e.g. lost athletic uniforms, missing books, etc.).*

Parent-Teacher Conferences - Formal conferences are held twice per year, once in the first semester and once in the second semester. These conferences give teachers the opportunity to discuss with parents a student's strengths and to highlight areas for improvement.

Guardianship Policy

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:

- **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.

- **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.

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 and 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.

Disciplinary Probation - Students may be placed on disciplinary probation at any time during the school year for failure to meet attendance or behavior standards. A student on disciplinary probation will need to meet specific conditions. At any time a student fails to meet the specific conditions set, the student and the parents/guardians will be asked to meet with the Principal and the Principal may recommend to the Head of School that the student be withdrawn from CAC.

All probations, whether they be academic or disciplinary, will be for a specific period, with specific conditions that must be met if the probation is to be lifted.

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:

- Talking with the teachers, relating what the problem is, and what possible resolutions exist;
- Talking with a CAC counselor for help in clarifying items involving students and teachers;
- Talking with parents about school issues and seeking parental input into problem-solving strategies;
- Talking with the Assistant Principal or Principal when previous strategies have not worked.

Academic Honor Code - CAC embodies a spirit of mutual trust and intellectual honesty that is central to the very nature of learning, and represents the highest possible expression of shared values among the members of the school community. The values underlying and reflected in the CAC Honor Code are:

- **Academic honesty** - demonstrated by students when the ideas and the writing of others are properly cited; students submit their own work for tests and assignments without unauthorized

assistance; students do not provide unauthorized assistance to others; and students report their research or accomplishments accurately;

- **Respect** - for others and the learning process to demonstrate academic honesty;
- **Trust** - in others to act with academic honesty as a positive community-building force in the school;
- **Responsibility** - is recognized by all to demonstrate their best effort to prepare and complete academic tasks;
- **Fairness and Equity** - demonstrated so that every student can experience an academic environment that is free from the injustices caused by any form of intellectual dishonesty;
- **Integrity** - of all members of the school community as demonstrated by a commitment to academic honesty and support of our quest for authentic learning.

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. (File: 8.50)

IB students will be required to sign an Academic Integrity Contract.

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 other unauthorized source;
- Unauthorized alteration of grades or any other records related to the academic performance of a student;
- Malpractice or misconduct which permit gaining an unfair advantage on an assessment;
- Assisting another student in committing the violations outlined above;
- Other instances of academic dishonesty as identified by individual teachers.

Procedure for Handling Honor Code Violations

- 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;
- When a teacher believes there has been an Honor Code infraction, the teacher will inform the student of the infraction and the suggested consequence. At the time of the incident, the teacher will inform the Assistant Principal who will then follow up with the student.
- The student is responsible for informing within twelve hours his/her parent(s) or guardian(s) of an alleged or actual violation of the Honor Code. The teacher will inform the parent(s) or guardian(s) of the incident after the twelve-hour period.

Academic and Disciplinary Penalties for Honor Code Violations

- 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.
 - For IB courses further consequences will be applied in accordance with IB Guidelines.

- 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:
 - **Reprimand** - a written statement expressing disapproval of the conduct;
 - **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.
 - **Expulsion** - very serious and/or chronic offense may lead to recommendation for removal from CAC (after three 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).
 - **Other reasonable sanctions or a combination of sanctions** - is up to the discretion of the administration if other sanctions or a combination of sanctions is necessary for specific student infractions. If requested on the mid-year or final-year report, serious disciplinary infractions resulting in suspension will be reported to the respective college or universities.

Other Serious Offenses

1. **Drug and Alcohol Abuse by Students** - 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. (File 8.4023)

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. Refusal to take a drug/alcohol test would initiate the procedures followed after a positive test result. 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 9 - 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 health curriculum.

Enrollment at CAC implies acceptance of this drug and alcohol Board policy.

Drug Test Policy and Procedure (File: 8.4023)

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 Head of School by the CAC Health Office. The sample will be sent to an independent testing laboratory 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 a sample from the independent laboratory, the Principal will communicate the results to the parents and 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:
 - Within 72 hours and at their own expense, the family must initiate a drug assessment conference with a qualified third party counselor. The family must provide documentation of this conference in order for the student to continue to attend CAC;
 - 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;
 - 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;

- The student 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.

2. **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, razors, slingshots, toy guns and water pistols. The consequences for possession or use of these will be immediate suspension with a possibility of expulsion. Firearms are strictly prohibited on campus. The **only** exception, which must be granted by and pre-arranged with the Head of School, could occur when diplomatic and/or governmental staff is accompanied by licensed governmental personnel who are officially performing security or investigative tasks.(File: 9.603)

3. **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.

4. **Physical Harm or Fighting** - 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 object or substance that can be considered a 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.

5. **Theft or Vandalism**- Students who steal or damage the property of others, including CAC property, will be required to restore or provide compensation. 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.

6. **Tobacco** - Smoking, or any use of tobacco, is not permitted at school.

7. **Unauthorized Areas** - Students are expected to respect the personal space and belongings of community members. This includes:

- Not entering buildings, classrooms, or areas without the consent of a CAC employee or a CAC employee being present;
- Leaving other students belongings alone;
- Submitting found valuable items to the HS Office.

Failure to comply with these expectations will result in a meeting with the Assistant Principal or Principal and possibly result in disciplinary measures.

8. **Insubordination** - In order to maintain a positive learning environment, students are expected to comply with all Cairo American College and classroom rules. In the event that a student does not comply, he/she will receive a warning and/or the teacher will work with the student to correct the behavior. Should the behavior continue, a student may be asked to leave the classroom environment and report to the Assistant Principal. Consequences for this may include: parent conference, detention, removal from the class for a period of time, or suspension. Continued insubordination may lead to expulsion.
9. **Skipping Class** - Students are expected to be in class unless an official excuse from their parent has been received. Students found to have been skipping class may receive no credit (grade of zero) for work missed. Students who are found to have cut/skipped a class will receive additional consequences such as revocation of privileges and/or suspension. Continued cutting/skipping class may lead to expulsion.

Suspension and Expulsion Policy (File: 8.401)

This policy sets out required procedures for suspension or expulsion at CAC. Attendance at Cairo American College is a privilege based on our status as a private, independent school. All students and staff have the right to be treated fairly and with dignity in an environment free from disruption, intimidation, harassment and discrimination. Students whose behavior is unacceptable, as judged by the administration in accordance with school policy, may be subject to disciplinary actions. These may include suspension or expulsion if such is thought necessary by the Head of School, on recommendation of a Principal.

- It is the responsibility of the Principals, under the direction of the Head of School, to establish rules of conduct and disciplinary actions, and to make these available to students and parents/guardians via the school Handbooks.
- It is the responsibility of parents and students to read and adhere to the rules of conduct and to understand the possibility of disciplinary actions.
- Communication between school staff, students and parents is an important feature of discipline. Parents and Students should be fully aware of the suspension and expulsion procedures and their place in the context of the school's policies.
- All students have the right, in cases of disciplinary action, to a process that is respectful and implemented consistent with school's Core Values.

- Disciplinary actions will be carried out with procedural fairness at all times. Procedural fairness is generally recognised as having two essential elements: the right to be heard, and the right to a fair and impartial decision.
- In implementing these procedures, the Principal must ensure that no student is discriminated against on the basis of race, color, religion, sexual orientation, gender identity, national origin or disability. The Principal must also ensure that the implementation of these procedures takes into account additional relevant factors such as the age, any disability and developmental level of students.
- The Principal must ensure that records are written and retained of any action taken in relation to the implementation of CAC disciplinary procedures.
- These procedures apply to the behaviour of students at school, on the way to and from school, and while away from the school site on school sanctioned activities. They can apply outside of school hours and off school premises, when there is a clear connection between the school and the conduct of students. This includes the use by a student on social networking sites, mobile phones and/or other technology to threaten, bully or harass another student or a staff member.

Suspension

Suspension is intended to allow time for the student to reflect on his/her behaviour, to acknowledge and accept responsibility for the behaviours which led to the suspension, and to accept responsibility for changing his/her behaviour to meet the school's expectations in the future.

Suspension is one strategy for managing inappropriate behaviour within a school's student welfare and discipline policies. The school's expectation is that parents will take an active role in partnership with the school in modifying inappropriate behavior of a child. The school will work with parents with a view to assisting a suspended student to re-join the school community.

In most circumstances, before a suspension is imposed, certain prior steps--as outlined in the Handbooks--must be taken.

In some circumstances, the Principal may determine that a student should be suspended immediately (without any notice, hearing or prior record of misbehavior). This will usually be due, but not limited, to reasons such as the safety and welfare of the student, staff and other students.

Expulsion

There may be instances in which a student's behavior clearly demonstrates either unwillingness or inability to live within CAC community expectations. This is most often demonstrated by repeated, cumulative disciplinary incidents. In such cases, the Head of School may expel a student from the school. In all cases where consideration is being given to expelling a student, the gravity of the circumstances requires that particular emphasis be given to procedural fairness.

Having completed all necessary prior steps (as set out in the Handbooks), and having reached a decision to expel a student from the school, the Head of School will inform the student and the parents of this decision in writing. This formal notice should state the right to appeal the decision.

In some serious circumstances, the Head of School may determine that a student should be expelled immediately (without any notice or hearing, or prior record of misbehavior). This will usually be due, but not limited, to reasons such as the safety and welfare of the student, staff, and other students.

Any student who is expelled may apply for readmission after two semesters, not including the semester in which the infraction occurred. The school may offer re-enrollment to a student whose interval away from Cairo American College, in the sole discretion of the Head of School, provides clear and convincing evidence that a material change in the student's attitude, behavior, and character is satisfactory and such academic achievement that the student qualifies for return to Cairo American College.

Appeals

Students and parents may appeal an expulsion decision if they consider that correct procedures have not been followed, and/or that an unfair decision has been reached.

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. Disciplinary measures in order of severity are:

- **Revocation of student privileges** - Students may have break, off-campus, and/or Flex privileges temporarily or permanently suspended.
- **Detention** - Students may be required to stay after school from 3:05pm until 5:00pm.
- **Suspension** - Serious or repeated offenses may lead to suspension. This action will be taken only after careful consideration and consultation between the Assistant Principal and/or Principal.
 - a. **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.
 - b. **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). Out-of-school suspensions are recorded on a student's permanent CAC transcript.
- **Expulsion** - Very serious and/or chronic offenses 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.

Academic Success

The top priority at CAC is education. Students learn best when they are actively involved in the educational experience. Students, who attend school regularly, are prepared for each class, have a positive attitude, and follow our behavioral expectations, experience the highest quality of learning.

Each student is responsible for his or her role in the learning process. Students are expected to give their best and to produce the highest quality work possible. No student has the right to disrupt the learning environment of others. CAC also recognizes that success in school depends on a healthy balance of academics, social and co-curricular activity, and family time.

Assessment

Assessment in the High School is influenced by the most current academic research on the learning brain.

The purpose of assessment in the High School is to improve student learning, provide information about this learning, and aid in the development of the educational program.

All subjects in High School give regular formative/summative assessments and a summative exam at the end of each semester. Assessments in grade 9 and 10 courses routinely integrate IB command terms and assessment criteria as appropriate to ensure vertical articulation of the IB Diploma Program.

Faculty routinely moderate common IB assessments to ensure consistency in marking practices.

CAC Homework Philosophy (File: 7.902)

CAC teachers assign homework. The type of assignments will vary from reading material to practice questions to project work. The following guidelines will apply throughout the school, and each division will develop practices that are developmentally appropriate to the age of the student, the subject or program of study.

Guidelines

- Teachers design quality homework tasks whose purpose and relevance are clear to their students. Teachers monitor the amount of time certain tasks typically take, and teachers must update both SKYWARD and online classroom resources on a regular basis so that students and parents have access to grades, assignment instructions, and course documents when the gradebook is open for viewing.
- It is the responsibility of the students to be proactive and meet with their teachers on the day between classes if they need additional information or explanations. It is also the student's responsibility to discuss workload problems with their teacher should the student feel overwhelmed. However, students are expected to set aside quiet time to concentrate fully on each task without indulging in distracting activities. In addition, students must follow the school's academic honor code while doing homework, do the work on the day it is assigned, turn in their homework on time, and check classroom online resources before and after class on a daily basis.
- Parents can help struggling students by monitoring the conditions in which their children work to make sure valuable time is not lost to distracting activities. If a homework issue or question arises, parents are encouraged to stress upon their child to address such questions with the classroom teacher, either via email or in person. Parents are encouraged to check SKYWARD every two weeks.
- In general, students can expect to spend between 1.5 and 2.5 hours of uninterrupted time on homework each evening. Students taking AP or IB classes (college level classes) will have more homework than those not taking AP/IB classes. Students completing the IB Diploma Program will face substantial, time consuming academic demands nearly every evening. It is recommended that students who are spending too much time on homework discuss their issue with their teacher who may refer the student to a counselor.

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.

Grading/GPA System

A student's GPA is calculated by converting each semester 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+ (100-97)	4.3	B (86-83)	3.0	C- (72-70)	1.7
A (96-93)	4.0	B- (82-80)	2.7	D+ (69-67)	1.3
A- (92-90)	3.7	C+ (79-77)	2.3	D (66-63)	1.0
B+ (89-87)	3.3	C (76-73)	2.0	D- (62-60)	0.7
				F (59-0)	0.0

Other grades/codes used in reporting:

WP Withdrawal-Pass
WF Withdrawal-Fail*
ME Medical Excuse
AU Audit

PS Pass (for a pass/fail course)
FL Fail (for a pass/fail course)
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 reporting period in which the incomplete is granted.

Class Rank and Cumulative GPA

Cumulative grade point average (GPA) 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. School policy prohibits reporting class rank to colleges/universities.

Report Cards / Progress Reports

To decrease student stress, access to view grade updates via SKYWARD is only opened every two weeks; however, students can always speak directly with their teachers at any time. Coursework is completed during roughly seventeen weeks in a semester. This accounts to 80 – 90% of the overall semester mark (depending upon the course). A cumulative final examination is then given at the end of the semester and accounts for 10 – 20 % of the overall semester mark (depending upon the course). In a semester, students will receive one narrative progress report and one official report card. Only official

semester marks are reflected on a student's transcript. If, at any time, a student requires an official report to transfer schools and/or to apply for programs, the Counseling Department is able to produce a "report card" style document based on the most recent progress report.

Honor Roll

An Honor Roll is computed at the end of each semester and is based upon each student's overall semester GPA (calculations are rounded up to the hundredth decimal point):

- Highest Honors = 4.00- 4.30 GPA
- High Honors = 3.70 - 3.99 GPA
- Honors = 3.40 - 3.69 GPA

Academic Standing & Academic Probation

To remain in good academic standing, students must maintain a grade point average of 1.7 or higher and have no failing grades. Good academic standing is required for students to participate or travel in athletic, performing arts, or co-curricular activities.

A student who earns a grade point average of below 1.7 and/or two or more failing grades in all classes, including online classes, will be placed on academic probation. This will be determined four times per year at the end of every semester and at the mid semester progress report of each semester. 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 reporting periods in one school year may also be exited from CAC. (File: 8.503)

Semester Summative Exams

All subjects in High School give regular formative/summative assessments and a summative exam at the end of each semester. (File: 7.903). While many subjects will have a two-hour written exam during the final 3-4 days of the semester, more practical classes may opt for an alternative assessment (eg: portfolio, performance, etc.). The summative assessment will count either 10% or 20% of the overall semester mark. Teachers will reflect this information and weighting on their syllabi. The exam dates, in general, will be posted on the master school calendar at the start of each school year.

As with any exam schedule, some students will have exams in conflict. A specific date for resolving these conflicts with the Assistant Principal will be listed on the exam schedule.

If a student falls ill during exam week he/she must bring a doctor's note to excuse the absence and should make up the exam at the next open exam seating. If all exam dates have passed before the make-up exam can be arranged, the student must sit the exam before beginning classes in semester two. Exams missed due to illness in the second semester can only be made up during the exam week.

Second Semester Exam Exemptions

Students taking an externally moderated exam for a CAC class will be exempted from second semester examinations (eg: IB Biology HL). The student's semester mark will be calculated solely on the coursework done during the semester.

Seniors who have maintained an "A" average (93% or higher) in second semester coursework will be exempted from exams in the second semester. The student's semester mark will be calculated solely on the coursework done during the semester.

Graduating from CAC

A yearly class translates into what almost all North American schools and what many international schools call a “credit.” In order to graduate from CAC, students must have earned 25 credits during their high school career. This number of credits is considered a minimum. The recommended number of credits for students pursuing a college preparatory program is 26 or more. The chart below shows CAC’s minimum graduation requirements and recommended graduation requirements.

To be eligible for a CAC High school diploma, and to be eligible to participate in commencement, a student must successfully complete the entire senior year (Grade 12) at CAC and meet all CAC graduation requirements. No exceptions are made to this policy.

Valedictorian and Salutatorian

The Valedictorian and Salutatorian for the senior class will be selected according to the highest and second highest cumulative grade point average for the first and second semesters of grade 11, the first semester of grade 12 and the mid-semester progress report of second semester grade 12. To account for overall course rigor, a GPA factor of 0.3 will be added to all IB Standard Level courses and a factor of 0.5 for all IB Higher Level and Advanced Placement courses will be used when determining the cumulative GPA averages. This weighting system will only be used for the determination of Valedictorian and Salutatorian.

Graduation Requirements

Course	Minimum CAC Recommended	
	Graduation Requirements	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	2-4 credits, one language
Visual, Performing & Practical Arts***	2 credits	2-4 credits
Physical Education	1.5 credits	1.5 credits
Health	0.5 credits	0.5 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 US 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 appears on report cards as a pass/fail grade.

Transfer Credit

CAC accepts no more than eight credits per year for students applying to and transferring into the High School from other schools. Grades from previous schools will not be applied to the CAC grade point average, will not affect class rankings, and are not shown on the CAC transcript. Please refer any questions about transfer credits to the counselors (ext. 5412/5414).

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.

Student Records

Student record data are designed to promote the welfare of the students. When parents/guardians and students fill out forms and give personal information about themselves, they have a right to expect that such information will be used in a professional manner and in the best interests of the students.

All school fees must be fully paid and all charges assessed for damages to the school must be settled to the school's satisfaction in order for student records or transcripts to be released. (File: 8.90)

Co-Curriculars: Athletics & Activities

Participation in co-curricular programs is a vital part of High School education. Participation in a well-organized and diverse program of athletics and 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. Through participation in co-curriculars, students also learn how to achieve a manageable balance between activities and academics.

Eligibility

In order to be eligible to participate in co-curriculars, all students must maintain a grade point average of 1.7 or higher and have no failing grades on published school reports (official progress reports/report cards). Good academic standing is required for students who wish to participate in athletics, performing arts, and activities programs.

Eligibility to participate is based on progress report results. In order to participate in athletics, performing arts, and co-curricular activities, students will:

- Maintain a minimum of a 1.7 grade point average and have no failing grades on the corresponding published mark in relation to the season. All students are considered eligible to participate in/try out for the first season sports/activities.
- 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% 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 progress reports 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; this is due to the logistical difficulties in changing travel arrangements, visas, housing and other commitments to affiliated organizations such as ISTA, ISAA, or AMIS.

Co-Curriculars & Student Travel

Student travel is a privilege; it is expected that participating students are upstanding school citizens with solid academic performance. It is worth noting that all behavioral expectations expressed in this handbook remain in force during all CAC-sponsored travel experiences. In order to travel, students must complete a permission form signed and agreed upon by a student's teachers and family. 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, 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 usually provided with the chaperone's phone number and that of the host school. If this is not possible, parents are provided with an emergency contact number.

To help parents decide whether or not they wish their children to travel, specific information relative to each trip is usually 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.

A. Homework Expectations and Co-Curricular Travel

- 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.

- 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 athletics/activities 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 from Parents/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 Athletics/Activities Director with any homework questions or concerns.

D. Behavioral Expectations & Infractions

It is our assumption that there will be no behavioral disturbances during CAC travel experiences. If they do occur, one of the chaperones 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 Arrangements

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:
 - One of the sponsors/coaches will call a school administrator and the student’s parents to alert them to the problem;
 - 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;
 - When the student returns to CAC, the Athletics/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 Principal and the Athletic & Activities Director will decide upon these requests on a case-by case basis. In all cases, the Principal will make the final decision.

Week Without Walls

Week Without Walls (WWW) is an annual, one-week experiential course for students, taking them out of the classroom and into new situations and new environments.

Ideally a certain percentage 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;
- Try to 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;
- 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 granted 0.25 elective credit for successful completion of the experiential course. It is assumed that students will always comply with rules, regulations, and chaperone requests. A violation of any major WWW expectation (i.e. curfew, drug and alcohol prohibition, behavior which endangers self and/or others, etc.), in addition to incurring other school sanctions, may result in a failure for WWW listed on a student's academic transcript.

Athletic 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. CAC provides a number of sports teams, and these teams are classified below. Please note that certain sports listed below may not be offered every year due to lack of interest or no available coach.

- Varsity: Water-polo, tennis, volleyball, soccer, cross country, wrestling, basketball, swimming, track and field, baseball, softball, and golf;
- Junior Varsity: Volleyball, soccer, basketball, and softball;
- Junior Teams: Cross country, swimming, and track and field;
- Middle School Teams: Soccer, basketball, and volleyball.

CAC competes in two international school athletic conferences: International Schools Athletic Association (ISAA) and Cairo International Schools Sports Association (CISSA).

CAC athletes compete in the following ISAA Tournaments:

- Varsity boys soccer and varsity girls soccer;
- Varsity boys volleyball and varsity girls volleyball;
- Varsity Cross Country, boys and girls;
- Varsity boys basketball and varsity girls basketball;
- Varsity swimming, boys and girls;
- Varsity track & field, boys and girls;
- Varsity boys baseball;
- Varsity girls softball;
- Varsity Tennis, boys and girls;
- Varsity Golf, boys and girls.

CAC athletes at the under-14 middle school level and under-16 junior varsity levels in basketball, soccer, and volleyball compete in CISSA (boys and girls).

Athletic Age / Grade Eligibility

CAC complies with the eligibility standards set by the International Schools Athletic Association (ISAA) 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
- Junior Varsity: Students must be in grade 9 or above. Please note that some league games and tournaments require students to be under 16 years as of September 1 of the academic year in which they are competing;
- Junior Teams: ISAA Cross Country, 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.

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

Co-Curricular Clubs and Trips

A complete list of CAC clubs can be found on the CAC website at

<https://www.cacegypt.org/index.php/cac-hs-activities>.

Student Publications - The school encourages students to express their views in school-sponsored publications, but they must observe rules for responsible journalism. This means that libelous statements, obscenity, defamation of persons, false statements, material advocating racial or religious prejudice, hatred, violence, the breaking of laws or school regulations, or material designed to disrupt the educational process, will not be permitted.

The school also encourages school-sponsored publications as an educational activity through which students can gain experience in reporting, writing, editing, and an understanding of responsible journalism. The sponsors of student publications have a responsibility to review the contents of these papers before publication and to assist students in improving their skills and modes of expression, and to recognize material that is in poor taste, misleading, false, ill-advised, prejudiced, or even libelous. (File: 8.704)

Facilities & Services

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. (File: 4.30) Students who ride the bus must follow the Transportation department's, "Bus Rules and Regulations"

Afternoon Bus Service

- Buses for all grades leave at 3:20 p.m. for Maadi, Mohandessin, Zamalek, Heliopolis, Nasr City, & Katameya
- Grades 1-12 after school activities buses leave at 4:20 p.m. for all areas mentioned above
- Grades 1-12 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 maintaining 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.
- Students who ride the bus to school in the morning are required to ride the bus home.

Behavioral Expectations when Riding the Bus

Riding the school bus is a privilege. As buses are school property, CAC rules for conduct apply when on a school bus. Any student who violates school rules and regulations while on the bus may be suspended or permanently removed from using the bus system, and may face additional administrative action. CAC buses are monitored and the monitors have been instructed to report students displaying inappropriate behavior to the CAC Administration, who will speak directly to the students and their families.

While riding the bus, CAC students are expected to:

- adhere to the direction of the bus monitor at all times;
- use the established pick-up points only;
- remain seated and belted at all times;
- completely refrain from eating and drinking while on the bus;
- completely refrain from distracting the driver.

Business Offices

The top and ground floors of the administration building contains the Cairo American College Business Office, the Human Resources Office, the Admissions/Registrar, Travel Choice travel office, a CIB Banking Office, and the Cashier's Office. Tuition payments are made at the Cashier's Office, which is located on the ground floor of the Administration Building

CAC Library

To serve the school community, the CAC MHS Library has a collection of 30,000 books, audio books, and DVDs, along with over 50,000 eBooks. The library also maintains a large collection of newspapers, magazines and journals, along with a wealth of online resources. Please access our collection from the library webpage: <http://www.cacegypt.org/academics/library/index.html>.

****Gaming, live streaming, or other non-school related network use is not allowed at CAC or in the library.****

Library Hours

Middle/High School Library Days	Library Hours
Sunday-Wednesday	7:30 a.m. - 5:00 p.m.
Thursday	7:30 a.m. - 4:00 p.m.
Friday	Closed
Saturday	10:00 a.m. - 2:00 p.m. See CAC Calendar.

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. 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 more than 3 overdue items will not be allowed to check out any further items.

Payment of Lost 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 an ordering and processing fee for each item, if applicable. 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, bottom 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.

Spirit Store

Located behind Cafe Greco.

The Spirit Store will be open for parents and students on all weekdays at the following working hours:

- 7:45 a.m. - 10:00 a.m.
- 11:00 a.m. - 12:30 p.m.
- 2:30 p.m. - 4:00 p.m.

Spirit Store email: spiritstore@cacegypt.org

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 (High School Assistant Principal) or program coordinator and must be signed in at the security gate. Approval can be obtained via an online Campus Access Request. 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. Please contact the Admissions/Registrar's Office (ext. 5507/5508) or email registrar@cacegypt.org for further information regarding available facilities, usage fees, and limitations.

Lost & Found

If items are found on campus, they will go immediately to the Lost and Found Office. This office is located on the ground floor of the Administrative Building next to the coffee shop. Part of educating students at CAC is encouraging independence through increasing responsible behaviors. We constantly encourage students to label their items so that they are easily identified and returned back to the owner. It is also important that students know what to do when they lose any of their items.

Here is what we advise students to do when they report a lost item:

- 1- Look everywhere (lost & found table/class/playground/inside backpacks/home,etc,...)
- 2- Ask Others (friends/teachers/parents/siblings, etc,..)
- 3-To report any lost items, please fill out this [HS Lost Property Form](#) and return it to the HS Office.
- 4- Inform the HS Office when the item is found.

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. 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.

Each person using the pool is responsible for all personal items (jewelry, towels, cameras, etc.). Registered pool users may bring houseguests. 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).

Security

Safety Drills

CAC conducts five kinds of safety drills. 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--Shelter in Place) Drill
- Hardened Shelter "Safe Haven" Drill
- Phone Tree Drill

Fire Drill / 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. When the “all clear” signal is given, students and faculty return to their classrooms.

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.

Code Red (Lockdown) Drill

(Announcement) Students, staff and faculty will drop to the floor and are to take silent 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.

Hardened Shelter “Safe Haven” Drill

(Announcement) Students, staff and faculty move silently to designated hardened shelters around campus. They remain in the locked shelter until the “all clear” signal.

Phone Tree Test Drill

The Head of School will communicate a test message to be sent to parents via phone calls and/or texts. Parents who cannot be reached will be contacted to confirm their contact information is correct in the school database and directory.

ADDITIONAL POLICY REFERENCES - THE BOARD OF TRUSTEES

(File: 9.502)

Community Attendance at Board Meetings

The Board of Trustees, as a representative body of the community, encourages community members to attend Open Board Meetings where the Board conducts the school’s business in a transparent manner. While these meetings are held in public, they are not public meetings.

Community Advisory Team (File: 9.303)

Each division of the school – elementary, middle, and high – has a Community Advisory Team (CAT). Each CAT is comprised of parents/guardians, faculty, and administrators. The primary purpose of each CAT is to provide the Principal with advice and counsel on current and long-range issues.

The Community Advisory Team:

1. Is an advisory rather than a decision-making body.
2. Is a forum for addressing general concerns and issues rather than problems of individual families or students.
3. Considers the perspectives of parents/guardians, teachers, staff, and most importantly students, in resolving issues and setting a direction for the school.
4. Is led by the Principal, who is accountable for the school and team’s success and therefore has the authority to determine how decisions will be made.
5. Exercises its function only when the team is convened. Individual members possess no more authority or rights than do other teachers or parents/guardians.

The Board encourages parents/guardians, teachers, and administrators to participate in and/or support the work of the Community Advisory Teams.

Community Involvement in Decision Making (File: 9.301)

The School Board endorses the concept that community participation in the affairs of the school is essential if the school is to attain and sustain the high level of educational excellence our students deserve. For that reason, the community is encouraged to express ideas, concerns, and suggestions about the school to the staff, the administration, existing advisory bodies, and to the Board itself, following established channels.

Community Concerns and Complaints (File: 9.40)

Constructive criticism of the school, its programs, its employees, and the Board of Trustees is welcome. In the spirit of openness and willingness to improve, the staff, the school administration, and the Board of Trustees will listen to students, parents/guardians and other community members who have concerns or suggestions for improvement.

The school seeks to create a climate of trust among students, parents, and school personnel. Should disagreements arise, they are best resolved promptly and at the level of the concern, often initially between student and teacher or parent and teacher at the classroom level, or between parent and administrator.

If an issue between students and/or parents and faculty members is not resolved, the concern may then be referred to the appropriate division administrator. Should the issue still not be addressed to the community member's satisfaction, the matter may be directed to the Head of School. If still unresolved, the community member may contact the Board Chair through the Head of School. If unresolved, the Board Chair will convene the Executive Committee. If still unresolved, the community member may request a final confidential hearing with the full Board.

Throughout the process of addressing a concern or complaint, every effort will be made to give everyone a fair and unbiased hearing and to protect all parties' personal and professional rights.

Formal Interaction Between the Community and the Board (File: 9.503)

The Board of Trustees, as a representative body of the community, shall provide a formal avenue for any member of the community to express his/her interest in and concern for the school.

Community Suggestions For Board Meeting Agendas

Community members who would like an issue to be addressed by the Board at its next Open Meeting should submit the proposed agenda item in writing to the Head of School or to the Chair of the Board of Trustees at least ten days prior to the next scheduled Open Board Meeting. The Executive Committee will determine whether it is within the purview of the Board to address the proposed agenda item and will respond to the Community member.

Community Suggestions For Board Policy Changes

A community member may suggest the creation of a new policy or the revision of an existing policy. Suggestions for policy changes shall include the language of the proposed policy together with references to existing policies related to the subject. The written proposal must contain any pertinent background information and describe the benefit to CAC. Each proposal must bear the name(s) of the petitioner(s). A proposed item must be received by the Chair of the Board of Trustees or the Trustee Committee Chair at least 15 days prior to the Trustee Committee meeting in order to be considered for placement on the agenda for that meeting.

The Trustee Committee will discuss the policy proposal. If the proposal is an item which is not appropriate for Board consideration, or if the proposal has recently been reviewed by the Board, or is in conflict with law or cannot be placed on the agenda for other reasons, the petitioner(s) will be notified in

writing by the Chair of the Board of Trustees. When a proposed item is placed on the agenda for a Regular Board meeting, the petitioner(s) will be notified in writing by the Board Chair.

Addressing Formal Concerns to the Board

Community members who wish to address formal concerns, complaints, or requests to the Board of Trustees are encouraged to do so.

In order that the Board of Trustees may fairly and adequately discharge its overall responsibility, these issues should first be addressed in writing to the Head of School, who will deal with them according to the regulations adopted by the Board of Trustees.

The intent of the regulations is:

1. To allow a fair and adequate hearing within Board policy and procedural guidelines to everyone who wishes it;
2. To allow the Head of School to take direct action on the issue, or when such direct action is not possible, to recommend action to the Board;
3. To ensure that the Board is provided with enough information and time to study the issue and act responsibly within policy guidelines;
4. To see that time devoted to public participation does not interfere with the scheduled business of the Board of Trustees.

Appeals to the Board (File: 9.502)

If, after conversations with appropriate school personnel, an issue remains unresolved, community members have the right to appeal a decision to the Board. The Board will deal with the appeal within 20 school days of its lodgment and the Board will ensure that communication lines are maintained with the person(s) making the appeal and that they are kept aware of the progress of the appeal.

In considering the appeal the Board will:

- Inform the administration and the parties involved of the considerations in the appeal process
- review all relevant material and verify that appropriate material has been made available to all parties.
- If the Board needs additional information, it can meet with the parties making the appeal and any other parties to discuss relevant issues.
- Advise all the parties of the decision and the specific reasons for reaching the decision.

In coming to a decision the Board will consider 'procedural fairness' which does not include "rights and wrongs of the situation" except in extreme and demonstrable circumstances. Procedural fairness is generally recognized as having two essential elements:

- The right to be heard, which includes the right:
 - to know why the action is happening
 - to know the way in which the issues will be determined
 - to know the considerations or allegations in the matter and any other information which will be taken into account
 - to respond to the considerations / allegations.
- The right of a person to an unbiased decision which includes the right to:

- o impartiality/'fairness' in the investigation and decision making phases
- o an absence of bias by the decision maker

Though the right to appeal is not necessarily an essential element of procedural fairness, it is considered appropriate to incorporate such rights.

Gifts to Staff and Faculty

The routine or "obligatory" giving of gifts among Staff Members, or by students or parents/guardians to Staff Members is discouraged. To avoid unnecessary pressure on Staff Members, and especially on students, who, for many reasons, may not be able to participate, gifts should be limited to small items and tokens of appreciation.

The following guidelines apply to the acceptance of gifts:

1. Small gifts or tokens of appreciation may be accepted, provided their monetary value, if any, is small.
2. Larger gifts may not be accepted by individual Staff Members, although they may be accepted on behalf of the school under the Board's policy on gifts and bequests to the school (see Policies 3.403 and 9.701, Gifts and Bequests). If accepted under that policy, gifts will be used in a manner that benefits the school rather than an individual.

Nothing in this policy is meant to prevent members of the school community from presenting spontaneous tokens of friendship or sympathy to a Staff Member who is, for example, leaving the school or who is ill. It is meant to avoid situations that could be compromising or embarrassing to an individual or to the school as a whole. (File: 5.2012)

Internet Usage (File: 8.406)

This policy applies to all users accessing CAC Internet accounts, networks or equipment.

The purpose of participation in the Internet at CAC is to assist in the gathering and exchange of information between individuals, schools and other institutions. Should a conflict arise between personal use and educational/student use of the Internet, priority will be given to educational/student use.

Having access to CAC's Internet facilities is a privilege and not a right. Communication over CAC networks is not private and authorized personnel may access any computer, its files and any other related equipment at any time. In addition, electronic mail and telecommunications will not be used to share confidential information about students or employees without proper authorization.

Privileges

The CAC Board of Trustees grants authorized users access to the school's Internet facilities to facilitate information gathering, collaborations with other individuals, and personal growth. These users have the conditional privilege to use all Internet services available at CAC.

Responsibilities

Users accessing CAC's Internet services will maintain the privacy and integrity of the school's Internet accounts. Each user is also responsible for all material sent and received under his or her control. Hate mail, harassment, discriminatory remarks, sexually explicit material and other inappropriate conduct on the Internet will not be tolerated. The user is solely responsible for ensuring all files, including electronic mail,

sent or accessed, do not contain these materials. Users shall not obtain copies of passwords, modify files or other data belonging to other users, or knowingly misrepresent other users on the Internet. It is the responsibility of each Internet user to secure all passwords.

If the system is misused, it will, at a minimum, result in a loss of Internet access privileges.

Parent Groups (File: 9.302)

The CAC Parent Teacher Organization (PTO) is a multicultural organization open to all parents/guardians, faculty, and administrators. The PTO's mission is to work together to enhance the quality of life at CAC by: a) improving and advocating communication within the CAC community, b) providing programs, activities and services that strengthen and support the CAC community, and c) supporting the mission of CAC. It is an important source of support, advice and practical resources for the school's instructional and co-curricular programs.

The School Board encourages parents/guardians and teachers to serve as active members of the PTO.

Staff Solicitations

No employee of the school shall, either in the name of the school or in the name of any activity, solicit contributions or donations from institutions or companies without the approval of the Head of School, or, if the Head of School deems it necessary, without the approval of the School Board itself.

Student Contact with Adults (File: 8.6012)

Any person other than a CAC staff member or a student's parent/guardian who wishes to meet with a student during the school day must receive permission from the principal or his/her designee.

Children of estranged parents/guardians can be visited by and/or released only with a written approval of the parent/guardian who, under the law, is responsible for the child, and who is so listed in school records.

Student Rights and Responsibilities (File: 8.40)

The Board of Trustees believes that students have rights that should be recognized and respected. The Board also believes that every right carries with it certain responsibilities for students and parents, as described in the Parent and Student Handbooks. These rights and responsibilities reflect CAC Mission and Core Values.

Among these rights and responsibilities are the following:

1. The right to a quality education, and the responsibility to put forth a sincere effort to learn;
2. The right to equal educational opportunity and freedom from discrimination, and the responsibility not to discriminate against others;
3. 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;
4. The right to procedural due process in cases of suspension, expulsion, and other disciplinary matters, and the responsibility to be fair and honest in exercising this right;
5. The right to free inquiry and expression, and the responsibility to observe reasonable rules that prevent abuse of these rights;
6. The right to privacy, which includes privacy of a student's school records, and the responsibility to be worthy of the trust and confidence of teachers, administrators, and parents/guardians.

It is the Board of Trustees' belief that as part of the educational process students should be made aware of their legal and community rights and responsibilities, and also of the Board of Trustees' right to make and delegate authority to the administration to make--rules regarding the orderly operation of the school.

Because students have a right to know the standards of behavior expected of them, the school's student conduct rules and disciplinary rules will be made available to students and their parents/guardians through handbooks distributed annually.

Students Leaving School Grounds (File: 8.6011)

The school is responsible for the safety and adequate supervision of students while they are on school property or engaged in school-sponsored activities. In keeping with this policy:

1. Students will be allowed to leave school during the school day only with the permission of a parent/guardian.
2. Adults other than parents/guardians who remove students from campus must be approved by the parents/guardians and made known to the Principal and/or his/her designate.
3. Provisions for student off-campus privileges will be clearly stated in divisional handbooks and other school communications.

Handbook Updated September, 2020