

# ELEMENTARY SCHOOL

Student-Parent Handbook  
2019-2020





## PRINCIPALS' WELCOME



CAC, the best place to be!

Our learning environment promotes independence, collaboration and engagement. Classrooms are places where inquiry, creativity, thinking and problem solving are at the heart of all social and academic learning.

Our faculty are dedicated professionals who care, support and teach every child, based on the underlying principles that "happy students learn" and Cairo American College is a place where friendships flourish and personalities develop.

Close partnerships with our parents give every student the attention they need to develop core values and academics; the building blocks for school success.

We look forward to our exciting educational journey together.

**Mrs. Julie Jackson-Jin**  
Principal

**Mr. Mike Dunlop**  
Assistant Principal

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# CAC MISSION



## WHY

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

## HOW

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 within a dynamic American educational model, enriched by our multicultural and diverse student body and the school's unique location in Egypt.

## WHAT

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.



# CAC CORE VALUES - ES edition



# STUDENT LEARNING



## CURRICULUM & ASSESSMENT

The CAC Elementary School offers a balance of academic, social, and co-curricular programs in a challenging yet supportive learning environment. Our curriculum teaches the independent and collaborative learning skills needed to become critical and creative thinkers.

Teachers adapt their approaches to address individual students' needs, abilities, and interests. Students learn to actively construct meaning by connecting direct experience and content knowledge.

### Language Arts

Our balanced Language Arts curriculum uses Reading and Writing Workshops where students develop listening, speaking, reading, and writing skills. Each program is balanced to include reading aloud, word study, handwriting, and reading and writing in guided, shared, and independent settings.

### Mathematics

Students work independently and collaboratively to learn mathematical concepts and use them to solve problems. Our program balances conceptual understanding, procedural proficiency, and factual knowledge.

### Science

The science program engages students' interest in the physical, life, and earth sciences using the scientific method and active investigation. Our interactive science program promotes analysis and interpretation of data, critical thinking, problem solving, and connections across science disciplines. Carefully chosen phenomenon drives student inquiry.

### Social Studies

Students develop critical-thinking and problem-solving skills through an inquiry based approach to history, culture, real-world issues, and geography.

### Egyptian Culture

The Egyptian culture program instills students with an appreciation of the different phases, people, and places in Egyptian social history. Students participate in multiple field trips around Cairo that correspond with selected units of study.

### **Arabic Language**

CAC's Arabic Language Program has two sequences. In the Arabic World Languages (AWL) sequence, learners develop Egyptian colloquial and some Modern Standard Arabic (MSA) language and literacy skills. The Arabic Language Arts (ALA) sequence is taught entirely in Arabic and deepens students' understanding of reading and writing in MSA.

### **Mother Tongue Option**

If a parent wishes to teach their child their mother tongue, Arabic class time can be used. Please make a time to meet with the Principal to discuss this option.

### **Physical Education**

The PE program promotes a healthy, active lifestyle. Students develop confident attitudes about their bodies, fundamental movement and fitness skills, and cooperative teamwork abilities. Students learn swimming, team sports skills, and track and field.

### **Performing Arts**

Music classes emphasize singing, playing instruments, moving, listening, creating, and performing. In drama classes, students learn to communicate more confidently using spoken and written language, body language, movement, and space.

### **Visual Arts**

Learning principles of art and design challenges students' problem-solving skills. Students build manipulative skills by creating works of art. Exposure to historical and cultural heritage enhances self-expression and prepares students to interpret the visual and functional aspects of art.

### **Integrated Information Technology**

Teaching and learning are enhanced by technology. Librarians partner with teachers to integrate information literacy skills into class projects and teach students how to access subscription databases, prepare bibliographies, and cite sources.

### **Assessment (see appendix File: 7.903)**

Regular student assessments will occur. Both internal and external assessments shall be utilized to ensure that teaching and learning are aligned with CAC standards and benchmarks. The assessments may also be used for program planning, instructional improvement, and reporting to parents. The administration shall periodically report external assessment results to the Board and/or community members.

### **Standardized Achievement Tests**

MAP (Measure of Academic Progress) is administered by Northwest Evaluation Association. Students take MAP tests in Mathematics, Reading and Language Usage. The tests are taken twice in the year. Teachers use results to closely analyze individual strengths and areas of challenge. After each MAP testing period parents receive a detailed one-sheet summary of their child's academic progress.

The Cognitive Abilities Test Fourth Edition (CAT4) is administered in fourth and seventh grades and provides educators with information about a child's cognitive and reasoning abilities (MAP shows students performance.) The test is divided into: Verbal Reasoning, Numerical Reasoning and Spatial Ability. The CAT4 is not about school achievement, rather it provides an indicator of general ability and potential. Parents will receive a report showing their child's score on the CAT4.

## LIBRARY

The ES Library contains a wealth of materials - over 20,000 items to support teaching and learning at school and personal interests. The library catalog can be accessed through the CAC website: <http://library.cacegypt.org>

### Library Hours

The library is open for students, faculty, staff, and parents from Sunday–Thursday from 7:45 am to 4:00 pm. The library is also open most Saturdays from 10:00am–2:00pm. The Library is closed during all school holidays according to the calendar available on the CAC web page.

### Library Supervision & Rules

Sunday through Thursday after school and on Saturdays, students are welcome to use the library for doing homework, research, and reading. Computers are not to be used for games or non-academic sites at any time. Students in PreK through Grade 2 need to be supervised by a parent while in the library after school. Students in grades 3 to 5 may work in the library after school. Covered water bottles are allowed in the library; however, eating is not allowed.



### Borrowing

Students need to have a reusable cloth library bag for their books. Bags are available at the school store, or a cloth bag from home will be fine. We have a very limited number of bags we can loan to students in an emergency. Students and parents may have up to 10 items checked out at one time (books are circulated for 14 days). All students have a scheduled checkout time once per week, but are welcome to trade books before and after school. DVDs are limited to one per week (these are circulated for 7 days). Periodicals (magazines) are limited to two per week (these are circulated for 7 days). Students do not need their ID cards when they come for their library periods each week.

### Renewing & Reserving Materials

Books may be renewed for another 2 weeks, but each item must be brought into the library to do so. If the book has been “reserved” by another patron, the book needs to be returned. Students may reserve up to 5 items that are presently borrowed by another patron.

*DVDs and magazines may not be renewed or reserved.*

### Photocopying

Limited photocopying from library materials is free for students. Additional copies cost 25 piasters per page. Please note that CAC is copyright-compliant.

### Overdue Materials

Notices are sent each week to students and parents. Students with overdue books will only be allowed to check out one additional item per week until all have been returned to the library.

### Damaged & Lost Materials

Patrons will be charged for replacement of materials that are damaged while checked out to them, so please look over the items your student borrows.

Prices are taken from our catalog records and are in US dollars.

A \$5 ordering and processing fee for each item will be added to the price.

We will accept an exact or better replacement copy of any lost item. Please see the elementary librarian for details. At the year's end if an account is not settled, report cards through Skyward will be blocked.



## STUDENT SUPPORT SERVICES

CAC strives to provide each student with the support needed to be successful. Student Support Services work with classroom teachers, students, and parents to offer interventions that go beyond the typical strategies used in the classroom. The extent to which support is provided is dependent upon the needs of the students and the ability of the school to meet those needs.

Services include support for students with limited English proficiency, support for students with learning challenges, assistance with speech and communication skills, and guidance with emotional and behavioral needs.

### English Language Learners (ELL) Support

The ELL program provides instruction and support to students in grades KG-5 who are not yet fully proficient in English. The goal is for students to acquire the academic language skills necessary to succeed in the mainstream classroom. Lessons improve proficiency in listening, speaking, reading, vocabulary, and writing in English. Content objectives are paired with language objectives to maximize ELL access to curriculum and to provide direct instruction in academic language. The ELL program at CAC follows an inclusive model, with ELL teacher and classroom teacher working collaboratively to ensure the success of all students.

### Learning Support Services (LSS)

CAC offers learning support in an inclusive environment. The curriculum and grade level expectations are the same for students receiving learning support as for all students in the elementary school. The LSS teachers work collaboratively with the classroom teachers to provide support in the classroom.

In rare cases, CAC may offer an intensive skills program during Arabic language time for students who receive learning support. This extra LSS will be offered on a case-by-case basis only if approved by the ES Principal, and will be reviewed each trimester. Students will continue to attend the Egypt Culture lesson once a week.

### Challenge and Enrichment

CAC has a Talent Development approach, which involves responding appropriately and flexibly to the needs of students who are already demonstrating high levels of accomplishment in a particular area, while also initiating deliberate actions to seek and nurture the talents of all students. Talent evolves and develops over time and in different ways. Therefore, flexibility and inclusivity are important components of the talent development model, understanding that many different types of support may be valuable at different times. Talent can also present itself in many different domains, not only in academics, but also in art, music, sport or leadership, and these varied domains will require different kinds of support. The Challenge and Enrichment specialist works in partnership with students, parents and staff.

### Speech Language Pathology

Speech and language services are provided for students with a variety of communication challenges. Usually, intervention is provided in the speech classroom via a pullout model of support. However the speech language pathologist (SLP) may also support language-based learning in the classroom in collaboration with the classroom teacher. In rare cases, a child who requires intensive intervention may receive services instead of attending Arabic classes. This service is offered on a case-by-case basis and only if approved by the ES Principal. It will be reviewed each trimester. At the beginning of September of each year, the SLP screens all KG students. All newly admitted ES students in each grade will also be screened. If a speech deviation is noted, the SLP will contact the student's parents to share the findings and recommendations.

### Counseling

The ES counselors work in partnership with students, parents, and staff to provide a comprehensive counseling program that aligns with our school's mission and core values. We seek to create a community atmosphere in which all members feel safe, valued, supported, and encouraged to achieve their goals and reach their full potential. It is our mission to provide proactive and responsive services to meet the needs of our community.

### Student Support Team (SST)

The Student Support Team is an integral part of the Student Support Services department, made up of: administrators, teachers (classroom, English Language Learning teachers, learning support), counselor, speech and language pathologist.

The SST works together to develop strategies for assisting students who have academic, communication, behavioral, social, or emotional needs that impact their successful participation in classes and activities at school. This is a problem solving team that focuses in-depth on one student at a time. A meeting with the SST can be requested by a parent or a teacher.

### Outside-Testing Policy

Students benefit greatly when parents choose to share outside testing results with CAC. This valuable information helps us to best meet the needs of each student. It is understood that all outside testing information is the property of the family. Any information shared with faculty of CAC, will become part of the student's confidential file. Faculty members are required to share any outside testing information with school administration.

## AFTER SCHOOL ACTIVITIES

ES After School Activities (ASA) are fun, optional activities scheduled from 3:15 pm 4:00 pm on campus every weekday except for Tuesdays. We offer a range of choices to enable to students to explore their talents and interests. These activities develop critical life skills, such as responsibility, teamwork, communication, critical thinking, and self-confidence.

### Online Sign Up For Activities

Parents view activity options on their Parent Dashboard, and sign up for their children's choices, ranking them by priority. Placement of students in the activities is based on the maximum number of students allowed in each class, as well as students' priority lists. Within a week, parents will be able to view their confirmed schedule on their dashboard. Detailed information about sign-up dates will be announced in the Grade Level Blogs.





### **Attendance**

Students are expected to make a commitment to attend every meeting of the activity in which they are enrolled. Students who are absent from school for a full day are not permitted to participate in an after-school activity on that same day. If students will miss ASA classes for any reason, parents must inform the ASA Coordinator by email.

### **Dismissal From ASA**

When you sign up, you will indicate a dismissal plan for your child, including whether you will pick up your child or they will ride the bus. Please let your child know this plan and where to meet you if you are picking them up. If you've signed up for your child to ride the bus, let Transportation know if there is a change of plans.

Most activities are included in school fees, but those requiring fees will be paid to Ms. Ghada, the cashier, in the Welcome Center (by the front gate). Fees should be paid by an adult and are nonrefundable.

### **Feedback & Questions**

Please contact Theresa Barens with any feedback or questions: [tbarens@cacegypt.org](mailto:tbarens@cacegypt.org)



# STUDENT WELLNESS



## THE CAC ES EAGLE SONG

### Chorus:

We are the Eagles, the kids from CAC.  
We are the Eagles, a friendly family.  
We are the Eagles, many countries many kinds.  
We are Eagles, with bright creative minds!

### Verse #1:

Our sharp eyes make us artists; attentive when we sing.  
Powerful wings and vision help us do amazing things.  
We're fearless when defending those who need support and aid.  
We focus on community, with courage, unafraid.

### Verse #2:

Eagles are tenacious, soaring up on high,  
viewing all of CAC and friends who live nearby.  
We come from many places, and we have a lot to give.  
Acknowledging each other's worth; that's how we want to live.



## STUDENT RIGHTS AND RESPONSIBILITIES

These rights and responsibilities reflect CAC Mission and Core Values. Among these rights and responsibilities are the following: (see appendix File: 8.40)

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.

When a faculty member believes that a student on campus may be in possession of an unsafe item of any kind, any administrator or faculty member shall be empowered to search cubbies, bags, desks or student in an effort to discover such items following personal searches policy. File: 8.404

## Child Protection

Cairo American College is committed to the protection of students against all forms of abuse and neglect. Our Mission states: CAC seeks to ensure that each student can learn, explore, and have fun in a safe and nurturing environment in order to achieve his or her educational and personal potential. As an educational institution, CAC holds a special responsibility to protect and safeguard children from anything that would violate their human rights, hinder their development, or harm them in any way.

CAC's Child Protection Policy is based on international best practices and aligned with the United Nations Convention on the Rights of the Child. CAC affirms its commitment to child protection and establishes zero tolerance in the community for violations of child protection. To ensure the safety of students, the school shall require all employees to undergo a criminal background check, sign a code of conduct, and participate in child protection training.

At Cairo American College, we endeavor to provide an educational environment that is free from any type of bullying, neglect, or abuse. In line with our Core Values and Mission statement, CAC strives to ensure that all students are treated with respect, dignity, and compassion at all times. CAC aims to ensure that all students are given a safe learning environment by maintaining appropriate practices and supervision in the school and when on school sanctioned trips.

The school has established appropriate procedures to ensure proper reporting of suspected child abuse which may have occurred in or out of school.

If a staff member is reported as an alleged offender, CAC will conduct a full investigation following a carefully designed course of due process. Due process will protect both the rights of the accuser and accused.

If CAC believes there is sufficient evidence of abuse at home, CAC will take action as deemed appropriate in the situation. Actions may include but are not limited to notifying parents, employers, notifying local authorities, and removing the family from the CAC community.

It is the responsibility of any CAC employee or community member who suspects that a child/youth may have been abused to report such abuse to the Administration. We also have provisions for self-reporting of abuse by students; K-10th grade students are educated annually in this reporting procedure via age-appropriate lessons.

CAC respects the privacy of those involved in all aspects of child protection cases. The identities of those involved in both the reporting and the incident of a suspected child protection violation will be kept confidential to the extent possible. However, those involved must understand that in order for an inquiry to proceed, certain information must be shared. Information will be shared strictly on a need-to-know basis--keeping student safety as our overriding responsibility--and only with those directly involved in incident response. These individuals may include but are not limited to the CPT, CAC administrators, the Board of Trustees, Egyptian officials, parents, the employer of the alleged perpetrator and/or his/her embassy.

Harassment and/or abuse can occur 'virtually' via digital communications. "Digital abuse" is the use of technology to bully, harass, stalk, or intimidate another; it may be student-on-student or involve students and adults. Any form of digital abuse can and will be reviewed with the same scrutiny and same possible outcomes as physical abuse.

Social literacy is the ability to connect with those around you effectively and in a way that enables you to make socially productive decisions. In the CAC Elementary School, we have several avenues by which students develop their social literacy skills.

**Circle Solutions** - Circle Solutions emphasizes positive, democratic, and supportive environments where children learn and practice the skills and knowledge to be more aware of their own emotions, to interact better with peers, friends and teachers, and to feel a greater sense of belonging in the school community. Circle Solutions incorporates activities that help to develop a positive classroom atmosphere, to increase social skills, connectedness, resilience, and well being.

Modified from Circle Solutions-Creating Caring Communities by Dr. Sue Roffey

**Second Step** - The Second Step curriculum includes developmentally appropriate ways to teach about empathy, emotion management, problem solving and managing negative interactions and conflicts.

CAC students are expected to behave both in and out of school in a manner that brings honor to our school in accordance with our CAC Core Values in all interactions with others. Consequences will be appropriate to the child and the situation, and will encourage making good choices.

Our school will not tolerate bullying behavior. Bullying behavior is when someone keeps being mean to someone else on purpose. The target of the behavior hasn't been able to make it stop. It is unfair and one-sided. It may include face-to-face or cyberbullying interactions. Reported incidents will be taken seriously and thoroughly investigated. The school will make reasonable efforts to keep a report of bullying behavior and the results of the investigation confidential. Administration will consider in-school/out-of school suspension or expulsion. The length of consequence is at administrators' discretion.

## HOUSE SYSTEM

The house system brings students from different grade levels together to create a sense of unity across and within grade levels. Monthly house activities are organized during Tuesday assembly time, when students work together in a variety of cooperative games and activities. Students earn house points in a spirit of friendly competition, embodying our core values. Students will also have an opportunity to join the middle school students twice per year. Leadership opportunities are provided for students in fifth grade to be house captains. A plaque is awarded to the winning team at the end of the year.



It is a privilege to use CAC technology equipment for educational purposes. While using this equipment, students are expected to:

- Use computers and equipment (headphones, printers, paper, cameras, scanners, etc) in a responsible way.
  - Keep their passwords a secret and not share them with anyone. Students must not try to learn someone else's password, access others accounts, or change/delete anything belonging to someone else (files, folders, etc.).
  - Make sure their files, passwords, and any email sent, contain appropriate information and appropriate language.
  - Follow directions given.
  - Email should always contain appropriate messages and language. Do not use abusive language toward anyone else. Report any abusive emails to your teacher or responsible adult.
  - When using the internet, always stay on appropriate websites. If you find yourself on an inappropriate website by accident, back out immediately and inform your teacher or responsible adult.
  - The Internet should not be used for entertainment during school hours.
- If a privilege is misused, appropriate disciplinary action will be taken which may result in a loss of privileges.

PLEASE REVIEW THIS POLICY WITH YOUR CHILD. Additional guidelines on appropriate use of technology at CAC can be found on our website.

If electronics are brought to school they need to be handed in to the teacher at the beginning of the day and picked up at the end of the day.

## ACCEPTABLE USE (TECHNOLOGY) & PUBLICATIONS

### Acceptable Use (Technology)

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.

### Publications

The school encourages students to express their views in school sponsored publications, but they must observe rules for responsible journalism.

The Health Office at CAC is staffed by a nurse and an executive assistant, and is available to students from 7:30 am to 4:00 pm. The nurse provides first aid, emergency care, and make referrals as needed. A medical doctor is available if necessary. The nurse also performs the following: administers medications, conducts health screening (vision, dental, height, weight), gives puberty talks, and checks heads for lice.

### **Accidents, Injuries, and First Aid** (see appendix File: 8.6013)

In the case of an accident or emergency involving a student on the CAC campus during the school day, the school must attempt to contact the parents or guardians. If deemed necessary, the school will arrange or give emergency treatment.

The procedure to be followed by the school nurse(s) is:

1. Administer immediate first aid as needed;
2. Notify appropriate Principal;
3. Determine if treatment at a medical facility is needed;
4. Attempt to telephone parents/guardians to notify them of incident; also secure permission to take the student to medical facility if indicated;
5. If parents/guardians are available, they should accompany the student to/or meet him/her at medical facility of their choice;
6. If parents/guardians cannot be reached by telephone and the student must be treated immediately, the Emergency Contact is called.
7. If parent/guardian is not available and treatment is needed, the nurse and/or other appropriate school official will contact the school physician and if necessary, take the student to the As Salam International Hospital.
8. A school nurse will remain with the student until a parent/guardian has arrived.

An accident report form is to be filled out whenever an accident resulting in a potentially serious injury occurs, e.g. serious head injury, fractures, deep lacerations, etc. Copies are sent to the Superintendent, student's Principal, student's teacher/supervisor, student's medical file, business manager and Health Office file.

Forms should be filled out promptly so as to obtain the most accurate information possible. Any accident cause that can be remedied should be reported and/or work orders submitted.

### **Required immunizations and Student Physical Examinations** (see appendix File: 8.6023)

All new students entering CAC must have a medical examination completed by a physician, dated no more than six months prior to their first day of school, and submitted on the CAC Medical Form. A medical history and annual update must also be completed by the parents/guardians in accordance with guidelines published in the Parent-Student Handbook.

Continuing students will provide the school with a completed Health Office "Annual Student Information Form" signed by the parent/guardian. In addition, continuing students moving to grades 3, 6 and 9 are required to have a physical examination conducted by a physician. A thirty-day grace period from the opening day of classes is allowed to meet these requirements.

Any student with a chronic disease (e.g. diabetes, cardiac conditions, epilepsy, etc) must have an annual physical examination by a physician. A thirty-day grace period from their first day of classes is provided to meet these requirements.

Immunizations for communicable childhood diseases and for certain diseases endemic to Egypt are required for students attending CAC. Required immunizations are based upon the guidelines of the American Academy of Pediatrics, the Centers for Disease Control and the World Health Organization. A thirty-day grace period is allowed for students who have not fulfilled the requirements of this policy upon enrollment at CAC.

In order to participate in CAC-sponsored athletics and/or overnight field trips of any sort, up-to-date health records must be on file in the Health Office.

Copies of all student health forms and records are held in the school's Health Office and will be released to parents/guardians upon withdrawal from CAC. In cases where the student is 18 or older, the records will only be released to the student.

## Administering Medicines to Students (see appendix File: 8.6024)

1. It is not the intent of CAC to criminalize the legitimate use of prescription drugs or over-the-counter drugs.
2. No medication shall be given by any person at the school, except as permitted by written permission of a physician or the written permission of the parent(s)/guardian(s) of the student receiving the medication\*. Guidelines are published in the Health SOP and the Parent Student Handbook.
3. All students requiring prescription drugs\*\* must inform the school nurse and provide written instructions (on the required medical release form) for use to include:
  - a) amount to be given at one time;
  - b) time of day the medication is to be given;
  - c) for how long the medication is to be given.

Students should give medication to the nurse upon the student's arrival at school. The medication will then be administered by the school nurse or other qualified personnel. If it is determined by the nurse, and with the parent's/guardian's written permission, to be in the best interest of the student, certain prescription medicines such as inhalers may be kept on the student's person. This decision should be based on the maturity of the student and the need for prompt treatment.

4. Common, over-the-counter pain relievers, such as aspirin, acetaminophen
5. (Tylenol), or ibuprofen (Advil) may be kept by the student (grades 8-12) in
6. Reasonable quantities, generally defined as a single day's supply. Abuse of these drugs or any other over-the-counter drug will result in disciplinary
7. Action.

Notes:\*The required student health forms include a standard parental permission form for the administration of first aid and medicines.

\*\* Prescription Medicine as defined in the United States

You can find updates, tips, and health forms at <http://www.cacegypt.org/index.php/about-cac/Health-Office>. If you have questions or concerns, please contact the health office at 2755-5533.

## Transitioning to School after a Major Injury

If a student is returning to school with an injury requiring special consideration for school routines, a student transition meeting will take place prior to the student returning to school. Please inform your child's class teacher who will coordinate the meeting and transition plan.

## Outdoor Safety ( Air , Temperature )

The Health Office monitors both air quality and temperature to ensure that it is safe for students to be outside. If the temperature is above 40 degrees Celsius or air quality is poor, recesses, PE classes, and ASAs will be held indoors. Daily use of sunscreen and hats is highly recommended.



## CLASS PLACEMENT

CAC recognizes the importance of thoughtful placement of students when moving from one grade level to another. We recognize and value diversity of style and personalities of the teaching staff, as well as the multi-faceted diversity of our students. Placement decisions are made that will maximize the learning opportunities for all students and create a balanced class, based on the criteria below.

### Procedures and Criteria:

The following criteria are taken into consideration when the school is establishing new classes for the coming academic year:

- Gender
- Academic strengths
- Balance of nationalities
- Students requiring special considerations (e.g., twins, learning support needs)
- Social balance
- Learning/teaching styles
- Date of birth

Classroom teachers draw upon detailed information about each student to guide this process, including parent feedback throughout the year regarding social, emotional, and academic growth. We do not take individual parent requests for class placement. Single-subject teachers and representatives from the student support team are consulted. The principal finalizes class lists, based on the advice of these constituents. Class lists are published the day before the new school year starts.

## ACADEMIC HONESTY & PROBATIONS

(see appendix Files: 8.503 & 8.401)

### Academic Honesty

Academic Honesty at CAC invokes our core values of integrity and responsibility. Academic Honesty requires students to properly credit/cite the ideas and writing of others, submit their work for tests and assignments without unauthorized assistance, to not provide unauthorized assistance regarding assessments or assignments to other students, and to report their research or accomplishments accurately.

### Academic Probation

Any elementary school student who fails to meet minimum academic requirements may be placed on academic probation.

### 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.

### Probation Conditions

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.



# HOME and SCHOOL PARTNERSHIP



## PROFILE OF A CAC PARENT

CAC parents and caregivers play a formative role in the development of a child's character and awareness of our core values. Caring adults also act as influential role models in a child's life. The onus for promoting and upholding CAC's Core Values rests on all of us, because as adults, we have the capacity to reason and control our actions. CAC expects that each adult will model positive behavior at all times, whether on our campus or within the wider community. Therefore, our communication will be respectful and responsible in private and in public, with the intention of generating solutions while remaining open-minded, divergent, and flexible in our thinking. CAC adults collaborate to support students' development of the CAC Core Values through:

- Consistently demonstrating the CAC core values of respect, responsibility, and integrity
- Demonstrating compassion, caring, and forgiveness, for self, community, and the world
- Demonstrating global citizenship by showing cultural awareness respect, and empathy; social responsibility and service; and environmental integrity and action.

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

### **Parents Visiting Classrooms** (see appendix File: 9.601)

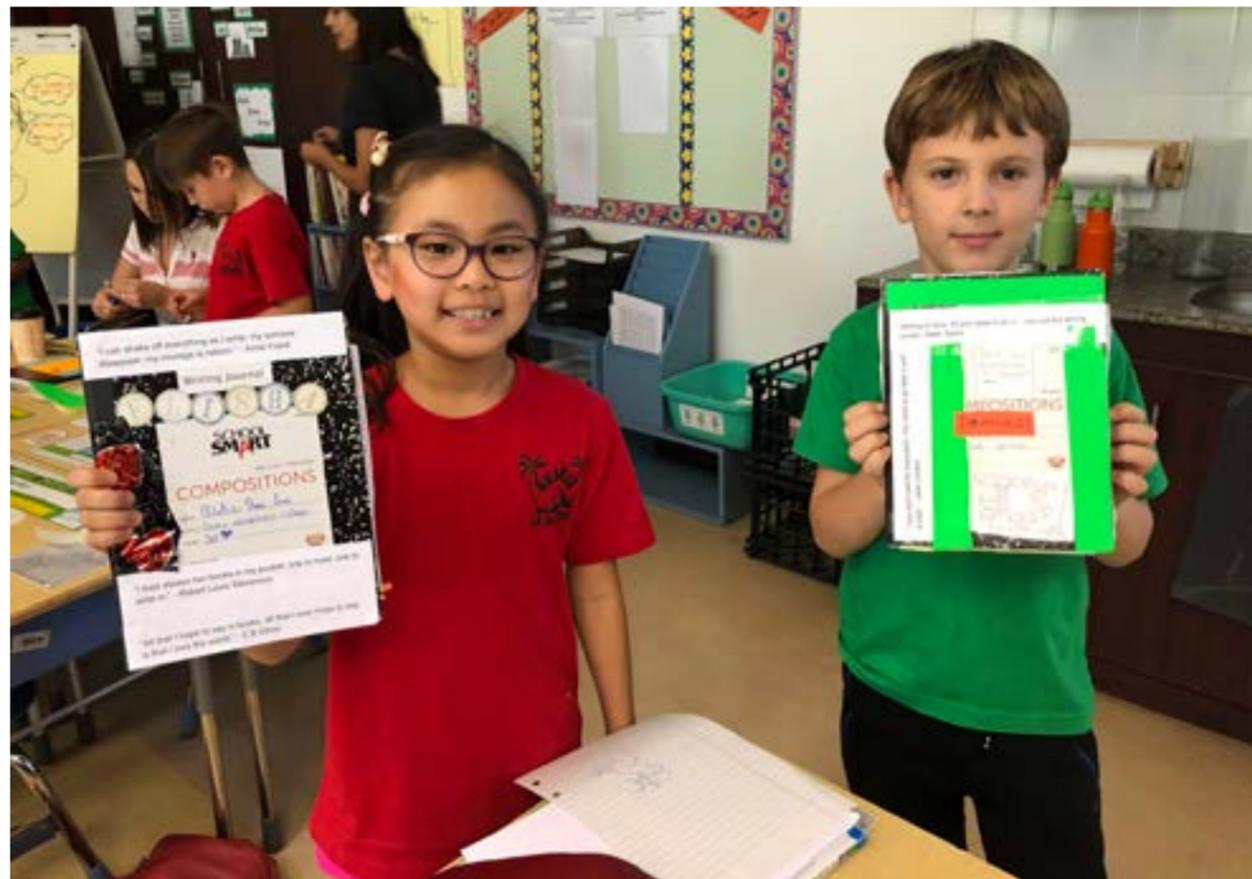
The school encourages parents/guardians to take an active interest in the school and in their children's education, and wishes to welcome parents/guardians when they visit the school. In the event of a classroom visit, parents/guardians are asked to make arrangements with the teacher in advance or through the Principal's Office.

## CONTACT DETAILS



It is critical that the ES Office and the Health Office has accurate contact information for all of our students' guardians. We must be able to contact you, or someone you have nominated, in case of an emergency. If your emergency contact information changes, please update information in Skyward as soon as possible. Please check the tutorial on the CAC Dashboard.

No employee of the school will share student contact information if permission has not been given.



## COMMUNICATION & REPORTING



Maintaining communication between the school and parents is vital to student success. In the case of an emergency, the ES Office can relay a message to the appropriate class teacher/s. Teachers are happy to talk with parents and are the first point of contact, should you have any questions or concerns. If you would like to discuss a matter in detail, please make an appointment with the teacher involved. If the matter remains unresolved, please contact the ES Principal. If further attention is necessary, please telephone the Superintendent's assistant 2755-5505.

The Elementary Principal is always available and welcomes communication by either telephone, 2755-5222, email, or in person. The Assistant Principal can also be contacted if the Principal is not available.

**The following formal communication tools are also used to keep parents informed:**

**Parent Online Dashboard** - Your dashboard provides a one-stop, customizable place for you to find everything you need to know about the school, from After School Activities to Curriculum Calendars to links to class blogs. Contact Mona Abdelhady with any comments or questions - [mabdelhady@cacegypt.org](mailto:mabdelhady@cacegypt.org).

**Grade-level and Specialist Blogs** - These are the place to find everything you need to know about student learning, The blogs give information about happenings in the class, the material currently being covered, and assessments. The grade-level pages share current units and expectations for the grade. Specialist pages shine a spotlight on our rich specialist programs. All can be accessed through your Parent Dashboard.

**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. These newsletters are a good way to keep in touch with all aspects of the school when your children are in a single division.

**Back-to-School Night** - an open house that allows teachers and specialists to describe the curriculum, programs and activities planned for the year.

**Parent Day** - is held at the beginning of the school year and gives the opportunity for parents to meet the teacher to share goals and information about their child, to support a successful year.

**Report Cards** – report cards are made available electronically through Skyward at the end of each trimester. Parents/guardians will be sent an email with instructions as to how to access report cards, just before they are posted. All fees (library, tuition, hot lunch, etc.) must be settled before you will have access to your child's records.

**Food Services Payment-** Parents should ensure clearing the accounts of any students with a debit balance in order to be able to access report cards. This information can be viewed on their Skyward account. Please check the CAC Dashboard for a quick tutorial.

### **Skyward Hold**

CAC restricts access to the family Skyward account when a student fails to return a school item, such as an athletic uniform, tech item or books borrowed from the library or the classroom. In addition, this restriction is enforced if the family owes some payment to the school (tuition payment, food services fee etc.). This hold is released when those items are returned or when the payment is made. Kindly remember that the Skyward is a family account, so the access restriction will prevent access for everyone in the family, even if only one of the siblings has failed to return an item.

**Parent-Teacher Conferences** - an opportunity for parents and teachers to discuss individual student growth and needs. Students in grades 2 through 5 are expected to attend part of the conference to report on their academic and social goals.

- Trimester 1 Parent-Teacher Conference & Report (November)
- Trimester 2 Parent-Teacher Conference & Report (March)
- Trimester 3 Student-Led Conferences & Portfolios- All ES students collaborate with their teachers to create a portfolio of personal learning evidence each year. It documents their learning journey and showcases their achievements. Student-Led Conferences are an opportunity for students to share their portfolios and communicate their own progress for the year.

- **Trimester 3 Report-** Accessible through Skyward on the last day of school. Please note that conferences will not be rescheduled except in the case of a principal-approved family emergency due to the nature of the day.



### **Office Phone**

The office phone is not available for student use. Please make sure your child's pickup arrangements and play dates are scheduled in advance.

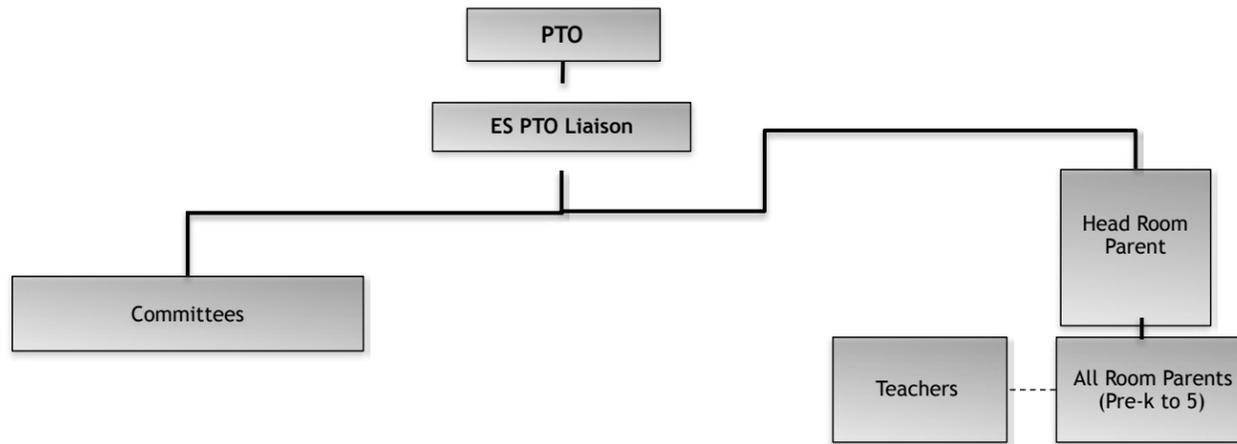
### **Principals' Coffee / Grade Meetings**

These take place throughout the year to facilitate positive child development, discuss learning focus at grade level, and respond to parent questions. All parents are welcome to attend. Announcements are made via the Grade Level Blogs.

## **PTO: THE PARENT-TEACHER ORGANIZATION**

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.



**ES PTO Liaison:** Serves as a link between parents and the ES Administration.

**Committees:** Depends on current needs in the ES. Committees are created, then led by a committee chair. Past examples are: Lunch Committee, Development Committee, Welcome & Integration Committee.

**Room Parents:** Facilitate communication between parents, teachers, ES Liaison and Support teachers as needs arise.



## HOMEWORK



**Basis for ES Homework Expectations:** (see appendix File: 7.902)

The expectations themselves are based on research and best practices. All home-learning experiences will be developmentally appropriate and differentiated to meet individual student needs.

School work done at home should be meaningful and possible for the student to complete independently.

Students benefit socially, emotionally, and academically from unstructured play and time to develop personal interests and hobbies. Therefore, we encourage our families to ensure our students have well-balanced lives.

Homework is an opportunity for practice and/or extension and is not an indicator of academic achievement.

**ES Homework Procedures:**

Daily reading helps children to become confident, successful students. Therefore, there is an expectation that students will be engaged in reading at home each day. This reading can include both independent and shared reading, in English or their mother tongue. For books read aloud to students, texts can be of any level to promote vocabulary and discussion. For reading done by students, texts should be at their independent level or lower. The emphasis should be based on enjoyable reading in order to build lifelong reading habits.

Students may also need to complete unfinished class work at home or participate in project-based research.

Our Student Support Team, Learning Support Service and English Language Learning teachers may require specific home-based intervention strategies for individual students, if such strategies are deemed necessary for a student's success.

Students in Grades 3, 4 and 5 will be using planners to organize their schedules, activities, assignments, and homework.

Homework will not receive an academic grade on report cards, nor be monitored in the traditional sense. Results of practice-based homework will be seen in class performance. Results of project-based research will be evident in the projects themselves. If a student has been assigned homework, it is expected that they return the homework to the teacher so timely and meaningful feedback can be given to the student. Homework completion will be considered in learning behaviors as part of being responsible.

## ES ASSEMBLIES



Our weekly assemblies provide an opportunity for all students to present a curriculum or community focus in front of their peers. It is also a time to recognize excellence in all areas of school life. Our assemblies help to create a united elementary community. Parents are welcome to attend on Tuesdays, from 7:55 am to 8:20 am. See Grade Level Blogs for class assembly dates.

### AUDIENCE ETIQUETTE

All CAC community members are asked to respect our performers with appropriate audience etiquette.

A good audience looks and sounds like...

Sitting quietly in their seat

No hats

No food or drink – even water!

Offers respectful applause when the performance is done



## CELEBRATIONS, EVENTS & PARTIES



CAC has a very active campus. There are special events happening across our campus regularly. These range from classroom learning celebrations to whole school festivals. Please take time to read all communications issued by the school to be abreast of the latest events.

### Some of our larger events include:

International Peace Day

International Festival

Egypt Festival

Kids' Day

Halloween

Winter Concert

Family Picnics

ES Musical

House Events

Parties and celebrations happen in the ES throughout the year where refreshments and decorations are required. To make it easier on room parents and teachers, a single payment will be asked for the year. This will be communicated through the Grade Level Blogs and/or room parents. Care is taken to avoid incorporating religious beliefs or personal values into these activities.



## Birthdays

Student birthdays are recognized in the classroom and the Principals have celebratory birthday lunches with groups of students throughout the year. We ask parents to not send in birthday treats. Any private party invitations should include all members of the class. If all class members will NOT be invited, we ask that you use other means besides the school to send out party invitations.

- If you would like to have a birthday party on campus on a weekend, the school does not book the playground area but if the facilities are available, you are welcome to use them. Please leave the premises clean and tidy. No after school birthday parties as the campus is used by CAC students.
- The pool area CAN be booked for special events outside of the times when the pool is being used for programs or the published Open Swim hours. The cost depends on the time and number of expected guests. You need to visit the Pool Office during open swim hours to schedule the event and complete a pool rental form.

## GUARDIANSHIP POLICY



The following Guardianship Procedure applies to all students, PreK-12: 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

Parents are incapacitated

Legal problems regarding child custody

Humanitarian (e.g., war in home country)

Brief business trips for a working single parent

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 (e.g. more than 26 calendar days in total during an academic year)

A family employee (e.g. housekeeper or driver) is not acceptable to CAC as a guardian

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

**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, etc. The guardian is responsible for the day-to-day welfare of the student. In the case of students less than 12 years of age, an adult is required to sleep in the same house as the students. Prior to their departure, the parents are required to notify the Principal's Office, classroom teacher, and the Health Office, providing the expected duration, appointed guardian name & contact information, and parent contact information for use in emergency.

**Long-term Guardianships** (exceeding 14 calendar days) are not to exceed one academic year except in extraordinary circumstances, and are to be considered by the school administration on a case-by-case basis. The designated guardian and the parent(s) must meet with the relevant 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. The long-term guardian acts in loco parentis and assumes full responsibility for the child's school welfare and any decision associated with it.

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

**Student Contact With Adults** (see appendix 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 RECORDS



(see appendix File: 8.90)

Student record data are designed to promote the welfare of 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.

An accurate record shall be maintained for all students attending the school. All such records will be preserved, as prescribed by applicable laws and school regulations. Guidelines for the availability of student records are described in the Parent-Student Handbooks.

## SCHOOL BOARD OF TRUSTEES



**Community Attendance at Board Meetings** (see appendix File: 9.502)

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.

## WITHDRAWAL FROM CAC



If you find that your circumstances have changed and you must withdraw from CAC, please contact our Admission Office ([registrar@cacegypt.org](mailto:registrar@cacegypt.org)) as soon as possible. The Admission Office will guide you through the process of leaving CAC and transitioning to a new school. In addition, our Counseling Department is on hand to help aid with possible move stresses. They are well versed in the feelings that children face and behaviors that are seen during times of change.

If records (e.g., report cards, letters of recommendation) are needed for the next school prior to withdrawal, families must complete a document request form in the ES Office. Once all documents have been compiled, they will be sent directly to the recipient via the preferred delivery method indicated on the form. This must be received at least 5 working days before they are required by the prospective school.



## GIFTS & SOLICITATIONS



(see appendix File: 5.2012)

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.

### 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 Superintendent, or, if the Superintendent deems it necessary, without the approval of the School Board itself.

## BEING PREPARED for SCHOOL



## ARRIVAL & DISMISSAL



### Arrival

Students are to arrive at school between 7:30 am and 7:45 am. Students may begin heading to their classrooms at 7:45 am when the whistle blows. Supervisors are not available before 7:30 am. If an ES student is on campus before 7:30 am, they must be accompanied by a guardian.

PreK and KG parents are welcome to drop-off and pick up from the classroom throughout the year. Grade 1 parents may walk their children to class through the end of August. Students will walk to class independently from September. Parents of students in Grades 2-5 are welcome to walk their children to class on the first day of school. We are working together to develop responsible, independent learners. Please say goodbye to your children on the ES lawn. With our encouragement, they are ready from an early age to walk to class and to prepare themselves for the day.

### Dismissal (see appendix File: 8.6011)

- PreK dismissal is at 1:00 pm. Aftercare dismissal is at 3:05 pm.
- Kindergarten to grade 5 is at 3:05 pm.
- Students are expected to leave school upon dismissal at 3:05 pm unless engaged in an organized after-school activity or being directly supervised by an adult after dismissal. Playgrounds are unsupervised after 3:05 pm. After 3:05 pm, students will go to the ES office and parents contacted. After 4:05 pm, students will go to Ms Nadia who will contact parents by phone and/or email until 5:00 pm. After 5:00 pm, students will wait with security. We understand that emergencies may happen.

A child who is to be dismissed during the school day must have a note from the parent or guardian. Parents or guardians will pick up the student at the Elementary Office, where they will be given a pass to show security. Security will not allow you to exit without this pass.

### Dismissal Card

Dismissal cards allow a designated adult to pick-up your child. By giving the card to the designated pick-up person, you are authorizing that adult to pick up your child. The card would then be shown to security in order for the student to be allowed off campus. The card allows for pick-up at the front or back gate only, not campus access. For example, a driver, nanny or arranged playdate adult would show your child's dismissal card at the gate in order for your child to be allowed off campus. Cards can be ordered from the Parent Dashboard the first week of October.

We ask that playdates be arranged ahead of time. Parents can give a dismissal card to allow pick-up.

## BUSES, CARS AND WALKING TO SCHOOL



### Buses (see appendix File 4.30)

Bus transportation is provided to major areas with defined stops according to prevailing residence patterns. Traffic patterns and other conditions may warrant a change of route and drop-off point. This may be reviewed periodically if there are significant changes in the pattern of residence distribution. The school does not provide door-to-door service, nor does it provide a one-way service.

### The bus service is as follows:

Grades PreK-5 buses leave at 3:20 pm for Maadi, Giza, Dokki, Mohandeseen, and Heliopolis.

Elementary School after-school activity buses leave at 4:20 pm.

If students are not in after-school activities, they must take the bus that departs at 3:20 pm. If your child will not be riding the bus on any particular day, please inform the Transportation Department and classroom teacher.

PreK and kindergarten students who take the bus are met at their classrooms by their classroom aide and taken to the school bus at 3:05 pm. Students in all other grades proceed to the buses on their own.

Riding the school bus is a privilege. Students who do not follow the rules and regulations will be reported to the office. Parents will be notified of the situation and the student may be suspended from riding the bus, at first temporarily and if necessary, permanently.

Permission to ride another bus or to have a friend visit can only be granted with a note from a parent to the Motor Pool Manager.

The school is not responsible for students before they get on and after they get off the bus. Pre-K and Kindergarten children must be taken to the bus stop and met upon their return home. The school strongly recommends that students in grades 1-3 are also taken to the bus and met either by an adult or by a responsible older student.

Buses leave at the scheduled time, no exceptions. If an elementary student does not make it to the 3:20 pm bus on time, the Motor Pool Office informs the ES Office or Ms. Nadia, the after school campus supervisor. Parents are then contacted to decide campus pick-up or wait for the next bus at 4:20 pm. If a student misses the 4:20 pm bus, campus pick-up is required.

## Use of School Buses

On school days, buses are to be used to transport CAC students and bus monitors to and from school and on approved field trips. Field trips, both during the week and on weekends, are limited to the Cairo vicinity only.

School personnel may ride the school bus with permission of the Superintendent.

CAC school buses are not available to outside groups or organizations.

In unusual or emergency situations, the Superintendent may authorize the use of the buses for any purpose.

Note: The precise routes and time schedules of CAC school buses are determined each year by the administration, and distributed to parents/guardians. Bus information is also printed in each year's student and faculty handbooks, which should be consulted for up-to-date schedules and rules.

Please contact our Motor Pool Manager, Mr. Ghalban at 0100-179-6371 or email [melghalban@cacegypt.org](mailto:melghalban@cacegypt.org), if you have any questions or change of dismissal plans.



## Car Pickup and Drop-Off

If students are driven to school, please follow the procedures for traffic control. All drivers are reminded that traffic is heavy and congested, particularly on the main road in front of the campus. Therefore, please drive slowly and carefully, abiding by posted traffic signs. Please do not use the main road in front of the campus if it is not necessary. Be aware that traffic is one-way on the main road (Road 253) and on Road 212.

Students are to be dropped off and picked up at the curbside in front of the main gate. Please do not stop in the middle of the road to load or unload passengers. If the zone is temporarily occupied, please wait until the car ahead of you leaves. For safety reasons, please use only the passenger-side doors next to the curb for drop off and pick up of children. Cars may not wait in front of the gate. If you wish to accompany your child into school, please park in a designated parking space.

Parking is permitted only on the side of the street opposite from our campus. Please observe the traffic regulations and "No Parking" areas. Please refrain from using car horns in front of the school as it disturbs classes.

## Students Walking to and from School

Students walking to and from school must have a letter from parents stating that the child permission to walk to and from school. This letter must be presented to the ES Principal and will be kept in the ES Office.

## ATTENDANCE ■ ■ ■ ■

(see appendix File: 8.30)

CAC's instructional program is based on the assumption that students will attend school regularly. Daily class attendance is a condition for fulfilling credit requirements, course completion obligations, and general academic progress at the school. 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 teacher.

School starts promptly at 7:55 am, and students are expected to be in class, ready to learn. Students arriving after this time go directly to class and will be counted as tardy.

Minimum student attendance in all three school divisions is 85% of the school/course days enrolled in a given trimester. Failure to meet this minimum attendance requirement will result in no grade being given in the trimester, a comment only. 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.

In the case of a student's absence for any reason (illness, travel, or personal), please notify your homeroom teacher before 9:00 am via their email (first initial lastname@cacegypt.org). This procedure aids in accounting for all students each day. If a student is absent all day, s/he is not permitted to participate in school activities unless they receive approval from the Health Office.

Permission will be granted for absences related to cases such as family emergencies and religious holidays. Prior to the planned absences, please notify the Elementary School Office. If approved, the Principal will notify the class teacher. In cases of long unavoidable absences, please make an appointment to discuss the absence with the Principal.

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.

Field trips are part of our curriculum. If a student does not attend the field trip, this is counted as an absence.



If parents/guardians wish to have their child dismissed early from school, the parents/guardians must send an email to the homeroom teacher and the ES Office, call the ES Office (5755-5202), or arrive in the ES Office in person. A permission slip to leave campus will then be given to the students involved. Students will not be released from school without this permission slip.

Arrival after 10:00 am is considered a half-day absence. Leaving school before 1:00 pm is considered a half-day absence. Early departures between 1:00 pm - 3:05 pm will be recorded and treated in the same manner as our tardy policy.

## LUNCH, SNACK & WATER INFORMATION

### Lunch & Snack Options

Students may bring their own healthy (no candy or overly sugary items) lunches and snacks in reusable containers OR buy the snacks and hot lunch provided in the ES Lunchroom. Please label all lunch boxes, containers of food, and water bottles with your child's name.

It is important for students to build relationships and have conversations with their peers during lunch and recess. Parents are asked not to attend student lunches.

### Food Services in the School (see appendix File 4.40)

The School contracts with food service vendors to provide opportunities to purchase food items on campus. Hot lunch is catered for KG-Grade 5. The menu was created from parents' and students' recommendations. NOTE: The PTO organizes pizza bi-weekly.

Check the blog for the weekly lunch menu. Payment is made at CAC's cashier in our Welcome Center. Minimum payment of 500 LE per student is required. Your Skyward secure online food service tab is part of your Skyward account and the link can be found on your parent dashboard. This system will support if you have more than one child in our division as each child has a personalized bracelet which will register who, when and cost of each hot lunch purchased. Parents can view this on their Skyward account. Please inform your child's teacher if you do not want your child to purchase juice.

ES students may not have food delivered from off-campus during the day and are not allowed to purchase items from the kiosks on campus until after 3:05 p.m.

### Forgotten Lunch

It is critical that our students build a sense of independence and responsibility. They get daily practice with being ready and prepared. However, we understand that everyone forgets lunch from time to time. If a child forgets, the lunchroom monitor will provide the student with a hot lunch and the cost will be added to your Skyward account.

If the student forgets lunch more than three times, you may be asked to meet with the homeroom teacher. If the concern continues, a meeting may be scheduled with the principal.

### Water

All students should bring a refillable water bottle, with their name printed clearly on it, on a daily basis. We have a number of sanitary water fountains and fill stations around our campus. Everyone is welcome to use the water bottle refill station for fresh water in your reusable bottles.

Gum chewing is not allowed in school.



## DRESS CODE, PE UNIFORM & GEAR

### Dress Code

Students should appear neat and clean. The school administration reserves the right to make final judgment on acceptable attire of students. We ask that care be taken to keep the sensibilities of our host nationals in mind by avoiding immodest dress. Flip-flops are not allowed to be worn during the school day. Dangling earrings are unsafe, especially during physical activities.

### PE Uniform and Gear

Coming to PE classes in the correct uniform or swim gear is part of demonstrating responsibility for one's own learning. All students from KG to Grade 5 are required to wear the monogrammed CAC PE uniforms (available at the School Store), gym shoes, and socks on PE class days. A Kids' Day or House Team t-shirt may replace the monogrammed shirt. During swim classes, students need a swim bag with a swimsuit, goggles, and a towel. The PE department will send home reminders to let you know when your child has forgotten something. Remembering all required parts of the PE uniform will be one part of the responsibility grade on each trimester report card.



## FORGOTTEN ITEMS FROM HOME

We ask parents to join us in developing student responsibility. Please do not deliver items students have forgotten such as, lunches, recorders, swimming items, or library bags. Consequences will be appropriate and will focus on learning from each experience.

## SCHOOL STORE

The CAC school store is located on the ground floor of the building behind the Coffee Bean kiosk near the back gate. PE uniforms can be purchased there.

## LOST AND FOUND

Lost and found is displayed on tables outside the Playground Monitors office. Valuables are held in the Activities Office 7:30 am to 3:30 pm. You may email [tbarens@cacegypt.org](mailto:tbarens@cacegypt.org) if you have lost something valuable (phone, jewelry, glasses, etc.). Unclaimed items will be donated at the end of the school year. Please ensure that your child's belongings are clearly labeled.

Part of educating students at CAC is encouraging independence through increasing responsible behaviors. When an item is lost, we encourage students to do the following:

- Look everywhere
- Ask others
- Ask parents to report to the lost and found link - [LOST AND FOUND Report LINK](#)
- Use the same link to report when the item is found

## SCHOOL SUPPLIES

All books are furnished by the school. Supplies for each grade level will be provided by the classroom teacher on the student's' first day of school. If any book is lost, parents will be charged for replacement.

# CAMPUS ACCESS and SAFETY



## EMERGENCY PROCEDURES

CAC has a full set of emergency procedures that it practices and is ready to follow. All emergency procedures are managed by the school's Management Team. The emergency procedures include what to do in case of:

- Fire or explosion
- Drop-and-Cover/Earthquake
- Shelter-in-place

The emergency procedures also contain detailed plans as to how to handle medical emergencies, campus security, and various types of school closures.

## ID CARDS & VISITORS

To ensure the security of the CAC campus and limit congestion of facilities, every person using the campus must have a valid ID card. All adults must enter and leave campus through the security turnstiles, using their CAC ID card, including when attending CAC-sponsored events. Elementary students should be taken to the ID Office by their parents. Arrange a time with the Admission/Registrar's Office.

Misplaced/damaged IDs may be replaced for a fee of \$25 or the local equivalent. CAC reserves the right to refuse or revoke an ID card.

### **Affiliate ID Cards are provided to:**

- Administrators, board members, current faculty, current support staff, and former faculty and staff who were employed at CAC for 5 years or longer
- Dependents of the above
- Students, their parents, and siblings
- Alumni (graduates of CAC and students who attended CAC for two or more years) and their parents

### **Affiliate Card Privileges**

Free use of all school facilities, including weight room, libraries, and pool.  
May be replaced (if lost) for a fee of \$25 or the local equivalent.

### **Authorized Visitor ID Cards**

Will be issued by the Superintendent or the Superintendent's delegate.  
Authorized visitor ID cards, approved by the Superintendent or the Superintendent's delegate, will include a photograph and will be valid for a specified timeline.  
Visitors' passes are handled at the gate.

### **Rights and Responsibilities of CAC ID Cardholders**

ID cards should be worn around the neck, while on campus (Adults Only).

The CAC campus is exclusively for school use from 7:00 am to 5:30 pm, Sunday through Thursday with the exception of the library, which is open to eligible community members from 3:00 pm until 4:00 pm. (Note: A parent must accompany students in PreK-2 to the library after 3. Students in Grades 3-5 may work in the library until 4:00 p.m. (Drivers and/or parents must pick up their children on time since CAC is not responsible for supervising students after the close of school.)

CAC Affiliate ID cardholders are entitled to bring guests on campus, provided they have received prior approval requested through the Parent Dashboard, Campus Access Request. Guests are generally considered to be visitors from out of Egypt and guest privileges are not intended for Cairo residents. Guests must be signed in at the security gate by their host. Note: Nannies, drivers, private coaches and other employees of CAC ID cardholders may not be signed in as guests.

Cardholders are to accompany their guests at all times on campus and will be held responsible for the behavior of their guests.

Visitors are limited to CAC fields, pool, library, and athletic facilities and are not permitted to enter other CAC facilities or buildings. Guests and authorized visitors may not check out library materials.

If you have any further questions, please contact the Admission/Registrar's Office at 2755-5507 or 5508 or email registrar@cacegypt.org.

### **School-Aged Visitors**

Alumni who are visiting Cairo are welcome to join their friends for lunch and recess, if arrangements are made with the ES Office in advance.

## **SECURITY**

Firearms and other weapons 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.

Weapons or look-alike weapons (knives, pellet guns, toy guns, slingshots, etc.) are

## **CAMPUS AND FACILITIES USE AND HOURS**

Bicycles, tricycles, skateboards, scooters and roller blades are not permitted to be used on campus. Bicycles are to be parked at one of the racks inside the Front Gate. (See exception for young riders on weekends in campus access parameters.)

Dogs are not permitted on campus. Our fields are safe with clean play areas for your children. We can maintain a clean campus by not allowing pets either on or off a leash.

Students on campus during non-school hours (including weekends and holidays) must be accompanied by a parent or guardian (non ID holders/nannies may not accompany children).

Parents must accompany Elementary school students on campus during community hours. Parents or a responsible adult must provide direct supervision of their elementary age (or younger) children while on campus. CAC does not provide supervision during community hours unless students are participating in a CAC sponsored/chaperoned activity/event. After school hours, to keep students safe, the Pre-K/ KG playground area, hallways and stairwells are out of bounds unless accompanied by an adult.

### **Community Cats**

Community cats often live in groups called a cat colony. CAC currently has 10 identified community cats. The CAC community cats can live happy and healthy lives with the help of the entire CAC community and the support of EVAC (Egyptian Vets for Animal Care). This includes feeding stations located away from students and necessary vaccinations. Attempts at moving the cats off campus do not work because the cats have strong homing instincts and often return. Our CAC community cats keep other cats from entering the campus. Please see notice boards for further information.

### **CAC Fitness Room Access Policy**

Our goal is to have the Fitness Room as accessible as possible and ensure that everyone is safe and it is used in a responsible manner. Please use the facility responsibly and take advantage of the benefits it has to offer.

- The CAC Fitness Room is a CAC Community Facility, open to CAC ID Card Holders.
- The room is available for use only when a Fitness Room supervisor is present.
- For Administrators or Coaches who have a key to access the Fitness Room, opening and using the room without supervision makes the administrator or coach responsible for the safety of ALL who enter the Fitness Room after opening.
- Administrators and Coaches are asked NOT to provide access to others who do not have permission to be in the gym during hours without a designated supervisor.
- CAC recommends using the Fitness Room facilities only when another person is present--using the 'buddy system'--in the event of accident or injury.
- Full liability for injury or damage will be the responsibility of the person who unlocks the Fitness Room door and/or allows others to use the facility when no designated supervisor is present.
- Please lock up, turn off the lights and secure the facility when finished.

### **Facilities Use By Our Community Members**

We believe our position in the community is important, and that we have a unique opportunity to host events and programs on our campus that are not part of CAC, but that provide a benefit to our students, faculty or staff. In so doing, and in compliance with our Campus Access Policy, we may also open our doors to non-CAC ID holders and make our facilities available to the community-at-large.

### **Parameters:**

- The campus is first-and-foremost a venue for CAC students, faculty, staff, alumni, board members, and their respective families.
- The security of our campus and facilities and the well being of our students, families and employees will not be compromised in any way, at any time.
- All community programs will be sustainable and this may necessitate proactively limiting access to facilities and/or implementing a usage fee in order to offset the cost of operations.
- All community program offerings are subject to the approval of the Superintendent, in consultation with the Activities and Athletic Director and other administrators, as needed.
- Instructors or coaches must be adults with the appropriate qualifications for the offering they provide.
- For any event or activity, at least 50% of the participants should be CAC ID holders. Non-CAC ID holders will be charged a fee, to be determined prior to the time of registration. Fees are established in consultation with the Activities and Athletic Director and the Business Manager.
- If you would like to have a birthday party on campus on a weekend, the school does not book the playground area but if the facilities are available, you are welcome to use them.
- The pool area CAN be booked for special events for a fee. You need to visit the Pool Office during open swim hours to schedule the event and complete a pool rental form.
- Bikes and scooters are not generally allowed on the campus. The exception is weekends and school holidays, when the path around ES is open to youngsters interested in learning to bike/scooter. Students are welcome to come, with a parent, to try biking/scooter at school. The following rules will apply:
  - You must provide your own bike/scooter and helmet
  - Biking/scooter is for CAC children only. Bikes with training wheels and tricycles are permitted.
  - Helmets are recommended at all times.
  - Please use the marked bike/scooter path only. . The corridors are out-of-bounds
  - All children must be accompanied by an adult.
  - CAC accepts no liability for injuries caused by bike/scooter riding. This allowance is aimed at helping our students learn to ride bikes/scooters in a safe area free of vehicle traffic.

## CAMPUS AND FACILITIES COMMUNITY

### Track/Fields

Weekdays: 5:00 am to 7:00 am and 5:30 pm to 10:00 pm  
Weekends: 5:00 am – 10:00 pm

All field use times need to be confirmed with Contact Dina Gomaa (dgomaa@cacegypt.org) during times listed above.

### Weight Room

Sunday – Thursday: 5:30 pm – 9:00 pm  
Friday: Closed  
Saturday: 3:00 pm - 9:00 pm

### Gym

Contact Dina Gomaa (dgomaa@cacegypt.org) in the Athletic office to schedule a time.

### Swimming Pool

Friday: 2:00 pm– 7:00 pm  
Saturday: 1:00 pm- 7:00 pm  
Weekdays: Check the swimming calendar under Aquatics

### Library

Sunday – Thursday: 7:45 am – 4:00 pm  
Friday: Closed  
Saturday: 10:00 am – 2:00 pm

### ID Office

Weekdays: 7:45 am – 3:45 pm  
Friday & Saturday: Closed

### School Cashier

Weekdays: 7:45 am – 12:00 pm & 2:00 p.m. - 3:45 pm  
Friday & Saturday: Closed

\* The Cashier's office will be closed the first two business days of each month to allow for closing the books of the preceding month.

### CIB Bank Teller

Weekdays: 9:00 am - 1:00 p.m.  
Friday & Saturday: Closed  
Winter, Spring & Summer Break: 9:00 am - 11:00 a.m.

### Travel Choice

Weekdays: 7:45 am – 3:45 pm  
Friday & Saturday: Closed

### Spirit Store

Weekdays: 2:30 pm - 4:00 pm  
Tuesday: Closed

# WHO TO CONTACT

\* All numbers begin with 2755 and then the extension

## PRINCIPALS

When I have a curriculum question?  
When I have questions about the Elementary School program in general?  
When my child has an unresolved issue with a teacher?  
When I have a question about student discipline?  
Principal: Mrs. Julie Jackson-Jin, jjackson@cacegypt.org, Ext. 5222  
Assistant Principal: Ms. Mike Dunlop, mdunlop@cacegypt.org, Ext. 5271

## TEACHERS

When my child is struggling in a class?  
When I have a question about student discipline?  
We strongly encourage parents to speak to teachers first.

## ES OFFICE

General questions about the ES  
Urgent messages for your child or his/her teacher  
Questions about attendance or tardies?  
ES Executive Assistant: Mrs. Mary Greiss, mgreiss@cacegypt.org, Ext. 5202  
ES Administrative Assistant: Ms Lucy Hany, lhany@cacegypt.org, Ext. 5203

## GUIDANCE

When I am concerned about my child's wellbeing?  
Questions or concerns about counseling?  
ES School Counselor: Ms. Bibiana Rosas, brosas@cacegypt.org, Ext. 5204

## BUSES

Bus registration  
When I need to tell the bus driver my new address?  
Questions about transportation?  
When my child will not be riding the bus?  
Motor Pool Office: Mr. Mohamed El Ghalban, motorpool@cacegypt.org, Ext. 5567

## HEALTH SERVICES

When I have a health related issue as it may pertain to my child?  
When my child is not feeling well or is on regular medication?  
Health Office Secretary: Mrs. Naglaa Osama, nosama@cacegypt.org, Ext. 5533  
School Nurse: Ms. Claire Gallagher, cgallagher@cacegypt.org, Ext. 5530/5533

## AFTER SCHOOL ACTIVITIES

Questions about after-school activities?  
Activities Coordinator: Ms. Theresa Barens, tbarens@cacegypt.org, Ext. 5246

With questions about after school swimming?  
Aquatics Coordinator: Ms. Bonnie Coles, bcoles@cacegypt.org, Ext. 5486

## TECH

When I cannot access the parent dashboard through the website?  
When I cannot access or subscribe to grade level blogs?  
When I cannot sign-up for conferences?  
Webmaster: Mona Abdel Hady, mabdelhady@cacegypt.org, Ext. 5467

When I have questions about how to access and use Skyward: attendance, change of contact?  
When I cannot access report cards?  
Admin Systems Coordinator: Fadi El Duweini, felduweini@cacegypt.org, Ext. 5495

When I have questions about school tech safety?  
Director of IT: Mr. Santha Kumar, skumar@cacegypt.org, Ext. 5490

## CAMPUS ACCESS

When I wish to have guests on campus?  
Parent Dashboard online, Campus Access Request.

## **LOST & FOUND**

When items have been lost report to this link: [LOST AND FOUND Report LINK](#)

When valuables have been lost?

Activities Coordinator: Ms. Theresa Barens, [tbarens@cacegypt.org](mailto:tbarens@cacegypt.org), Ext. 5246

## **PTO LIAISONS & ROOM PARENTS**

How I can be involved at school?

How can I meet people in the CAC community?

[cacpto@cacegypt.org](mailto:cacpto@cacegypt.org), Ext. 5223

## **LIBRARY SERVICES**

When I have any questions about checking out books, magazines and/or videos?

When I have questions about accessing digital books?

Library weekly and weekend hours?

ES Librarian: Mrs. Nan Miller, [nmiller@cacegypt.org](mailto:nmiller@cacegypt.org), Ext. 5542

## **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?

ID information?

Registrar/Admissions: Ms. Danya Amin, Ext. 5507/5508

## **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. Nashwa Radwan, Ext. 5510

## **APPENDIX**

Access this link for further information about referenced file numbers.

Handbook revised to include board policies and updates for Elementary Division, June 2019.

