

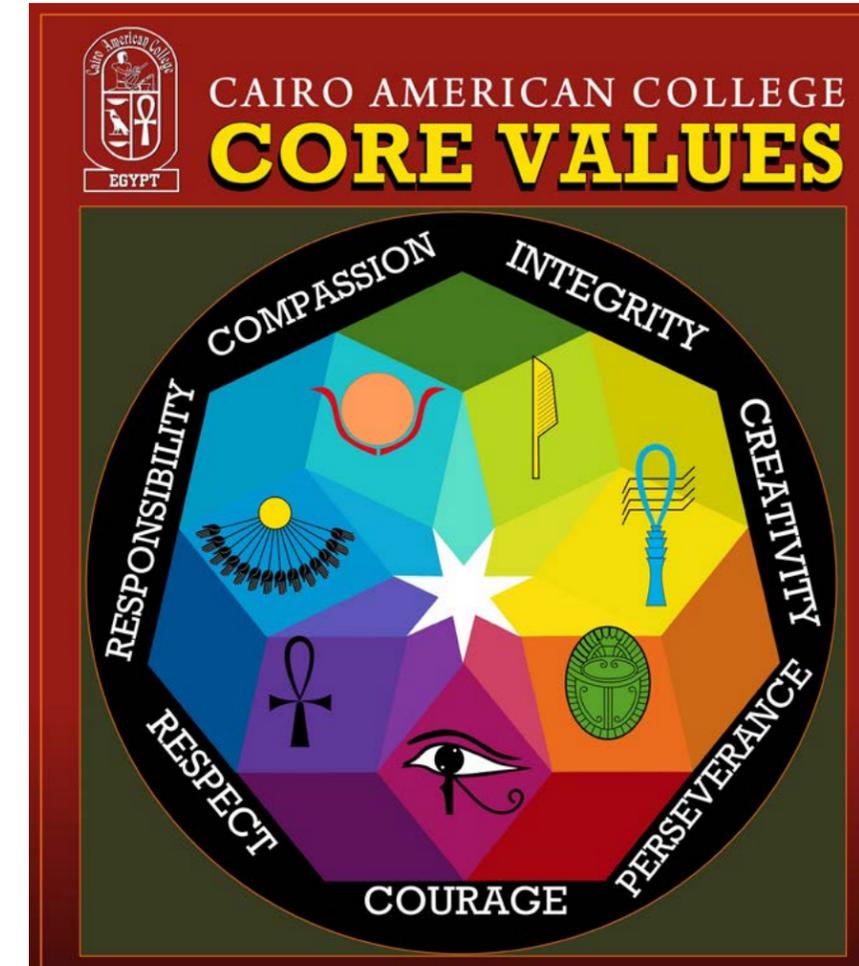


# FACULTY HANDBOOK

Issued March, 2015

CAC MISSION .....	6	Homework.....	26
CORE VALUES .....	7	Student Services and the Referral Process.....	26
Strategic Parameters .....	7	Student Travel .....	26
PROFILE OF A CAC EMPLOYEE .....	8	Lost and Found .....	27
GUIDELINES FOR PROFESSIONAL STAFF MEMBERS (PSMs) .....	9	Tutoring Guidelines .....	27
Campus Access .....	9	CAC Faculty .....	27
The School Calendar .....	10	For All Tutors .....	27
The Professional .....	10		
Professional Hours.....	11	CURRICULAR DEVELOPMENT AT CAC.....	28
Professional Conduct Guidelines .....	11	COMMUNICATION .....	29
CAC Stipend Philosophy And Practices .....	12	Professional Communications .....	29
Relevant CAC Board Policies .....	12	School-Parent Communication.....	29
Categories of Stipended Activities at CAC .....	13	Internet Usage .....	29
Beginning and Ending of Classes.....	19	The Single Sign On.....	29
Faculty Meetings .....	19	Email.....	29
Teacher Substitutes.....	19	CAC E-Mail Etiquette .....	30
Professional Development and Growth.....	20	Gmail Groups .....	31
Professional Development Fund use & Professional Leave .....	21	Mailboxes .....	31
Staff Gifts .....	22	Morning Announcements .....	31
Staff Solicitations .....	22	School-wide Publications .....	31
Tips & Donations for GSS .....	22	Elementary School Publications .....	31
The Athletics Director and Activities Coordinator (ADAC) .....	22	Middle School Publications .....	32
Collection of Money by PSMs & Fundraising at CAC .....	22	High School Publications .....	32
Scheduling of Events .....	23		
School Calendar Parameters .....	23	HEALTH INFORMATION .....	33
Facilities Usage .....	23	Health Examination (PSMs).....	33
Elementary School Activities Coordinator .....	23	Required Immunizations & Student Physical Exams.....	33
Field Trips .....	24	Health Guidelines .....	33
		Health Services for PSMs and Support Staff .....	33
STUDENTS .....	25	Health Services for Students .....	33
Student Handbook .....	25	Sending Students to the Health Office .....	33
ID Cards and Campus Access.....	25		
Student Safety.....	25	CAMPUS INFORMATION .....	34
Use of Tobacco by Students .....	25	General Campus Admittance.....	34
Transportation of Students.....	25	Campus Rules and Regulations .....	35
Student Attendance .....	26	Campus Emergency Procedures .....	35

FACILITY USE GUIDELINES & PROCEDURES.....	36	PERSONNEL POLICIES AND PROCEDURES.....	48
The Theater.....	36	Contracts.....	48
CAC Libraries.....	37	Professional Staff Evaluation.....	48
Lost, Stolen, or Damaged School Property.....	39	Leaves and Absences.....	49
Procedure and Liability for Lost, Stolen or Damaged School Property.....	39	Requesting Leaves.....	49
ACCEPTABLE USE POLICY.....	40	Teacher Substitutes.....	49
Employee Laptop/Tech Equipment User Agreement.....	41	Sick Leave.....	50
Employee Use of Laptop/Tech Equipment Agreement.....	41	Personal Leave.....	50
		Unpaid Leave.....	51
GETTING THINGS DONE AT CAC.....	42	Maternity/Paternity Leave.....	52
Supplies Available from the Central Store.....	42	Sabbatical Leave.....	52
Purchasing Guide.....	42	Emergency Leave.....	53
		Professional Development Leave.....	54
Mail Delivery System.....	46	Professional Staff Recruiting Leave.....	54
Maintenance Work Orders.....	46	Professional Staff Medical Emergency Evacuation.....	54
Custodial Work Orders.....	46	Force Majeure.....	55
Housing Work Orders.....	46	Personal Property Insurance Plans.....	55
Photocopying.....	46	Personnel Records.....	55
Keys.....	47	Pay Day.....	55
Faxes.....	47	Use of Tobacco.....	56
The School Store.....	47	Drug and Alcohol Abuse by a Staff Member.....	56
The School Cashier.....	47	Student Welfare.....	56
Bank Service.....	47	Salary Placement & Compensation.....	57
Cashing Personal Checks.....	47	Housing.....	58
Travel Agent Service.....	47	Who can Help Me Get Things Done at CAC.....	62
Food Services.....	47		
		A CAC Glossary-Breaking the Code.....	65
		CAC ACRONYMS.....	66



### ELEMENTARY SCHOOL

Perseverance	Integrity	Respect	Responsibility	Creativity	Courage	Compassion
Never give up and work toward a goal	Always do what's right, even when no one is looking	Honor ourselves, others, and the community	Be reliable.	Be inspired to imagine and explore	Be brave in words and actions	Be kind, caring and considerate

### MIDDLE SCHOOL

Perseverance	Integrity	Respect	Responsibility	Creativity	Courage	Compassion
Work toward a goal and overcome setbacks	Always do what's right, even when no one is looking	Honor ourselves, others, and the community	Be reliable and accountable for our decisions and actions	Be inspired to imagine and explore	Dare to speak, act, play, and change	Make a difference through acts of kindness, forgiveness and empathy

### HIGH SCHOOL

Perseverance	Integrity	Respect	Responsibility	Creativity	Courage	Compassion
Work toward a goal and overcome setbacks	Be honest with strong moral principles and character, both publicly and privately	Honor ourselves, others, and the community	Be reliable and accountable for our decisions and actions	Be inspired to imagine and explore	Dare to speak, act, play, and change	Make a difference through acts of kindness, forgiveness and empathy

## MISSION



### CAC MISSION (REV. 03/2015)

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

## CORE VALUES



### CORE VALUES (ADOPTED 03/2015)

**We Persevere.**  
**We live with Integrity.**  
**We are Respectful and Responsible.**  
**We inspire Compassion, Courage and Creativity.**

STRATEGIC PARAMETERS (reaffirmed 03/2015)

1. We will not initiate or retain any new program or service unless:
  - a. It is consistent with and directly supports our mission and objectives.
  - b. It can be implemented with current or approved personnel and resources.
  - c. It meets or exceeds the standards of other world class schools.
2. We will give enrollment preference to American children who meet our admission standards in order to preserve the historical origins and founding purpose of our school.
3. We will not accept children whose needs we cannot meet.

## PROFILE OF A CAC EMPLOYEE

CAC employees are caregivers who play a formative role in the development of a child's sense of respect, responsibility, and integrity. They work at a school because they love children and are willing to put the needs of young people first. They work at a school because they value learning. As caring adults, we take an active role as influential models within a child's life. The onus for promoting and upholding CAC's core values rests on all of us because we have the capacity to reason and control our actions.

It is the expectation of our school that each adult models acceptable behavior at all times whether on our campus or within the wider community. Therefore, our communication will be respectful and responsible in private and in public with the intention of generating solutions while remaining open-minded and flexible in our thinking. CAC employees are responsible--at all times--for student safety; this means identifying and reporting potentially unsafe situations when such are identified. CAC Employees are expected to be attentive, actively aware of the school environment and students' activities, and constantly vigilant so as to ensure the safest environment possible for students.

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

Consistently demonstrating the CAC core values of perseverance, integrity, respect, responsibility, integrity, compassion, courage, and creativity.

Demonstrating global citizenship by showing cultural awareness, respect for diversity, and empathy; social responsibility and service; and environmental integrity and action.

Demonstrating positive habits of mind, such as:

- perseverance,
- self-discipline,
- planning and organization,
- teaming and cooperation
- initiative,
- sense of humor
- leadership,
- and making healthy life-style choices.

CAC employees work at a school because they love children, their foibles and their joy, their struggles and their wisdom, their energy and curiosity, their vulnerability and their potential. It is their love of children that guides their continued efforts to make CAC a better place for kids.

The following three Employee Standards were adopted in Spring 2014 for use in the PSM Appraisal process

<b><u>Professionalism:</u></b>	<b><u>Communication</u></b>	<b><u>Positive Contributor</u></b>
Expert teachers demonstrate professionalism in the service of students and the profession.	Exemplary employees communicate proactively, respectfully, and in a timely fashion to ensure common understanding, and manage conflicts as effectively as possible within the CAC community.	CAC Teachers contribute to making the school a better place for students, for their colleagues, and for the community beyond their role in the classroom.  Schools are most effective when each employee is a positive force on student, school and community morale.

## GUIDELINES FOR PROFESSIONAL STAFF MEMBERS (PSMS)

Entrusted with the education of children, the professional educator promotes the best interests of the student within the context of the school's mission, beliefs and objectives.

### CAMPUS ACCESS

All adults are expected to use their valid CAC ID cards upon entering the campus. The campus and school facilities are available to students and employees exclusively from 7:00 a.m. to 5:30 p.m. ID cardholders are entitled to bring guests on campus, provided they have received prior approval from the Administration. Guests must be signed in at the security gate by their host. Nannies, drivers, private coaches and other employees of CAC ID cardholders may not be signed in as guests. Please refer to the Campus Admittance Policy, available in full in the Campus Information section of this handbook – or contact the ID Office (ext. 5507/08) for further information.

## THE SCHOOL CALENDAR

In general, all PSMs are expected to be at work one week prior to the start of school and on faculty closure days as indicated on the published annual school calendar.

The work year for PSMs is approximately 10 months long. During this period, teachers are contracted to work up to 190 days. Vacations and holidays are included in the annual school calendar developed by the Superintendent and approved by the School Board.

## THE PROFESSIONAL

1. Works in partnership with all members of the school community - students, parents, fellow professionals and personnel – standing on a foundation of respect, responsibility and integrity.
2. Supports the school's Strategic Plan and collaborates with staff, faculty, administration and the wider school community in achieving the plan's objectives.
3. Has a thorough knowledge appropriate to his/her assignment. The professional stays abreast of recent developments in the field, continuing to grow and change in his/her own intellectual and professional development.
4. Reflects on the quality of his/her work and seeks information on his/her performance from a variety of sources.
5. Identifies student, curricular and school problems and, in cooperation with others, actively works to solve them.
6. Meets with parents, students and colleagues as needed and participates in school functions and activities beyond the classroom/office; uses discretionary time purposefully in order to help meet school goals and needs.

*Teacher/Employee Standard #5: Expert teachers demonstrate professionalism in the service of students and the profession.*

## PROFESSIONAL HOURS

CAC serves the needs of students and parents, as well as the needs of the teachers, staff and administrators employed by the school. Our work days are dictated by the schedule of students in classes, which restricts the time available to all to accomplish important but non-classroom activities associated with our program. Thus, it is essential that people be available on campus during non-classroom hours, as well as--of course--classroom hours.

Teachers are asked to be in their work stations by 7:40 each morning, to be available to students seeking extra help, parents seeking answers to questions, or peers seeking input on lesson plans or other matters. Arriving at school in time to be at your work station by 7:40 is the professional expectation for all teachers, assistants and aides. Similarly, teachers are expected, at a minimum, to be available to students or parents until 3:15 daily; it is recognized and appreciated that many of you stay much longer to help kids.

Offices that serve students and parents (ie: divisional offices, the Health Office, the ID Office) should be attended by at least one CAC staff member from 7:30 to 4pm, each school day. Staff members, under the guidance of their direct supervisors, may stagger their shifts, trade hours, and create a rotating schedule, so long as it ensures that there is a cheery welcome for any parent or student seeking answers from 7:30am to 4pm daily.

## PROFESSIONAL CONDUCT GUIDELINES (BOARD POLICY: FILE 5.201)

"All persons working in and for CAC are expected not only to follow local laws and respect local customs, but also to set the highest standards for their behavior, remembering that they represent the school to a diverse community and to the host country."

Professionals, because of the interdependent nature of schools, inform their respective offices and/or the appropriate administrator when they are not on campus while classes are in session.

If staff or faculty have a repeated problem with conforming with the above expectations, a letter noting the fact may be placed in their personnel file. Those who have a chronic problem in being to work on time, may have their contracts non-renewed.

In addition, it is expected that each PSM will provide at least one After School Activity per year--this may take the form of coaching, directing a play, supervising an activity, etc. Professional Hours during supervision of an activity necessarily differ from the above. More about After School Activities and Supervision below.

As professionals, we will not expect less of ourselves than we expect from our students. The student dress code will be enforced. Professional Staff Members should ensure that their professional attire includes shirts that cover the shoulder, skirts and/or shorts that fall to just above the knees (at least). Sandals are appropriate during the warm weather, but flip flops are not.

**Relevant CAC Board Policies:**

*Board Policy File: 5.3021:*

*PSMs who are assigned to extra-curricular activities duties that require significant extra time and responsibility over and above their contractual obligations (such as responsibilities for extracurricular activities) will receive stipends in accordance with a supplementary stipend schedule approved by the School Board within the context of the overall school year budget. The amount of the stipends will be based on the time involved in the activity itself, preparation time, contact time, number of participants, number of special events, and special responsibilities.*

*PSMs to be appointed to extra-compensation duties will be recommended by the ADAC and confirmed by the Principal. Appointees will be given an informal written agreement stating the terms of the assignment, its duration, and the stipend to be paid.*

*Adopted: February 9, 1982*

*Revised: date of manual adoption, April 20, 2004*

*Note: The currently approved stipend schedule is available from the Human Resources Office.*

*Board Policy 5.3083:*

*In addition to classroom assignments, teachers are expected to perform such reasonable nonacademic and extra-curricular staff duties as may be assigned to them by the school administration. Such duties, which include lunch and playground supervision, reasonable committee memberships, and similar routine assignments, are considered part of a faculty member's regular work under his or her contract and will not qualify for supplementary stipends.*

*If a faculty member or professional member of the school accepts an assignment that requires substantial extra time and responsibility--such as regular after-school activity assignments, coaching assignments, etc.--an additional stipend may be paid in accordance with the approved supplementary stipend schedule (see Policy 5.3021, Professional Staff Extra-Duty Pay Plans). Extra-duty assignments that carry supplementary pay are recommended by the appropriate Principal to the Superintendent for approval.*

*Current practice codified 1983*

*Adopted: date of manual adoption*

**CAC Activity Requirement:**

CAC is a school noted for both its strong Academics and its enriching Activities program. Sports, the Performing Arts, Clubs and Activities have long been a key element in an 'American-style,' 'well-rounded' education. Thus, it is necessary that each teacher at CAC contribute to our After School Activities, Club or Sports program in a meaningful way that provides enrichment for students.

Each CAC teachers is expected to coach/lead/advise one activity from CAC's list of activities and/or something added to that list, for one full Sports Season or ASA Session.

The overall responsibility for the content, quality, and other details of the Activities program is the responsibility of the ADAC.

**General CAC Philosophy regarding Extra Curricular Stipends:**

- A stipend is a thank you for additional time spent with students, and not a salary.
- Stipended activities are approved in advance.
- Stipend practices should be consistent across all divisions of CAC; the rationale behind stipend practices should be agreed upon by the Stipend Committee.
- Activities that provide a stipend require faculty and student attendance.

**Criteria for Activity Stipend Qualification**

1. CAC class size requirements/guidelines will determine whether a stipend will apply to an activity (6 students minimum; regular attendance).
2. Must meet guidelines for minimum number of hours of the activity (meeting time and frequency, and may include preparation).
3. One stipend is assigned to each position (shared positions will share the stipend); in the event that an individual takes on two related stipended positions for the same activity (ie: Choreography and Music for the same play), as a rule of thumb they will receive 1.5 stipends; this is to be determined on a case-by-case basis.
4. The addition of a new activity may or may not qualify for a stipend subject to the availability of funds and assessment by the Leadership team of the activity's value to the overall school program.
5. All criteria are considered in determining the application and level of a stipend.

**Stipend Procedures:**

1. The AD/AC will maintain a master stipends spreadsheet which will be updated regularly (minimum annually) and should be the accurate reflection of Athletics and Activities stipends for that school year; HR Office maintains Teacher Leadership stipend information.
2. The stipend committee (ES/MS/HS principals, ADAC, Performing Arts HOD, HR Director) shall meet in September to ensure accuracy of stipends (and budget available based on adjusted budget) for that current school year, and again in April to review stipends for updates and or changes for the coming school year.
3. In the fall of the tri-annual review cycle of salary and benefits, the stipend committee shall present any recommendations for changes to the Superintendent.

**Categories of Stipended Activities at CAC**

- 1) **Faculty Leadership:** (Dept Chairs, Team Leaders)  
(assigned through application process and by the building Principals):  
Involves meeting with department teachers, budgeting, curriculum review process, etc. and may involve communication and coordination with outside groups. Stipend is determined by the administrative team as based on level of responsibility and frequency of meetings.
- 2) **Student Leadership:** (Class Advisors, Honor Societies, Publications)  
(assigned through an application process and by the Principals in conjunction with the ADAC)  
Involves interacting with students in small or large groups throughout the year with high levels of responsibility, communication, planning and preparation. Advisors deal with the entire class with some evening events, while the Junior Class Advisor(s) will plan Prom and Senior Class Advisor(s) plan Graduation.

**3) Academic:** (Arabic Speaking Club, French Cultural Club, Math Counts)

(assigned through an application process and by the Principals in conjunction with the ADAC)

Involves interacting with students in small or large groups for a quarter, a trimester, a semester or throughout the year. Student interaction is required on a regular basis. Clubs vary in degree of demand, from weekly lunch meetings to intensive rehearsal, prep and travel; some requiring little organization, while others requiring extensive organization.

**4) Enrichment:** (Clubs)

(assigned through an application process and by the ADAC)

Involves interacting with students in small or large groups for a quarter, a trimester, a semester or throughout the year. Student interaction is required on a regular basis. Clubs vary in degree of demand, from weekly lunch meetings to intensive rehearsal, prep and travel; some requiring little organization, while others requiring extensive organization.

**5) Performance Arts:** (Drama / Music / Dance)

(assigned by the Dept Head of the Performing Arts Dept in consultation with Principal)

Involves working with students in a wide variety of productions - full length or smaller, musical ensembles, honor music and choir groups that may culminate in a school or community performance. Activities are held by quarter, semester or throughout the year.

**6) Athletics**

(assigned through an application process and by the ADAC)

Involves working with students in a wide variety of sports across the three schools and may culminate in a local or international tournament. Activities are one activity season long (a trimester).

**7) Miscellaneous**

Each of these categories requires student supervision in situations that are structured or unstructured. The duties are as assigned as necessary by the Divisional Principals

**1a. Faculty Leadership Stipends**

Designated HS Department Chairs, PreK-12 Dept Chairs, MS and ES Team Leaders will receive stipends. Leadership stipends will not normally be shared.

PreK-12 Leaders	Elem School	Middle School	High School
Physical Education	PreK-Kinder Coord	Grade 6 Team Ldr	English HOD
Performing Arts	1st Gr Team Coord	Grade 7 Team Ldr	Social Studies HOD
Visual Arts	2nd Gr Team Coord	Grade 8 Team Ldr	Math HOD
Tech Team	3rd Gr Team Coord		Science HOD
Counseling Team	4th Gr Team Coord		World Lang HOD
Student Support	5th Gr Team Coord		
	5 Sub Area Ldrs		
	Arabic PreK-5		

CAC sees the Head of Department/Team Leader as primarily an educational leader. The Head of Department/Team Leader is seen as providing vision and guidance, taking the initiative for short and long range planning, setting and modeling the expectation of collegial collaboration, driving the evaluation of the existing educational program and spearheading improvement implementation. The Head of Department/Team Leader also has responsibility for leading team and departmental needs assessment in regards to professional development, staying current with developments in his or her field and sharing that information with team members. The Head of Department and Team Leader should model life-long enthusiastic learning. All leadership positions will be required to prepare an annual self-evaluation against the above criteria.

Every three years, leadership positions will be considered vacant. However, incumbent team leaders may apply to continue.

**1b. Curriculum Leaders**

Curriculum Leaders ensure the CAC curriculum is clearly articulated and supports our mission.

ES Subject Area Leader (SAL) positions have been established to provide greater communication and coordination between and among teachers' disciplines in each subject area. ES SALs report to the ES Principal and are asked to participate in monthly meetings on a designated day/time after school.

SALs are appointed by the ES Principal. SALs are appointed for a period of one year, after which they may reapply.

Math, Science, English, and Social Studies have a Pre-K- Grade 2 and a Grade 3-5 SAL. Arabic and Egypt Culture SAL has PreK-Grade5 responsibility. SALs are provided a stipend and release time, when necessary, for program planning or teamwork. They are directly responsible to the ES Principal, and will be evaluated annually based on this position description.

**2. Athletics, the Arts, and Activities Stipends**

Athletics, the Arts, and Activities are an integral part of the CAC experience. Every CAC teacher is contractually obligated to offer at least one activity each school year. Teachers are encouraged to be involved in delivering more than one activity.

Compensation will be given to approved, budgeted activities and paid to employees who sponsor these activities in accordance to the categories and levels described within this document (in the Faculty Handbook). Each year, stipended activity positions shall be considered vacant; incumbents may apply to continue. Payment will be made at the conclusion of the activity and/or after completion of the evaluation.

**General Stipend Chart** (activities vary greatly; this is necessarily broad and inexact)

Stipend	Coaching Equivalent	Commitment	Level
0	ES Sport	one session per week for one ASA session.	I
\$375		one meeting per week for the year; two meetings per week for one ASA session.	II
\$525	MS Sport	one meeting per week for the year with additional activities; intensive meetings for a short period (ie: play rehearsal)	III
\$725	JV Coach	annual weekly meetings and additional activities	IV
\$1000 or \$1200	Varsity Asst Coach	Intensive meetings; a major production, trip, or publication; some planning responsibilities	V
\$1500	Varsity Head Coach	Intensive meetings; a major production, trip, or publication; leadership and planning responsibilities.	VI

**3. Approximate Coaching Time Commitments**

Requirements	Level of Coach
10 contact sessions (1 Trim)	ES
21 – 26 contact sessions; 1 local tournament/meet; Communication w/parents	MS
30 contact sessions; 1 local tournament/meet 1 Int'l tournament/meet;	JV Assistant
30 contact sessions; 1 local tournament/meet Communication w/parents	JV
45 contact sessions 1 local tournament/meet 1 Int'l tournaments/meets	HS Varsity Assistant

45 contact sessions; 1 local tournament/meet 1 Int'l tournaments/meets; Communication w/parents	HS Varsity Head
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Below dropped from final document:

**Category I:** one session per week for one ASA session.

Generally non-stipended Activities, unless offering more than one, or offered by a non-teacher.

Most ES and some MS After School activities that are offered one hour per week for one season (10 session). Minimal planning involved. One Advisor per group. Satisfies “10 hour requirement for ASAs” expected of CAC Full Time Teachers.

Card Making Ideas	Art Around the World
Baking and Cooking Club	Intro to Drama
Dance Club	Guitar Club
Pet Portraiture	French Grammar
Ultimate Frisbee	Juggling

**Category II:** one meeting per week for the year; two meetings per week for one ASA session.  
Stipend: \$375

JV Academic Games (2)	Arab Culture Club
V Academic Games (2)	Astronomy Club
MS Math Counts	HS Green Team - Eco Eagles
International Thespian Society	GIN (2)
Gaming Club	In-Jaz (2) Co Sponsor
Honors Orchestra	Spanish Club
Honors Band	Honors Choir
Jazz Band	Chamber Singers
HS Play - Tech Director	National Arts Honor Soc.
HS Yearbook	Musical-Costume

**Category III:** one meeting per week for the year with additional activities; intensive meetings for a short period (ie: play rehearsal)  
Stipend: \$525

ES Strings Club  
MS ISTA  
MS Play - Tech Director  
Class Advisor--Gr 12  
Class Advisor--Gr 10

ES Student Council  
HS ISTA  
Class Advisor--Gr 9  
NESDA Speech/Debate (2)

**Category IV:** annual weekly meetings and additional activities

Stipend: \$725

HS Student Council - Executive (2)  
Musical - Music Director  
MS Yearbook

National Honor Soc.  
Musical--Choreographer  
11th Grade Class Sponsor

**Category V:** Intensive meetings culminating in a major production, trip, or publication; leadership and planning responsibilities  
Stipend: \$1200

HS Play - Director  
MS Play--Director  
Papyrus

Musical--Tech Director  
HS MUN (2)

**Category VI:** Intensive meetings culminating in a major production, trip, or publication; leadership and planning responsibilities.  
Stipend: \$1500

MS Athletics Coordinator  
Musical--Director

MS Activities Coordinator  
HS Activities Coordinator(\$3000)

## BEGINNING AND ENDING OF CLASSES

Instructional time is a limited, precious resource. It is to be protected and used to its maximum benefit for learning. To assist in keeping accurate time, an announcement will be made--or bell sounded--via the intercom daily at 7:55 a.m. Classes are to begin promptly and be dismissed at the correct times each period. Please do not dismiss classes early. Regular 'breaks' during MS or HS instructional block are discouraged; a diverse selection of daily instructional strategies that allow for student movement and varied interaction and forms of learning is encouraged.

## FACULTY MEETINGS

Tuesdays are designated for PreK-12 Faculty meetings, PreK-12 Learning Focus Groups, or Divisional Faculty meetings. A calendar of those scheduled meetings, assemblies, programs and important dates is available on the intranet (can't find link?) for reference and planning purposes. Faculty members (full and part-time) are expected to attend full faculty meetings. If, due to exceptional circumstances, a PSM cannot attend a scheduled faculty meeting, he/she must alert his/her Divisional Principal in advance.

## TEACHER SUBSTITUTES

Professional Staff Members should notify the HR Office of absences by calling the subbing coordinator number on 01006672356 before 6:00 a.m. if they will not be in school. If they are unable to come to school and it is past 6.00am, they must contact their Assistant Principal or Principal immediately. The HR Office keeps a record of faculty absences and arranges for coverage. Absences are recorded by the HR Office for recording in the PSM's personnel file.

Contacting a substitute should always be done through the subbing coordinator. Teachers are asked not to contact a substitute teacher directly and then inform the coordinator, as this can result in confusion. In the event that the PSM's absence is due to an emergency or illness, the PSM is requested to confirm the reason for absence by filling in the "Request for Leave Form" when he/she returns to work.

Even under the best of circumstances, being a substitute is a difficult task. Faculty must have lesson plans, attendance information and classroom procedures ready for a substitute. Be sure that emergency evacuation routes are posted in your room and mentioned in your notes for the substitute.

## PROFESSIONAL DEVELOPMENT AND GROWTH

CAC's Standard #1 for Excellent Teachers is:

### **Growth Oriented:**

Learning is strengthened when there are coherent goals aimed at the academic and social growth of students.

Growth oriented teachers are expert in their field. They are, passionate about teaching and learning, partake enthusiastically in meaningful professional development and share their learning with their colleagues.

Therefore, it is the policy of CAC to encourage on-going education for all of its PSMs.

Opportunities for professional growth may include:

- Approved courses offered by universities and schools during the academic year or during the summer.
- In-service sponsored by the school itself.
- Participation in conferences, workshops and seminars.
- Online or 'distance' learning opportunities, conducted either in a group or individually.

Fostering a growth mentality, upon completion of any CAC sponsored professional development conference or inservice, educators are expected to complete a Professional Development Implementation, Reflection and Expansion Form (available in the Curriculum Coordinator's Office, or online here. The three areas for completion are:

**A) Adapt and Use:** In order for professional development experiences to take root, there should be implementation of new ideas. Please explain how you will or did adapt and use your new learning within your role at CAC in order to benefit student engagement and learning.

**B) Review and Revise:** Feedback, analysis of results, and reflection on successes and difficulties strengthens any learning. Providing an avenue for educators to review their newly implemented learning and revise as necessary is important to supporting a growth mentality and supporting innovation. Please explain what feedback or results you received when you implemented your idea, how you reviewed and reflected on this feedback, and planned for revisions. This is likely a first step of the review/revise process as you incorporate this new learning into your practice.

**C) Share and Expand:** Learning is social and is strengthened by thoughtful discussions, interactions, and collaboration with others. Collaboration and innovation are important elements of growth at CAC. To strengthen learning from professional development experiences, please explain how you shared and expanded your insights and learnings with colleagues.

This form is submitted to the principal/supervisor, human resources, and curriculum coordinator.

## PROFESSIONAL DEVELOPMENT FUNDS USE AND PROFESSIONAL LEAVE

Professional Development Funds (PDF) are available to PSMs for their use each year. Unused funds are rolled over to the following year. No more than two years of accumulated PDF may be used at any given time. It is important to know that the eligibility of funds is based on the start date of the professional activity (not the date of request) and the "year" of eligibility is based on the fiscal year (July 1 through June 30).

The purpose of the funds includes:

1) Support of School Initiatives, 2) Support Growth Mentality for the Educator, and/or 3) Supports Student Engagement and Learning

The use of PDF is subject to the approval of the Divisional Principal (or supervising Administrator). Below is the general process:

- All PSMs requesting the use of PDF must complete, in full, the appropriate PDF request form (available in the HR Office, Divisional Principal's Offices, and on the CAC Intranet).
- Applicants must meet with the immediate supervisor to discuss the activity and the benefit to him/her and to CAC.
- Divisional Principals make the final decision, after considering:
  - The benefit and relevance of the activity to CAC and the employee.
  - The number of days that the staff member will be away from CAC and the impact of his/her absence from school.
  - The availability of an appropriate substitute.
- Completion of Professional Development Implementation, Reflection, and Sharing Form and submitting to principal/supervisor, human resources, and curriculum coordinator.

PSMs may request up to five (5) professional days per year to participate in conferences, workshops, or other professional activities. If the professional activity occurs outside of Egypt, the PSM may request two travel days (one day prior to the activity's start date and one day after the activity ends; travel days are taken from the total 5 possible days). As per Board policy (5.3092) "personal days may not be taken on days that immediately precede or follow school holidays or professional activities which occur outside of Cairo, without the explicit permission of the Superintendent."

Departing faculty members are expected to use their PDF funds by March 31. This timeframe coincides with the NESAs Educators' Conference.

## STAFF GIFTS (BOARD POLICY FILE #5.2012)

The routine of “obligatory” giving of gifts among Staff Members, or by students or parents/guardians to Staff Members is discouraged. This is meant to avoid unnecessary pressure on Staff Members, and especially on students, who, for many reasons, may not be able to participate.

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 the 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 School Board itself.

### TIPS & DONATIONS FOR GSS

Faculty and staff are asked to refrain from tipping individual CAC employees or from starting ‘ad hoc’ fund collections for support staff. Faculty are encouraged to bring any pressing issues where assistance may be rendered to the Superintendent and/or HR Director’s attention.

It is the school’s practice to coordinate a general collection during special holidays to gather funds for distribution among janitors to show our appreciation for all they do. The collections will be announced and coordinated by key administrative personnel--typically before Eid El Fitr and Eid El Adha holidays--and will be distributed evenly within each division. CAC also issues half a month pay bonus to all general services staff at Eid.

Additionally, CAC maintains an “Employee Assistance Fund” to assist general services employees in the case of emergency needs.

## THE ATHLETICS DIRECTOR AND ACTIVITIES COORDINATOR (ADAC):

The ADAC Office is on the 1st floor of the Athletics Building. The ADAC is responsible for the development and management of the co-curricular program for grades 6-12. The Elementary Principal and the Elementary School Activities Coordinator manage the KG-5 ASA and co-curricular programs.

The ACAD is responsible for the development and management of the co-curricular travel programs. The High School Assistant Principal coordinates the Week Without Walls program in the HS. Individual teachers work through the divisional administration to develop and coordinate all academic field trips.

### COLLECTION OF MONEY BY PSMS & FUNDRAISING AT CAC

At times, students will have extra money. Teachers may collect and lock up any money children have with them until needed. All money being kept overnight must be turned in to the Cashier’s Office. Each instructional area should have a closet or cupboard equipped with a lock for securing purses or other valuables. Please fill out a Maintenance Work Order if such a place does not exist in your area.

All fundraising activities must be pre-approved by the Development Office via the appropriate Divisional Principal

## SCHEDULING OF EVENTS

Because CAC is a complex institution with heavy demands on its facilities, it is necessary to schedule and coordinate events through the Office of the ADAC.

If you wish to schedule an event or activity, have an item appear on the monthly calendar, reserve the theater, gym, a room, etc., please fill out an online calendar event request or contact the office of the ADAC Office (ext. 5406). Your request will be processed and confirmed as soon as possible. Please note that a Divisional Principal’s approval is required in order to confirm events/activities.

- If your request involves set-up work and/or refreshments, please provide that information to the ADAC Office (ext. 5406) at least one week in advance of the event and complete the Custodial Work Order available on the Faculty/Staff Intranet.

- If your request involves special requirements in the theater, it is your responsibility to confer with the Theater Manager (Ext 5446) in a timely manner after you have received confirmation of your booking request. The theater personnel can provide a fact sheet concerning the availability of personnel and equipment. A document outlining the

## SCHOOL CALENDAR PARAMETERS

The Superintendent and Leadership team prepare the CAC school-wide calendar. It is posted on the CAC website and managed by the ADAC’s Office. Any changes to the calendar, once approved and entered, will automatically appear on the published calendar.

The following calendar parameters apply:

- New events should not be added to the calendar without removing an existing event and without a very careful review of the overall impact.
- Major events should not be placed within one week of each other (e.g. Kids’ Day and PTO International Day).
- Every effort should be made to ensure that there is no overlap of audiences for events that take place simultaneously.
- A standard start time of 7:00 pm should be adhered to for all performances and formal events.
- Alternate start times for meetings or events that are not formal should be consistent: 5:15 pm for meetings or 6:30 pm for other events.
- During the month of Ramadan the following additional parameters should be followed
- Events that take place during Ramadan should be sensitive to those fasting.
- Every effort should be made to end after school events no later than one (1) hour before Iftar. In the event that this is not possible, the needs of those who are fasting should be accommodated.
- Evening events should have a start time that is no earlier than one and a half hours after Iftar.

A common message with regard to these special parameters will be distributed by the Superintendent and the ADAC’s Office in advance of the month of Ramadan.

### FACILITIES USAGE:

If there is a need to book school facilities for an exhibit, practice, presentation, meeting, etc., please contact the ADAC ext. 5406 in the Office of the ADAC, located in the Gym Complex, 1F.

## ELEMENTARY SCHOOL ACTIVITIES COORDINATOR

The office of the ES Activities Coordinator is located on the ground floor near the ES/Admin Elevator, ext. 5208.

## FIELD TRIPS

CAC is fortunate to be located in Egypt, a land of truly exceptional learning resources for children and adults. Field trips, explorations, and experiential learning are highly encouraged; however, security concerns may limit access to certain locations. Teachers are encouraged to explore areas near enough to school to provide good field trip opportunities to support not only Egypt Culture lessons, but also geology, paleontology, archaeology, economics, geography, etc.

When planning a trip, the following steps should be followed:

- The field trip sponsor should visit the area prior to taking the students.
- Field trip sponsors are required to obtain approval from their department head/team leader. The appropriate Principal must approve field trip requests.
- Trip details such as estimated expenses, unusual requests or special permits should be determined and communicated to the appropriate administrator prior to the field trip.
- Since some field trips may require a modification in the usual dress of the students, it is the responsibility of the field trip sponsor to inform the students of the dress requirements prior to the trip, and to enforce these regulations.
- Pre-trip planning and discussion is expected in each classroom. The trip should be relevant to activities/curriculum taking place in the classroom.
- A field trip permission form, signed by a parent or guardian, must be obtained for each student before he/she is allowed to go on any field trip. These forms, along with transportation requests, are generated by the Curriculum Coordinator's Office.
- For supervisory purposes, it is required that chaperoning is arranged at a ratio of ten students to one adult, a ratio of eight students to one adult for grades 3-5, and a ratio of four students to one adult for grades K-2.
- It is the responsibility of the field trip sponsor to communicate to all parents, students and staff involved the date, time and participants of the field trip. This must be done at least one week prior to the trip. In addition, each student's teacher should be notified one or two days prior to the trip so that they are aware of the reason for the student's absence from class.
- Chaperoning teachers must arrange for substitutes with the HR Office at least three days in advance of the trip.

## II -STUDENTS

### STUDENT HANDBOOK

Student Handbooks are issued annually in the Middle and High School. The Elementary School Handbook is published online and updated annually. Each PSM should receive the Student Handbook for his/her division. Details regarding discipline, attendance, etc., are included in this handbook. Please read the handbook carefully and refer students to the appropriate sections when infractions occur. It is important that the faculty be consistent in enforcing school regulations, particularly for issues of attendance, punctuality, conduct, dress code and personal integrity, including academic honesty.

### ID CARDS AND CAMPUS ACCESS

Each student will be issued a CAC ID card. The CAC ID card is necessary for admission to the campus and CAC-sponsored events. Students should return their card to the ID office when they withdraw from CAC. The ID Office is housed in the Admission Office.

Please refer to the Campus Information section of this handbook for detailed information regarding campus access guidelines.

### STUDENT SAFETY

"The school is responsible for the safety and adequate supervision of students while they are on school property or engaged in school-sponsored activities." (Board Policy 8.6012) Students should not be in rooms or activities unless adequately supervised by the faculty.

It is important to note that CAC can take only limited responsibility for student safety on campus during non-school hours. It is expected that parents will take responsibility for their children when on campus after hours or during weekends.

### USE OF TOBACCO BY STUDENTS (BOARD POLICY: FILE 8.4022)

"Students are not permitted to use tobacco products on school property, at school-sponsored activities or on school-sponsored trips. Students are discouraged from using tobacco in the immediate vicinity of the school."

### TRANSPORTATION OF STUDENTS

Buses are available to bring students to and from CAC. CAC buses leave at 3:20 p.m. and 4:10 p.m., with one late activities bus for students at 5:30 p.m. Riding the bus is a privilege which can be revoked if a student fails to abide by the safety rules. Bus rules are distributed to students through bus monitors at the beginning of the school year. Additional copies may be obtained from the Motor Pool Manager.

Staff may use the CAC transportation system (school buses) provided that space permits on existing routes (no additional routes or stops on routes will be created for the convenience of faculty riders). Priority is always to students and door-to-door service is not provided. Please refer to the Motor Pool procedures and guidelines available from the Motor Pool Office.

## STUDENT ATTENDANCE

CAC's instructional program is based on the belief that students' attendance is important for learning.

Minimum student attendance in all school divisions is set at 85% of the enrolled school/course days in a given semester/trimester.

It is the faculty member's responsibility to keep accurate daily attendance records and to re-admit students to class only with proper authorization.

### HOMework (BOARD POLICY: FILE 7.902)

"Meaningful, regularly assigned homework is a useful way to help students reinforce what they learn in class, master their skills, and develop individual interests.

Although the assignment of homework in every academic subject is a policy of the school, the classroom teachers will be responsible for deciding the amount and type of homework given within school guidelines. Principals are responsible for working with faculty and parents/guardians to establish reasonable, age-appropriate guidelines for the quantity of daily and weekly homework. These guidelines are published in each student handbook."

Homework should also encourage students to work independently, acknowledge different learning styles and develop self-discipline. Homework provides important feedback to

enable the faculty member to plan the pace and intensity of instruction. In considering the type and amount of homework students bring home, faculty are encouraged to assign a variety of homework which reflects practice, preparation, extension (transfer of skills and concepts) and creativity (homework which produces original responses).

### STUDENT SERVICES AND THE REFERRAL PROCESS

CAC offers student learning services, KG-12. At all grade levels, the student support personnel provide assistance to faculty in adapting instruction to students' learning needs. In addition to this consultative service, student support teachers provide direct services to identified students. These services differ at each school division.

Requests to support children suspected of having learning or social problems, etc., may be made by faculty members, the principal, or parent. All requests for support should be shared with the administration; a student service team will work to build a support network for the child.

## Goals of Student Travel

Student travel in connection with co-curricular and athletic activities is considered a valuable experience and an extension of the school's regular on-campus programs. Student travel provides opportunities for cultural enrichment and personal growth. It enhances school spirit, provides incentives for achievement and develops self-respect and maturity.

### STUDENT TRAVEL (BOARD POLICY: FILE 7.806/7.8061)

"Student travel is valued as a means of expanding the educational experience by providing personal and cultural enrichment. CAC students are provided curricular and co-curricular opportunities to travel within Egypt and to other countries. The school administration establishes procedures and guidelines that govern student behavior, and legal, safety, and financial parameters for student travel. These regulations are published within divisional and professional handbooks and are shared with parents/guardians."

## LOST AND FOUND

In support of learning responsible care for belongings, each division of the school will:

- Remind families and students to leave valuables at home and to mark items, including clothing, bags and books.
- Publish and clearly explain the Lost and Found system.
- Encourage students to actively participate by reporting losses and turning in items found.
- Provide one Lost and Found Center. For ES, the Lost and Found Center is on the ground floor of the Elementary School near the elevator.

### LOST & FOUND SYSTEM OUTLINE

- Items collected on campus are taken to the Lost & Found Center.
- All unclaimed lost and found items, including valuables, will be donated to charity through the CAC community service program at several dates throughout the year, depending on schedules of those involved and the volume of lost materials. Parents will be notified in advance of these dates.

### TUTORING GUIDELINES

It is expected that CAC's regular instructional program will provide sufficient support opportunities for all students to be successful. This means teachers are available to students during breaks and before and after school for help. Occasionally, a faculty member, parent, or student may feel that a student will benefit from additional academic support. While this should be the exception rather than the rule, the following guidelines apply in the event that tutors are employed.

### CAC FACULTY

- CAC faculty may not tutor students who are in their own classes.
- CAC faculty who tutor a CAC student must inform the student's divisional principal that the tutoring is taking place.

### FOR ALL TUTORS

- Tutors should consult with the student's teacher before tutoring begins in order to clarify course expectations and the anticipated outcomes of the tutoring, as well as to share instructional materials as appropriate.
- Students must be tutored off campus.
- Tutoring may not take place during the school day except by special pre-determined exception as approved by the appropriate Divisional Principal.
- CAC takes no responsibility for the quality of the tutoring.
- CAC neither manages nor monitors payments for tutoring.

## CURRICULAR DEVELOPMENT AT CAC

Curriculum development is coordinated through the Curriculum Office and overseen by the Curriculum Coordinator. Curriculum development follows a Three Year Curriculum Development Plan. The curriculum is organized through four layers: Foundations of Curriculum, Written Curriculum, Working Curriculum, and Reviewing Curriculum. Full information about the curriculum at CAC can be found on the Curriculum - Instruction - Assessment Site. Curriculum development is guided by the mission and vision of the school and Learning and Teaching Principles. Cairo American College uses AERO Standards for the majority of courses and uses Atlas Rubicon to map curriculum. Teachers plan collaboratively by team, grade level, subject area, or department. Heads of Department and Subject Area Leaders are members of the Curriculum Team which discuss school wide issues and questions. Teachers are expected to analyze classroom and external assessments to inform student learning progress, instructional success, and curricular adjustments. Vertical Teams also meet periodically to complete curriculum review tasks and ensure alignment of curriculum. Vertical teams are lead by Heads of Department and Subject Area Leaders. Curricular initiatives are supported via a variety of professional development opportunities including; in-service workshops, on-site consultant visits, targeted conference attendance by professional staff members, in-house course work and professional book study groups. CAC uses Atlas Rubicon for digital storage and development of curriculum.

## COMMUNICATION

### PROFESSIONAL COMMUNICATIONS

Communication connects us with one another and is at the root of most solutions, but also of many problems. No act is more respectful than listening. It is critical to CAC professionalism that we respond to requests to be heard or to communicate in as timely a manner as possible. It is reasonable and responsible that we hold ourselves to the high standard of responding to calls or requests from students, parents or one another within 24 hours.

*CAC Teaching/Employee Standard #7:*

### COMMUNICATION

*Exemplary employees communicate proactively, respectfully, and in a timely fashion to ensure common understanding, and manage conflicts as effectively as possible within the CAC community.*

### SCHOOL-PARENT COMMUNICATION

School/parent communication is key for a successful home-school partnership. If a child is having trouble academically, it is the responsibility of the classroom teacher to notify the parent. Teachers should seek verification of receipt to any written communication to parents, and, if needed, hold a parent conference. Faculty members should communicate frequently with parents about students' progress and achievements. Scheduled parent/teacher conferences will be held following the first reporting period for MS/HS. For Elementary School there are two conferences each year after the first and second trimester reports.

## INTERNET USAGE

PSMs at CAC have wide-ranging access to technology. The privilege to access the school's internet facilities to facilitate information gathering, sharing, personal growth as well as collaboration with other individuals comes with responsibility. School Board Policy states (File: 5.212): "Each user is responsible for all material sent and received under his or her 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."

### THE SINGLE SIGN ON

The CAC Dashboard is a communication tool that centralizes a variety of information useful for PSMs. Some examples of resources available include CAC forms, division handbooks and newsletters, curricular documents, professional development information, staff directory and technology tips and tutorials. The CAC

website, in particular the Single Sign On Staff Dashboard is the centralized source of most resources. This password-protected site allows faculty and staff to submit information and requests. For example, PSMs are able to update their personal profile online with the Human Resources Department, or submit a computer service, housing, or maintenance request.

## EMAIL

Email is an important mode of communication at CAC. Please check your email daily for important messages and pertinent information. School email shall not be used for buying or selling of personal items through the use of groups. There is a Moodle Course that has been created for this purpose which can be set for personal notification preferences. In the same way, CAC email should not be used to announce personal outside events through the use of Google Groups. The Kalaam should be used for this purpose. Kalaam notices are submitted via the staff dashboard.

## CAC E-MAIL ETIQUETTE

Electronic communication is a useful tool. Adherence to basic guidelines can make email more effective. All CAC users should follow good email practices (Netiquette) while using CAC Gmail. CAC encourages the following:

### Writing

1. Due to the absence of context (tone of voice, body language, etc.) email can be easily misinterpreted. Substantive discussions are better held face-to-face.
2. Use a meaningful subject line for the message to assist the reader.
3. A greeting should be used unless the communication is very informal. Otherwise the message can appear brusque and may offend.
4. Make your message concise and state exactly what you want it to say.
5. Inappropriate language is not acceptable.
6. Writing in all uppercase letters give the impression of SHOUTING and should be avoided.
7. Be aware that email is not a secure medium and privacy cannot be guaranteed.
8. **Use of cc:** Only cc if necessary. Avoid copying others to register complaints or to hold discussions.
9. **Replying to cc:** Do not expect a reply from someone you have cc'ed. If you expect an answer, the message should go directly to the recipient.
10. Be careful how you express yourself. Emails sent in the heat of the moment can convey the wrong impression. Wait until the next day to reply if you are upset.
11. Do not use the content of someone else's message without permission.
12. Do not forward someone else's email without permission.
13. Share your documents instead of sending an attachment when you would like editing help.
14. False rumors create anxiety. Do not contribute to rumors or hoaxes via email. It is better to send concerns to the CAC person in charge: the Director of Information Services for viruses, the Health Office for health matters, and the Superintendent for security matters.

### REPLYING

1. Read your e-mail regularly.
2. Always respond as soon as possible to any email that expects a reply even if it is only to acknowledge receipt of the original message.
3. Be careful when **replying** that you are not sending your **reply to** all of the other recipients unless it is your intention.
4. Avoid saving e-mail messages with attachments - better to save the attachment.

### PERSONAL

1. Be cautious about providing personal information such as home addresses and telephone numbers. This includes the provision of someone else's personal information to which a user may be privy.
2. Think carefully before providing your email address to unknown persons or organizations as this can have serious implications for privacy and/or abuse of the system.

### LEGAL

1. Do not send or forward any email message that could be construed as offensive, intimidating, defamatory, abusive, threatening, racist or clearly uninvited. If the message offends, harasses, humiliates or intimidates another person, then it may breach the rules set out in this User Policy and could warrant legal action.
2. Remember that laws relating to other written communication apply to email messages.

### GMAIL GROUPS

Users of the school Gmail have the ability to both use and create their own email groups. This is an important and useful privilege that encourages collaboration rather than centralized control. Like most privileges, the use and creation of email groups carries the potential for abuse. CAC prefers to address email abuse or inappropriate use through management of individual behavior, rather than blanket policies or centrally imposed 'controls' or restrictions. Divisions, departments, and other organizations will be creating their own email groups and those groups will be managed by the organizations that created them, not by the IT Department. Gmail groups have a number of settings that manage who will be able to see and use the group and training will be provided to ensure the understanding of those settings.

### MAILBOXES

MS & HS PSM Mailboxes are located in the divisional faculty lounges. ES PSM Mailboxes are located in the ES Office. They should be checked before and after classes each day.

### MORNING ANNOUNCEMENTS

Middle and High School morning announcements are distributed online each day to be shared with (and read to) classes in the first five minutes of the day. Students and faculty wishing to post an announcement do so through the High School Assistant Principal or Middle School Secretary.

### SCHOOL-WIDE PUBLICATIONS

In order to ensure a consistent and professional appearance in the CAC modes of communication, publication standards have been developed and are outlined in the **CAC Identity Standards Manual** (available on the CAC Faculty and Staff dashboard).

The Kalaam is CAC's weekly electronic newsletter. Notices for the Kalaam must be submitted electronically via the staff dashboard before 12:00 noon on Thursday for publication the next week.

The Superintendent publishes a weekly newsletter that is posted on the CAC website.

### ELEMENTARY SCHOOL PUBLICATIONS

The Elementary School Parent Handbook is a guide that describes the curriculum as well as the various school procedures parents need to know. It is published here and updated annually or as needed.

The Eagle Has Landed is an electronic newsletter published on our website every Thursday. It includes a summary of announcements and also features upcoming events/ activities in the Elementary School. Announcements may be submitted to the ES Office. This helps to limit emails to staff, and reading it is an expectation.

## MIDDLE SCHOOL PUBLICATIONS

The [Program of Studies](#) outlines courses and procedures for class registration.

The [Student Handbook](#) outlines rules and regulations of the Middle School.

[News and Views from the Middle School](#) summarizes and celebrates Middle School events. This publication is posted on our website by the Principal's administrative assistant every Thursday.

The [Morning Announcements](#) contain pertinent information for students about academics, activities, upcoming events and special dates. An electronic version is sent daily to parents and MS staff.

## HIGH SCHOOL PUBLICATIONS

[Papyrus](#) is an annual publication of students' creative stories, poetry and artwork.

The [Program of Studies](#) outlines courses and procedures for class registration.

The [Student/Parent Handbook](#) outlines rules and regulations of the High School.

The [College Counseling Handbook](#) outlines college application procedures.

[Highro-Glyphics](#) is published and emailed to HS parents and staff every Thursday. It features an article by the High School administration and lists upcoming activities in the High School.

The [Morning Announcements](#) contain pertinent information for students about academics, activities, upcoming events and special dates. An electronic version is sent to parents and HS staff.

The [High School Profile](#) provides a comprehensive annual snapshot of the High School and includes information such as total number of students & faculty, standardized test results, IB exam results, class rank and grade distribution and college/university attended.

Most CAC publications are posted on the Parent Intranet and on the Faculty and Staff Intranet.

## HEALTH INFORMATION

### HEALTH EXAMINATION (PSMS) (FILE: 5.3012)

Prior to the commencement of employment and every two years thereafter, all Professional Staff Members (PSMs) and, in the case of overseas hires, all accompanying dependents must undergo a complete physical examination by a licensed physician. The physical examination results of the PSM and accompanying dependents must be acceptable to the administration, and the school's medical consultant, and meet Egyptian Labor Law guidelines as a condition of employment at CAC.

### REQUIRED IMMUNIZATIONS AND STUDENT PHYSICAL EXAMS (BOARD POLICY: FILE 8.6023)

"All new students entering CAC must have a medical examination form 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 be also completed by the student's parents/guardians." Procedures regarding this requirement are contained in Board policy 8.6023. Please refer to File 8.6023 to review this policy in full.

### HEALTH GUIDELINES

A note or email from home is required each time a child is absent. Teachers should use the method established in their division to report absent students. A call to the child's home will be made to confirm the absence. If a parent sends a note stating that the child will be out, please share this information with your divisional office by 9:00 a.m. Any child who was out with a communicable disease should be checked by the nurse before re-admission to class. A health record of each student is kept in the Health Office. Any additional information from the faculty member or other staff member regarding a child's physical health should be given to the Health Office. The Health Office is responsible for keeping the health form up-to-date. Faculty should not administer medication.

Should an accident occur in a school building, on the grounds, on one of CAC's buses, or in any other place or situation where the school is responsible for the welfare of the students, the Health Office, the appropriate Principals and/or the Superintendent must be notified as soon as possible.

CAC employs a medical advisor, nurses and a medical secretary to provide first aid, consultations and advice for students, staff and their families. The Health Office is located on the ground floor of the Elementary School building.

## HEALTH SERVICES FOR PSMS AND SUPPORT STAFF

- Nursing care and first aid throughout the school day
- Consultation by appointment with the medical advisor
- Home visits by a nurse in emergencies
- Home visits by the medical advisor if indicated
- Specialist referrals in the community
- Maintenance of individual health records

## HEALTH SERVICES FOR STUDENTS

- Hearing, vision, dental, height, weight screenings on all students (grades KG, 1, 3, 5)
- Maintenance of individual health records
- Emergency and first aid care
- Referrals to professionals in the community

The nurses participate in the educational program by acting as resource persons on health topics, first aid, safety, nutrition and puberty.

## SENDING STUDENTS TO THE HEALTH OFFICE

In case of illness or injury, students are to be sent (accompanied if needed) to the Health Office. PSMs are to fill out a Health Office pass and send it with the student. The pass should indicate the time the student was sent. The Health Office will return the pass with the student, indicating the time he or she left the Office as well as a brief description of the problem and any nursing care given. Injured and seriously ill persons are released into the care of a nurse, an administrator or a parent. Injured or ill students should be seen in the Health Office before leaving the campus. An accident report is filled out on all major injuries incurred on school grounds and copied to the Superintendent and appropriate Administrators.

## CAMPUS INFORMATION

Care for our campus is everyone's responsibility. Faculty should encourage students to take good care of their desks, classrooms, and the campus environment. We aspire for students to take pride in the appearance of their school, being particularly careful not to dispose of wastepaper, lunches, etc., on the school grounds.

Upon leaving the classroom after school, please lock windows and doors and turn off lights and the air conditioning. Various school buildings are reconditioned, inside and outside, each summer, as we work to maintain a quality campus.

All custodial requests can be made via the online Maintenance request system on the intranet; for emergency needs, call your division office. An online order is required for the repair or moving of equipment.

### GENERAL CAMPUS ADMITTANCE:

CAC ID cards are issued to students, parents, employees, alumni, and community members under the policies and rules set forth by the Administration. The ID card must be presented to the Security Guards by adults and students in grades 6-12 for access to the campus at all times. Students must present their ID cards for access to school events.

In general, the following guidelines will be observed in granting access to the campus:

1. All students, their parents and siblings, PSMs and Support Staff of CAC will be issued ID cards and will have routine access to the campus upon presentation of the ID.
2. The ID card is necessary for admission to the campus and for CAC-sponsored events. The card will be revalidated on an annual basis.

3. The CAC campus is exclusively for school use from 7:00 AM to 5:30 PM, Sunday through Thursday. (Note: a parent must accompany Elementary School students on campus during all non-instructional times.)
4. ID cardholders who are not students or employees are welcome on campus on weekends and school holidays from 5:00 AM to 9:00 PM and on school days from 5:00 AM to 7:00 AM and 5:30 PM to 9:00 PM.
5. ID cardholders are entitled to bring guests on campus with the prior approval of an Administrator. Guests must be signed in at the security gate. Note: Nannies, drivers and other employees of CAC ID cardholders may not be signed in as guests; drivers only may enter campus and access the Admin building to make school fee payments.
6. Cardholders are to accompany their guests at all times on campus and will be held responsible for the behavior of their guests on campus.
7. Holders of temporary passes may not bring guests on campus.
8. Visitors are limited to CAC fields, pool, libraries, and athletic facilities and are not permitted to enter other CAC facilities or buildings. Guests, temporary cardholders and visitors may not check out library materials.
9. CAC does not provide supervision during open community hours unless students are participating in a CAC sponsored/chaperoned activity/event; supervision of students at these times is the responsibility of parents.

## CAMPUS RULES & REGULATIONS

- CAC is not liable for any non-school sponsored activities.
- Smoking is not permitted on campus.
- Users of the track must wear sneakers.
- Strollers are not allowed on the track, as they can damage the track surface (Note: Baby jogging strollers specifically designed for this use are allowed).
- Pets are not permitted on campus.
- Bicycles, mopeds, motorcycles, skateboards, scooters, roller skates, and roller blades may not be used on campus, except for skateboards in the Skate Park and bicycles by beginning riders at designated times on the track. Bicycles must be dismounted outside the gate and pushed to their parking places.
- Weapons or objects used to threaten or intimidate are not permitted. This prohibition extends to toy guns and water guns--they are not allowed on campus.
- Inappropriate behaviors of any kind will not be tolerated. These include but are not limited to: physical aggression or violent play that could result in injury, bullying or threatening, disrespectful words or actions, being under the influence of any illicit substance, and the use of foul language.
- The possession, use, sale, or distribution of illegal drugs, legal drugs used in an abusive manner, drug paraphernalia or alcohol on the CAC campus is prohibited.

Information regarding the eligibility of an individual to receive an ID card is available in the Admissions/ID Office, as is further information regarding available facilities, usage fees, and limitations.

## CAMPUS EMERGENCY PROCEDURES

The administration has developed a comprehensive campus safety plan. The plan, relevant to faculty, staff and students, is printed in the Emergency Procedures Manual and is distributed to all support staff and PSMs. PSMs are asked to become familiar with all emergency plans, including the most direct route for evacuating the building and to keep copies of procedures in a readily accessible place. Principals will review the plan from time to time in faculty meetings. Questions regarding campus security should be directed to your Principal or the Superintendent. Emergency Drills will be conducted multiple times annually.

## FACILITY USE GUIDELINES & PROCEDURES

### I – THE THEATER

The theater is host to various school-wide performances as well as some large group and formal events.

#### PRIORITY

Events should be scheduled with priority given as follows:

- Administrative or Board request
- Performing Arts productions
- KG-12 events
- Community events

Events can be classified into categories based on technical and stage-time needs as follows:

- Major productions (e.g. Full-length plays & Dance Concerts)
- Minor productions (e.g. One-act plays, the Egypt Festival & Elementary Music performances)
- Class productions (e.g. third grade writing improves, Drama and Dance Evaluations, Choir Concerts & Band Concerts)
- Meetings (e.g. School Assemblies, Athletic Awards Ceremony & Back to School Nights)

#### SCHEDULING

- Without exception, all events should be scheduled in consultation with the Theater Coordinator on extension 5432).
- There may be no more than one major production or three evening/weekend events in any given week.
- Events which take place during the school day should be scheduled with care in the interest of minimizing the disruption of classes.

#### REHEARSALS

The following guidelines should be adhered to when scheduling rehearsal times:

- All technical rehearsals, which take place during the week, should be scheduled such that they are finished no later than 6:30 p.m. Technical rehearsals should be limited to three hours in duration.
- Major productions should be allowed exclusive use of the stage after school and in the evening the week of, and the week prior, to the performance. Additional considerations may be necessary depending on the nature of the set and lighting designs. The maximum running time of a major production should be limited to one preview and two performances, the exception being the HS and MS musicals.
- Minor productions should receive, at most, three times the length of the program in stage-time prior to the performance. The maximum running time of a minor production should be limited to one preview and one performance.
- Class productions should receive at least the period prior to the performance on the stage. It is assumed that, in the case of multiple performances, there should not be the need for additional rehearsals unless the performances are separated by more than three days.
- Meetings and Assemblies should not require rehearsal time, but, depending on the nature of the presentation, may require substantial set up time (e.g. 8th Grade Recognition Night). An appropriate amount of time should be decided upon and scheduled through consultation with the Theater Manager.

#### BORROWING COSTUMES AND EQUIPMENT

Arrangements for borrowing costumes can be made through the theater office; a one-week notice is preferred. The borrowing of equipment from the theater is seldom possible and then only through prior arrangement with the Theater Manager.

### II – THE CAC LIBRARIES

The CAC Libraries contains a wealth of books, magazines, newspapers, professional journals, reference materials, DVDs, audio-books, and online resources for students and all other patrons to use for academic or recreational purposes.

**The CAC Libraries home page is:**  
<http://library.cacegypt.org/>

You may login into the library catalog via single-sign on dashboard. You may also access our Overdrive ebooks library at that same location.

**Access from the CAC Intranet via the Single Sign On widget.**

#### MS/HS LIBRARY HOURS Students, faculty and staff

- Sunday – Thursdays  
7:45 a.m. - 4:30 p.m.
- Some Saturdays  
10:00 a.m. – 2:00 p.m.

Consult yearly calendar for Saturdays we are open

#### ES LIBRARY HOURS Students, faculty & staff

- Sunday – Thursday  
7:45 a.m. – 4:00 p.m.
- Some Saturdays  
10:00 a.m. – 2:00 p.m.

Consult yearly calendar for Saturdays we are open  
Parents and other members are welcome during opening times.

Both libraries are closed on Friday and during school holidays. Please refer to the CAC calendar on the web page for details about Saturday openings.

#### Collaborating with the Librarian:

**Librarians are ready and willing to support you in your units of study. We can locate resources, recommend alternative methods of presenting and instruct students in research skills and academic honesty (i.e. citations of sources)**

**Faculty Borrowing:** Faculty may have up to 150 library items checked out. All library materials may be returned at the main circulation desks or in the drop box at the ES or the window book drop in the MHS Library.

**Borrowing in the ES:** Every ES classroom has a weekly scheduled checkout session. Students are allowed to check out up to 10 items, of which 1 may be a DVD. PreK to grade 2 has one weekly scheduled 40-minute library class. Grades 3 to 5 have the weekly scheduled checkout session for 20 minutes and other support time from the librarian is flexibly scheduled.

**Student Patron Rules:** Our libraries strive to be a place where all patrons can be comfortable and connected academically and socially - to each other, to information, and to technology.

1. Respect others' rights to a library environment that is conducive to reading and studying.
2. Only covered beverages are allowed in the libraries. No food please.
3. Leave your area in as good, or better, shape as it was when you arrived. (Books removed from shelves may be placed on a nearby trolley rather than being replaced on the shelf.)

## CONSEQUENCES FOR STUDENT BEHAVIOR THAT DOES NOT FOLLOW THESE BASIC EXPECTATIONS:

**1st offense** – Warning

**2nd offense** – Student will be asked to leave the library.

**3rd offense** – After a phone call to a parent informing him or her of the consequence of another behavior incident in the library, the student will be asked to leave the library.

**4th offense** – Student will receive a temporary suspension of library privileges.

\*All subsequent offenses will be referred to divisional administrators.

**Overdues:** Email overdue notices are sent out to teachers, students, and the parents each week. Elementary students may not check out materials if they have an overdue DVD or one long overdue print book. Middle School students may have up to three items overdue before they are prevented from checking out more materials. Please encourage any student who feels that a library notice is in error to bring it to the appropriate library circulation desk to discuss it.

**ES Library Bags:** Every ES student needs to bring a cloth bag to his/her scheduled library checkout session. This bag helps protect the library books and helps ES students to organize their school materials. The ES library has bags that can be checked out temporarily, but students are requested to have their own bags clearly labeled with their name for use throughout the year. Cloth bags may be purchased at the CAC Central Store or maybe brought from home. Disposable plastic bags are not allowed.

**Sending students to the ES library:** Students are welcome during class times provided they bring a pass from their teacher. If you need to send students to the library to work on class inquiries, try to let us know in advance so that the librarian can try to be present. The library assistants are qualified to help with general inquiries, but the librarian is more in touch with classroom programs and could provide more focused help to students.

**Sending students to the MHS library:** If you would like to send students to the library for independent work, we ask that you please keep the number of students to five or fewer, and inform us in advance of the names of the students and what they should be working on.

**Faculty Input on Collection Development:** Faculty members are encouraged to participate in building the library collections throughout the school year by recommending personal interest or curricular support items, making suggestions from general and professional reviewing media, and notifying librarians of subject areas needing upgrading.

## OTHER LIBRARY SERVICES

**Computer access:** Gaming and streaming videos for personal interest are not permitted during school/instructional hours (8-3) as per tech department guidelines.

**Photocopying:** Limited photocopying from library materials is free for students. Copies of non-library materials cost 50 piasters per page. Please note that CAC is a copyright-compliant institution.

**Laminating:** is done at the CAC Print Shop (ES Basement)

Short-Term AV Equipment Loan requests are to be submitted via the CAC Intranet through 'Forms'. Requests will be attended by the tech staff portion of the Information Services department.

Copyright Fair Use: CAC's policy is available on the CAC Intranet at:

<http://www.cacegypt.org/intranet06/tech/copyright.php>

## LOST, STOLEN, OR DAMAGED SCHOOL PROPERTY

When CAC property is lost, stolen or damaged while in the possession of a school employee, the employee may be required to cover the replacement cost of the item. The Superintendent in consultation with other school administrators will make the final decision regarding the determination of payment.

## PROCEDURE AND LIABILITY FOR LOST, STOLEN OR DAMAGED SCHOOL PROPERTY

**Step one:** A report is filed by the Department Manager of the lost, stolen, or damaged item and submitted to the Superintendent for his/her review.

**Step two:** The Superintendent decides if the employee is responsible for the replacement cost of the item. The decision is attached to the initial report and the employee is notified of the decision.

**Step three:** Valuation of the item is determined through independent sources by the Department Manager of the particular item with support from the Purchasing Department. Documentation of the cost is to be provided to the employee as well as the Accounting Department.

**Step four:** Payment is either made at the cashier's window, or arrangements for automatic salary deductions may be made at the employee's written request. If payment is not made within 60 days, or by May 15, whichever comes first, the payment will be deducted from the salary.

## ACCEPTABLE USE POLICY

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

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

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

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

## RESPONSIBILITIES

- It is essential the user accesses the Internet in a responsible manner and maintains the privacy of the Cairo American College Internet accounts.
- Each user is responsible for the appropriateness and content of material sent and received under his/her user account. Hate mail, harassment, discriminatory remarks, bullying, spamming and other antisocial behaviors are expressly prohibited.
- Users shall not intentionally obtain copies of passwords, modify files or other data belonging to other users, misrepresent other users on the Internet or access school systems and data without proper permission. It is the responsibility of the Internet user to secure all passwords so access by non-authorized individuals or from non-authorized terminals will not occur.
- Users may not use the Internet to access any pornographic material or inappropriate files particularly materials offensive to our host country. The user is responsible for making sure all files, including e-mail, sent or received by him/her do not contain pornographic or inappropriate information.
- All forms of hacking and access to Hackers' sites is forbidden.

The CAC Mission, Beliefs and Objectives will guide Internet content filtering and the AUP. Filtering may be adjusted where authorized by the Director of Information Services.

Violation of this policy will be considered a violation of the CAC Code of Conduct or appropriate behavior with disciplinary measure consistent to those outlined in the student/parent/employee handbooks. Any accidental access to inappropriate material should be reported to a supervisor or Director of Information Services immediately.

## EMPLOYEE LAPTOP / TECH EQUIPMENT USER AGREEMENT

When using or having checked out CAC laptop / tech equipment,

Employees understand:

- If there is any physical damage or loss of equipment due to negligence or irresponsibility, the employee agrees to pay for any physical damage or loss.
- It is the responsibility of the employee to ensure they have the legal right or license for any software the employee installs on a school machine. In the same way, the employee remains solely responsible for the maintenance of that software including re-installation should it be lost through any maintenance process by the IT Department.
- Employees are to utilize the school laptop/tech equipment primarily for school-related purposes and performance of job duties.
- All repairs, replacements or other purchases need CAC Tech Department or Administrative pre-approval if reimbursement is sought.
- This agreement applies to on and off campus use of equipment.
- This agreement applies to all tech equipment in use by/or checked out to an employee.
- All Tech Equipment must be checked in and checked out annually. This may include an inspection and required maintenance by the IT Department. This will normally be done at the end of the year.

## Employee Use of Laptop / Tech Equipment Agreement

Employees accept full responsibility for the safe and secure handling of the Laptop and other tech equipment checked out to them during employment at CAC. They accept full responsibility for the proper use of their laptop/tech equipment under all applicable Cairo American College Policies. They understand that if they take a leave of absence or leave the employment of CAC, they will need to return their assigned or checked-out laptop/equipment to the CAC Technology Department or CAC Libraries before departing. Employees understand that they are responsible for the repair/replacement cost of the said laptop/tech equipment if lost or damaged due to their negligence or irresponsibility.

## GETTING THINGS DONE AT CAC

### SUPPLIES AVAILABLE FROM THE CENTRAL STORE

CAC maintains a Central Store that stocks a wide variety of supply items for professional use. The Central Store issues a catalog that lists items in stock and prices. You may use the catalog to place your order or visit the Store and select the items yourself. The Central Store is in the basement of the Administration Building.

Ever increasing costs of supplies require careful planning and ordering by each PSM. Supply requisition forms are provided to each PSM at the beginning of the school year. Additional forms are also available in hard copy format in each Principal's Administrative Assistant's Office or in electronic format in the Faculty/ Staff intranet (here). Please check your classroom supply cupboards thoroughly and talk to colleagues regarding reserve stock before ordering new items. Supplies should be requested at least 48 hours in advance.

### PURCHASING GUIDE

#### PURCHASING DEPARTMENT:

- Upon determination of a need, the originator should first check the Central Store school supplies list. If needed item is available, the originator needs to complete the Central Store Order Form and send it to the department/division Budget Manager for approval.
- The Budget Manager will approve the request and send it to the Central Store.

If items are not available at the Central Store the following procedures should be followed:

#### LOCAL PURCHASE:

- 1) The originator should prepare a Purchase Request Form (PR) (available here) indicating:
  - a. A clear description of the items requested (e.g. part number, if available and/or a sketch),
  - b. quantity required,
  - c. preliminary price,
  - d. date required,
  - e. originating department,
  - f. preferred vendor or source, and
  - g. specific instructions if applicable.

- 2) The request is then sent to the department/division Budget Manager for approval. The request must be signed by the Budget Manager. In addition, all relevant account numbers must be included in the Division and Line Item Slots.

- 3) The original and one copy of the approved PR is then sent to the Business Services Manager who will sign and date the request, and return a copy to the originator.

- 4) If the requested purchases exceed LE 60,000, an invitation for sealed tender process will take place in compliance with the CAC Procurement Policy and Procedures manual.

- 5) If the requested purchases are above LE 3,000 but less than LE 60,000, the following procedures will be followed:

- a. Purchasing Department will share with the originator any details that require prior approval before placing the order.
- b. Purchasing Department will enter the Purchase Order (PO) into the Blackbaud system and place the order with the vendor. A copy of the computer-generated PO will then be sent to the originator.
- c. Upon arrival of the ordered items, the Central Store will receive the goods and the invoice from the supplier, record them in their books and forward them along with a release note to the originator who will sign the note and keep a copy for his/her records.

- d. The originator will check the goods received and accordingly prepare a Material Receiving Report (available here) and send it to the Purchasing Department. Until the Material Receiving Report is received by the Purchasing Department, the PO will remain open.
- e. The Purchasing Department will process the payment with the Accounting Department in compliance with the CAC Procurement Policy and Procedures manual.

- 6) If the requested purchases are below LE 3,000 the following procedures will be followed:

- a. The Purchasing Department will share with the originator any details that require prior approval before placing the order.
- b. The purchase payment will be made out of purchasing department petty cash.
- c. The Purchasing Department will receive the goods from the vendor along with the invoice.
- d. The Purchasing Department will send the goods and the invoice to the originator.
- e. The originator will sign on the invoice verifying receipt of the requested items and return the invoice to the Purchasing Department.

## OVERSEAS PURCHASES:

- 1) The originator will prepare a PR (available here) indicating the following:
  - a. A clear description of the items requested (e.g. part number, if available and/or a sketch),
  - b. quantity required,
  - c. preliminary price,
  - d. date required,
  - e. originating department,
  - f. preferred vendor or source, and
  - g. specific instructions if applicable.
- 2) The request is then sent to the department/division Budget Manager for approval. The request must be signed by the Budget Manager. In addition all relevant account numbers must included in the Division and Line Item slots
- 3) The original and one copy of the approved PR is then sent to the Business Services Manager (ext 5380) who will sign and date the request form, and return a copy to the originator.
- 4) The Purchasing Department will process the PO. The vendors will then start to deliver goods to the US warehouse. The warehouse will ship the received goods to CAC when the container is full.
- 5) CAC Central Store will receive the incoming containers according to the packing list from the US warehouse. Central Store will distribute the goods to the originators and obtain their signatures on the packing list.
- 6) The originator will inspect the goods received and ensure that the right quantity and items have been received, and accordingly prepare the Material Receiving Report (available here) and send it to the Purchasing Department. The PO will remain open until the Material Receiving Report is received by the Purchasing Department.

## ACCOUNTING DEPARTMENT:

- 1) When the invoice reaches the Accounting Department, the accountant will do the following:
  - a. Date stamp the received invoice and documents,
  - b. Reference the invoice to the related PO.
  - c. Check for approval of the Director of Business Services on the PO, if the purchase is overseas. Check for approval of the department/division Budget Manager on the PR if the purchase is local. (If PO/PR is not properly approved, the accountant will return the documents to the Purchasing Department to obtain the proper approval prior to processing the payment).
  - d. Make sure that all the transactions on the invoice are supported by the PO.
  - e. Verify that the PO classifications match the CAC chart of accounts.
  - f. Check if invoice is recorded on the Blackbaud system and select the invoice to be paid.
  - g. Print the check and payment voucher from the Blackbaud system and attach the check and payment voucher to the PO and invoice.
  - h. Sign the payment voucher and send the documents to the Accounting Manager for approval.
- 2) The Accounting Manager will review all the documents, ensure that all transactions are properly supported and that details on the check are correct, approve the payment voucher and forward the documents to the Finance and Operations Director.
- 3) The Finance and Operations Director will review the documents, sign the check and send the documents to the Superintendent if the check requires a second signature or otherwise to the accountant.
- 4) If the payment is due to a local vendor, the accountant will send the documents to the cashier who will contact the vendor to pick up the check. The vendor's representative will receive the check and submit a receipt to the cashier who will stamp the documents as "PAID" and forward the documents to the filing clerk for filing.

### **NB:**

As per auditors' request, please make sure to fill out the purchasing and/or accounting forms with a pen (ball point if the forms have carbon copies).

## MAIL DELIVERY SYSTEM

The campus mail courier is scheduled to make four (4) rounds per day starting with the Admin building and following the route order outlined below. To complete one full cycle it takes approximately one hour, e.g. the first round starts at 8:30 a.m. from the Admin building and ends at 9:30 a.m. with the Central Store.

The mail carrier is scheduled to sort and deliver mail to the predetermined general locations and not to individuals. Please clearly mark the envelopes with the delivery location to help in the sorting process. The schedule below will assist in the planning of your daily schedule.

	1st round	2nd round	3rd round	4th round
Admin	8:30	10:30	1:00	2:45
ES Lounge	8:35	10:35	1:05	
Business Services	8:40	10:40	1:10	
Alico Clinic	8:45	10:45	1:15	
ID Office	8:45	10:45	1:15	
Central Store	8:55	10:55	1:25	
Print Shop	8:55	10:55	1:25	2:55
ES Office	9:05	11:05	1:35	3:00
Health Office	9:05	11:05	1:35	
Security	9:15	11:15	1:45	3:10
MS Office	9:20	11:20	1:45	3:15
Athletics/Aquatics	9:25	11:25	1:50	
School Store	9:30	11:30	1:55	
School Services	9:35	11:35	2:00	
Theater	9:40	11:40	2:05	
MHS Library	9:50	11:50	2:15	3:20
Activities Office	9:50	11:50	2:15	3:20
Technology	9:55	11:55	2:20	3:25
HS Counseling Office	10:00	12:00	2:25	3:30
HS Office Mail Room	10:00	12:00	2:30	3:30

(times are approximate)

## MAINTENANCE WORK ORDERS

The maintenance work requests are to be filled out through 'SchoolDude'. Please seek Principal or supervisor authorization before requesting any major (costly) maintenance.

Maintenance emergencies (i.e. leaking pipes, etc) should be reported immediately to the Maintenance Manager (ext. 5560) or to Security (ext. 5581). The Maintenance Office is located with General Services on the ground floor at the back of the Applied Technology Building, near the back campus gate.

## CUSTODIAL WORK ORDERS

Custodial work orders are available on the CAC intranet (link here) and are required for approved and/or calendared event setups. Emergency cleaning needs should be referred directly to the head janitor in your area for action. The Custodial Department is located in the General Services office on the ground floor of the Applied Technology Building, near the back campus gate.

## HOUSING WORK ORDERS

Housing work requests are to be filled out through 'SchoolDude'. Remodeling or other extensive work requests should be submitted to the Housing Manager for review during the annual budget process. The Housing Department is located in the General Services Maintenance Office on the ground floor of the Applied Technology Building, near the back campus gate.

## PHOTOCOPYING

Photocopy machines are available on campus for small jobs (fewer than 25 copies). Request forms for larger jobs are available on the staff dashboard. Please indicate your name, room number, number of copies needed, date needed and other pertinent information on the form. The Print Shop is located in the basement of the Elementary School Building. All printing will be double-sided unless otherwise requested.

Because of copyright restrictions, the Print Shop is not authorized to photocopy copyrighted material.

## KEYS

Classroom keys may be obtained from the your divisional administrator. Rooms should be locked when not supervised. Problems associated with room security should be reported immediately to your Principal and the Security Manager (ext. 5580).

## FAXES

Fax machines are located on the fourth floor of the Administration Building and in the High School (see the High School Principal's administrative assistant). Personal outgoing faxes are not allowed. However, you can have faxes sent to you through the school's fax number, which is + (20-2) 2519-6584. Incoming personal faxes will be delivered through regular school mail.

## THE SCHOOL STORE

Personal items such as paper, pencils, pens, notebooks, etc., are the responsibility of the students. These items are available in the School Store. The Store is located on the ground floor of the Applied Technology Building and is open from 09:00 a.m. to 12:00 p.m. and again from 1:00 p.m. to 4:00 p.m.

In addition to stationery items and ES PE uniforms, the School Store offers a variety of items for purchase, including sun-smart items such as recyclable water bottles.

## THE SCHOOL'S CASHIER

The Cashier's Office is located on the third floor of the Central Administration Building. The Cashier distributes foreign salary checks and all other disbursement checks but does not have

the authority to exchange money or advance salaries. For specific questions regarding business matters, please confer with the Finance Office. Please note that the Cashier's Office working hours are from 7:45 a.m. to 1:30 p.m. and from 2:30 p.m. to 3:45 p.m. Sunday through Thursday.

## BANK SERVICE

A local onsite bank offers its services to CAC faculty, staff and ID Cardholders through its implant branch, located on the third floor of the Administration Building.

Regular banking services may be rendered at the CAC branch. Please note that on paydays, bank services may not be available. The banking services will be reserved for PSMs, staff and general service employees on their respective paydays.

Regular bank services hours are 9:00 a.m. to 1:00 p.m., Sundays through Thursdays. Special payday banking hours, Ramadan hours and summer hours will be announced to faculty and staff via school email. A detailed schedule of Faculty and Staff pay dates is published annually to avoid congestion on paydays.

## CASHING PERSONAL CHECKS

CAC has a special service from the onsite implant Bank that allows PSMs to get immediate cash against their personal checks up to \$3,000. Any amount over the \$3,000 will require a letter of authorization signed by the Superintendent or the Finance and Operations Director. If

you choose to cash your personal checks in US Dollars, the bank will charge you a service fee. Please note also that your bank may also apply service charges. If you wish to receive your personal check in the Egyptian Pound equivalent, there will be no service fee from our bank. Third party checks may be cashed using the same process but are subject to prior approval.

## TRAVEL AGENT SERVICE

CAC contracts a local travel agent to handle the school's travel needs. The onsite travel office also offers personal travel services to the Faculty, Staff and ID Cardholders at CAC. The CAC travel Office hours are 7:45 am – 3:45 pm, Sundays through Thursdays. Special Ramadan hours will be announced to faculty and staff via school email. The Travel Agency Office is on the top floor of the Central Admin Building.

## FOOD SERVICES

During the day, CAC makes a special effort to provide healthy food and drinks on campus. Snacks, drinks and lunch are available through contracted school caterers located in the Middle School area (kiosks), High School area (kiosks). Hot lunches are served for Elementary School students in the ES cafeteria. A hot lunch is served for faculty and staff in the Teachers' Lounge on the 1st floor of the Admin Building, next to the PreK-12 Curriculum Center.

## PERSONNEL POLICIES AND PROCEDURES

All policies and procedures established by the Board of Trustees of CAC are enumerated in the [CAC Policy Manual](#). Copies of the manual are available in the MHS Library, Board Office and with divisional Principals. Please refer to your individual contracts for any specific contractual questions.

### CONTRACTS (FILE: 5.302)

“Cairo American College enters into individual employment contracts with Professional Staff Members (PSMs). Faculty are contracted to work up to 190 days. The specific type of contract in each case will be determined by whether the staff member is (1) hired abroad, (2) locally hired, non-Egyptian national or (3) Egyptian national. Contracts may be terminated early by agreement or for cause in accordance with policy 5.3124.” CAC Policy Manual 5.301

### PROFESSIONAL STAFF EVALUATIONS

The following criteria will be employed when evaluating teacher effectiveness, growth, employee behavior and community contributions at CAC. This document and the process to be used in applying it is designed to promote growth, reflection, and excellence in teaching at CAC. Cairo American College has long prided itself on outstanding teaching and learning; these criteria reflect the beliefs of Administration and Teachers regarding what Excellence looks like at CAC. As we strive for outstanding teaching, Teachers are expected to “Meet CAC expectations” in three of the five listed Teaching categories, and in two of the three listed Employee categories. Teachers who are “Not Meeting Expectations” in any category will be assisted in constructing a Growth Plan to ensure necessary improvement.

Only truly exceptional teachers will be marked as “Innovators/Mentors”. It is not expected that any teacher will be given this mark in multiple areas; it is hoped that we will have at least one “Innovator/Mentor” in each category at each division of the school. This column represents truly outstanding work, the top few percentile, and is recognition of those who truly impact the education and climate at CAC. Each teacher is encouraged to aspire to an “Innovator/Mentor” assessment in one category, and Admin and Teachers will work together to target that goal.

#### QUALITIES OF AN EXCELLENT TEACHER

Growth Oriented  
Engaging  
Intentional  
Developmental  
Reflective

#### QUALITIES OF AN EXCELLENT EMPLOYEE AND COMMUNITY CONTRIBUTOR

Professionalism  
Communication  
Positive Contributor

Here is a link to the Appraisal Rubric (<https://docs.google.com/document/d/1Hm9R-kkNRitCjMTV3iMuN0RMumNkEzr0CxS1FLwO5f8/pub>) CAC Standards for Teaching and Learning (<https://drive.google.com/file/d/0BwiqZpdrIIMBQzJHa1RFc0VRcVE/edit?usp=sharing>) Teacher Self Assessment Form ([https://docs.google.com/forms/d/1lhd2jLlqoOEgFtnKCVc5zMuw\\_TXAD5kPPjnZK1-AVro/viewform](https://docs.google.com/forms/d/1lhd2jLlqoOEgFtnKCVc5zMuw_TXAD5kPPjnZK1-AVro/viewform)). These documents are so posted on the CAC Staff dashboard.

Board policies pertaining to PSM evaluation (File: 5.3071, 5.3072, 5.3073 & 6.202) are available in the Board Policy Manual.

### LEAVES AND ABSENCES (FILE 5.309)

CAC provides a comprehensive plan for leaves and absences designed to help members of the professional staff take care of their health, their personal and family emergencies, and their obligation to maintain and improve their professional skills.

Absences are recorded by the Divisional Offices, and leave forms are sent to the Human Resources Department for recording in the PSM’s personnel file.

In the event that the PSM’s absence is due to an emergency or illness, he/she is requested to confirm the reason for absence when they return to work by filling in the “Request for Leave Form.”

### REQUESTING LEAVE

In order to minimize the impact that a PSM’s absence has on students and the programs at CAC, it is imperative for all requests for leave to be pre-approved by the PSM’s Principal (or supervising Administrator) by filling in a “Request for Leave Form” and meeting with the appropriate Principal/Administrator at least one week prior to the planned leave. Cross-over teachers must alert both Principals of any absence from school. If the absence is due to an illness and/or emergency, and the PSM is not able to fill in the required forms before the absence occurs, he/she must inform the Principal(s) and the Subbing Coordinator before the absence occurs. (Emergency Leaves must be approved by the Superintendent.) The appropriate leave forms must be filled out upon the PSM’s return from his/her absence.

To maintain the priority and focus on our instructional program, no teacher should miss more than 10 instructional days per year and/or no more than 6 instructional days per semester as chaperone/coach for school-sponsored trips.

### TEACHER SUBSTITUTES

Professional Staff Members should notify the HR Office of absences by calling the subbing coordinator number on 01006672356 before 6:00 a.m. if they will not be in school. If they are unable to come to school and it is past 6.00am, they must contact their Assistant Principal or Principal immediately. The HR Office keeps a record of faculty absences and arranges for coverage. Absences are recorded by the HR Office for recording in the PSM’s personnel file.

Contacting a substitute should always be done through the subbing coordinator. Teachers are asked not to contact a substitute teacher directly and then inform the coordinator, as this can result in confusion. In the event that the PSM's absence is due to an emergency or illness, the PSM is requested to confirm the reason for absence by filling in the "Request for Leave Form" when he/she returns to work.

Even under the best of circumstances, being a substitute is a difficult task. Faculty must have lesson plans, attendance information and classroom procedures ready for a substitute. Be sure that emergency evacuation routes are posted in your room and mentioned in your notes for the substitute.

### **SICK LEAVE (FILE: 5.3091)**

A PSM shall be entitled to 10 working days' sick leave at full pay annually, cumulative to 60 working days. Sick days may be used for the care of dependents with concurrence of the administration.

A physician's certificate may be required for illness lasting more than three workdays. In the case of a serious illness, as certified by a physician, the School Board will consider Sick Leave beyond normal amounts.

Consecutive sick leave credit is granted on the basis of one day for each school month, September through June. Any PSM who uses more sick leave than he/she was entitled to shall have the leave indebtedness deducted from the final paycheck.

Part-time PSMs shall be granted sick leave credit in proportion to the time for which they are employed.

PSMs who receive sick leave benefits will be allowed to contribute up to 10 days of their accumulation to another eligible employee who has exhausted his/her sick leave accumulation. The total sick time allowed the receiving employee will be limited to 60 days or up to the time when their Long Term Disability (LTD) insurance begins coverage, whichever is less.

### **PERSONAL LEAVE (FILE: 5.3092)**

Up to three days shall be granted to each PSM per year for personal leave. This leave may not be taken on days that immediately precede or follow school holidays or professional activities which occur outside of Cairo, without the explicit permission of the Superintendent.

The intent of such leave is to provide the employee with time to take care of pressing personal business.

Personal leave must be applied for at least three days in advance, via the appropriate Principal with the general nature of the request indicated (i.e., "legal matters," "visa work," "family matters") without having to go into specific detail. If approved, the Principal will pass this request on to Human Resources for processing. If not endorsed, the request will be returned to the person making the request with an explanation.

An explanation is required if the leave requires Superintendent approval, due to the leave being immediately before or after a school holiday, or attached to a PD activity occurring outside Cairo. The request for approval should be sent to the HR Director.

The PSM will be paid \$100 per day, up to a maximum of three (3) days per year for unused personal leave days. Payment will be included in the June paycheck. Personal day payment will be prorated for part-time PSMs.

Personal leave is generally not approved during the month of May or June. PSMs should alert their Principal immediately if an exceptional situation arises requiring the PSM to be absent at the above stated time, .

### **UNPAID LEAVE (FILE 5.3093)**

Unpaid leave up to a maximum of two continuous years may be granted to full-time teachers at the discretion of the Superintendent. Requests for such leave must be submitted in writing to the teacher's Principal who will forward it to the Superintendent.

1/190th of a teacher's total salary will be deducted for each day of unpaid leave (total salary is defined as total yearly salary).

Unpaid leave for one or two full academic years may be granted in the case of applicants seeking further academic qualifications through a program of full-time university study. In exceptional cases, unpaid leave of one or two full years may also be granted in the case of important personal and/or unusual circumstances. For both professional and personal unpaid leave, preference will be given to two-year leaves (as opposed to one-year leaves) in view of the greater difficulty encountered by the school to find suitable replacements for a short time.

Individuals who choose not to return from an unpaid leave must notify the Human Resources Director by the first Thursday of December prior to the scheduled year of return.

Experience step credit on the CAC salary scale is not provided for time spent on unpaid leave. In addition, no contractual benefits, other than those provided under the spouse's contract, if any, are provided to a faculty member on unpaid leave.

Employees granted up to two years of unpaid leave are guaranteed a position upon completion of the leave, subject to the provision of their contract and Board policy. The position to which they will be assigned may not necessarily be the position left when the leave was undertaken.

In accordance with Egyptian labor law, employees granted one or two years of unpaid leave must sign a contract renewal that describes the terms and dates of the approved leave.

All requests for unpaid professional leave equal to or exceeding a full academic year, must be submitted in writing to the Superintendent by December

### **MATERNITY/PATERNITY LEAVE (FILE 5. 3094)**

Maternity leave with full pay shall be granted for 90 calendar days to a PSM who has been employed for six months immediately prior to that leave. Maternity leave may begin no more than 30 days prior to the due date.

Leave without pay (30 calendar days) may be granted to a PSM with less than six months service.

Maternity leave is not considered sick leave, nor can sick leave be used in connection with maternity, except in special circumstances as certified by a physician.

The father may be granted ten (10) working days of paternity leave to assist immediately after the birth of a child.

Adoption leave with full pay may be granted for up to a total of 60 calendar days immediately following the granting of formal custody to a PSM who has been employed for six months prior to that leave. This leave will not exceed 60 calendar days per couple. An extension of up to 30 calendar days of unpaid leave may be granted.

### **SABBATICAL LEAVE (FILE: 5.3095)**

After six years of full-time service at CAC, a Professional Staff Members (PSM) is eligible to apply for a sabbatical leave. Approval for sabbatical leave is given by the Superintendent. Guidelines and application forms are available in the Human Resources Office.

### **CRITERIA FOR GRANTING SABBATICAL LEAVE**

The following are the principal criteria that will be applied when considering applications for sabbatical leave.

1. The sabbatical program submitted must have a professional benefit to the applicant in at least one of the following areas:

- a) overall professional growth; or
- b) enhanced qualifications in the area of the PSM's expertise.

2. The sabbatical program must have benefit for CAC in at least one of the following areas:

- a) strengthening a department or existing program; or
- b) adding a wanted/needed component to the instructional program.

### **BENEFITS**

A PSM granted a full-year sabbatical will receive 60% of his/her salary for the period of the sabbatical. A PSM receiving a half-year sabbatical will receive 80% of his/her salary throughout the school year or the equivalent thereof. The time spent on sabbatical will be considered equivalent to full time service to the school. Contractual bonuses, benefits and professional development allowance will remain in place as follows:

- participation in retirement and insurance plans;
- contract completion and/or contract renewal bonuses (as applicable);
- professional development allowance;
- sick leave accumulation;
- credit for annual salary "step increase"
- faculty housing in Cairo;
- tuition for children at CAC;
- excursion fare to home of record at the beginning of the sabbatical year and back to Cairo at the end.

No other benefits are provided.

Receipt of a full-year sabbatical is contingent upon a PSM contracting to return to CAC for a minimum of two years following completion of the sabbatical. A PSM receiving a half-year sabbatical is required to return for one continuous school year following completion of the leave. A PSM completing a half-year sabbatical in the first semester will return for the second semester and the following full year. A PSM completing a half-year sabbatical in the second semester will return for the following full academic year. In the event the PSM does not return to CAC for the time stipulated above, the amount paid in salary during the sabbatical leave will be refunded to CAC by the PSM. If the PSM returns to CAC, but does not remain for the applicable time period stipulated above, the PSM will refund to CAC a pro-rated amount of the salary received during the sabbatical. The PSM will be required to provide an appropriate guarantee that the salary will be refunded.

### **EMERGENCY LEAVE (FILE 5.3096)**

Emergency leave may be granted to all PSMs due to a death or critical illness in the PSM's immediate family. This leave entails five (5) working days' leave, but is extendible up to ten (10) days at the discretion of the administration. This leave is granted only once in any school year for the same emergency.

Travel expenses for emergency leave will only be granted to full time PSMs when death has occurred or is imminent provided that such expenses are not reimbursed by the spouse's employer or other agency. Travel expenses may be granted to the spouse and authorized dependents of said PSM under certain condition and at the discretion of the administration.

## IMMEDIATE FAMILY

Is defined as the spouse, mother or stepmother, father or stepfather, sister, brother, son or stepson, daughter or stepdaughter of the PSM.

In those cases where another individual or individuals served as the primary caregiver of the PSM as a child, the PSM may substitute that individual or individuals for the parent/guardian. This substitution must be indicated at the time of hire and cannot be changed once reported.

## AUTHENTICATION OF EMERGENCY LEAVE

a. CAC will be the sole judge in determining the merits for granting any emergency leave. CAC reserves the right to examine and investigate any claimed emergency by whatever means deemed appropriate. CAC may request proof of the relationship (e.g. birth certificate, marriage certificate, court decree, etc.) between the PSM/spouse and family member concerned.

b. To facilitate granting of leave, the PSM requesting the leave will supply the full name, address and telephone number of the relative involved and of the attending physician.

If the spouse or child of a PSM residing in Egypt with the PSM or the PSM dies while the PSM is under contract to CAC, the deceased will be flown to the place of burial. In addition, each surviving member living in Cairo will receive either a one-way economy class fare via the most direct route from Cairo to the place of burial or a round trip economy class fare depending on the circumstances. The cost will be borne by CAC. This does not apply when the spouse has a similar benefit from the company for which he/she works.

## PROFESSIONAL EDUCATIONAL LEAVE (PROFESSIONAL LEAVE) (FILE: 5.3097)

Educational leave will be given to allow PSMs to attend workshops, conferences or projects that contribute to the mission, goals and objectives of the school. Final approval or disapproval will be given by the Superintendent and/or his designee if:

1. An educational leave request has been completed with the approval of the PSM's Principal.
2. The activity deals with the PSM's area or field of study
3. The leave does not substantially interfere with the teaching duties or related responsibilities of the PSM.
4. An appropriate substitute teacher is available.
5. Up to a maximum of five days will be granted for professional development leave each year.

## PROFESSIONAL STAFF RECRUITING LEAVE (5.3099)

PSMs may request two (2) professional days and three (3) personal days to attend recruiting fairs. PSMs must return an unsigned contract if they are attending a recruiting fair.

## PROFESSIONAL STAFF MEDICAL EMERGENCY EVACUATION (FILE 5.3098)

CAC will maintain Health Insurance that provides Professional Staff emergency medical evacuation.

## FORCE MAJEURE OR "EVACUATION FOR CAUSE" (FILE 5.306)

In the event of force majeure, which causes a student or students to withdraw from the school, tuition and fees already paid for the school year will not be refunded and any tuition and fees that are unpaid will be due and payable. Force majeure is defined as an event or effect, such as civil disturbance, acts of war and other civil, political or military events, labor unrest, earthquakes, nuclear disaster or extreme weather conditions that cannot be reasonably anticipated or controlled and would adversely affect the school's financial condition.

If the School Board decides to close, the School Board will also consider instituting its adopted emergency procedures manual and/or the need for evacuation of PSM's and their immediate families.

The Board is responsible for ensuring that the Emergency Procedures Manual (link to Emergency Manual here) should also include procedures for ensuring that the contractual benefits for all faculty are met as covered by the limits of the evacuation insurance policy maintained by the school.

## PERSONAL PROPERTY INSURANCE PLANS

PSMs are encouraged to insure their residential personal effects, since such insurance is not provided by the school. There are many U.S. and Egyptian based companies which provide insurance tailored to the needs of expatriates.

## PERSONNEL RECORDS

Personnel files are maintained in the Human Resources office. PSMs may inspect their files by request through that office. Materials and references from previous employers which are designated as "confidential" are not available.

## PAY DAY

PSM paychecks are issued monthly. Pay is issued in the form of a single wire, direct deposit (in the U.S.), or by check as per the PSM's written instructions in August of each academic year. An annual schedule of pay dates is printed and distributed in August by the Finance Department.

Advances may be approved only in emergency cases, and only upon request to the Superintendent's Office. The currently applicable exchange rate of Egyptian pounds per U.S. dollars is posted at the Cashier's Office on a monthly basis.

## USE OF TOBACCO

### (FILE 5.208)

CAC prohibits the use of tobacco on campus and discourages its use in the immediate vicinity of the school. Smokers are asked to cross the street, walk away from the school. Wait to light their cigarettes until they are out of the general vicinity of the school.

## DRUG & ALCOHOL ABUSE BY A STAFF MEMBER

### (FILE: 5.2081)

CAC is a drug and alcohol free campus.

Possession, use, sale, or distribution by a Staff Member of any illegal or controlled substance, as defined by the U.S. Controlled Substances Act (as amended from time to time), unless a staff member's possession or use is permitted by a prescription, is prohibited and is grounds for termination of employment from the school.

Possession, use, sale, or distribution by a Staff member of alcohol on the school grounds or in conjunction with off-campus, school sponsored student activities is prohibited and is grounds for termination of employment from the school.

Being under the influence of alcohol or any substance referred to above on campus is grounds for termination from employment.

## STUDENT WELFARE

### (FILE: 5.210)

CAC is committed to the welfare of students and to providing a safe environment conducive to learning. Bullying or other abusive behavior by faculty or staff members is unacceptable and will not be tolerated. Therefore, the school shall have procedure for documenting and handling reported and/or suspected cases of verbal, emotional, mental, physical or sexual abuse or the neglect of a student by a member of the faculty or staff.

Any reported or suspected incident(s) of neglect or verbal, mental, physical or sexual abuse perpetrated by any member of the faculty or staff will be promptly investigated by the appropriate administrative supervisor. If confirmed, consequences may include, but are not limited to, a letter of reprimand, counseling, contract non-renewal, or termination. The Superintendent shall inform the Board, promptly, of any reported cases of abuse or neglect.

## SALARY PLACEMENT & COMPENSATION

The initial placement on the CAC salary schedule is determined by recognizing educational degree status, number of approved academic units acquired in addition to, and separate from, the degree(s), and total years of full time teaching experience up to the maximum step allocated in each column.

Progression within a column on the scale is one step per year of satisfactory performance, both for full-time and part-time PSMs.

Horizontal column changes occur with accumulation of approved academic credits and/or awarding of an additional degree as indicated on the top of each column.

All approved non-degree graduate credits, whether acquired before a Master's degree program, during or after its completion, are recognized for placement on the CAC salary schedule. In the case of an additional Master's degree, all the credits acquired will be recognized for progression.

Documentation of credentials is essential in establishing placement on the salary scale. It is the responsibility of the PSM to provide official transcripts, proof of certification and all other documents related to educational background. Salary adjustments for the beginning of each year should be made no later than September 30. This procedure allows time to include documentation of credits earned in spring and summer.

Certification is a minimum requirement for employment. Credits earned to obtain certification will not be counted for column advancement even if they are graduate and/or earned after completion of the bachelor's degree.

The intent of the horizontal move on the salary scale is to encourage continued professional growth. In order to move horizontally from the "BA/BS" or "MA or BA+36" column to the next column, the acquired credits must be in addition to credits earned in acquiring the BA/BS or MA degree. PSMs are encouraged to consult directly with the Human Resources Director when there is an individual problem regarding interpretation of credentials or difficulty in obtaining adequate documentation.

## HOUSING

Housing issues at CAC are managed through the Housing Department and the office of the Finance and Operations Director. In addition, there is a Housing Committee that consists of the Housing Manager, the Finance and Operations Director, the Human Resources Director and at least three PSMs (representing each school division). The Committee provides advice and assistance to the Housing Department and housing related issues including renewal of housing leases

### **PSM HOUSING ASSIGNMENT PROCEDURES**

The Superintendent makes the final decision on housing assignments with the support of the Human Resources Director, the Housing Manager and the Finance and Operations Director, in consultation with the division Principals and the School Nurse when necessary.

As much as possible, the school wishes to minimize the number of annual moves. The fewer flat changes the better for faculty morale, particularly “forced” moves. Nevertheless, when a move is necessary the guidelines and procedures listed below will be followed.

### **I - INITIAL FACULTY HOUSING ASSIGNMENTS**

CAC will make every effort to assign new PSMs to CAC housing using the following priorities:

1. Family size:

# of Authorized Residing Dependents	# of Bedrooms
0	2*
1	2-3
2+	3-4 (if available)

**Note:** As of the 2015-2016 academic year, the faculty housing pool includes 36 three bedroom flats, 9 four bedroom flats, 11 two bedroom flats and 6 admin flats and one villa. A total of 63 units. Therefore, it is probable that some single PSM’s will have a three bedroom flat

2. Physically challenged PSM/Dependents (accessibility issues).

When the school is not able to assign an appropriate flat due to lack of availability, every effort will be made to correct the assignment as soon as possible. Please note that this process may require a PSM to move at a later date as per the procedures listed below in this section.

## **II - FORCED MOVES**

A forced move can occur when:

1. The school has not been able to renew a flat lease.
2. A change has occurred in the PSM’s number of authorized residing dependents and the school is in need of the PSM’s flat in order to correct another PSM’s assignment.

### **PROCEDURES:**

In a forced move situation, the school will:

- Inform the PSM of the upcoming move no later than three months prior to the scheduled move-in date or faculty closure date (whichever occurs first).
- Provide the PSM with moving and set-up support. The school would provide boxes for the PSM to pack and the Housing department would move the boxes to the new flat. In addition, Housing will re-install all PSM purchased items, such as ceiling fans and blinds/curtain rods (when possible) and the washer and dryer in the new flat.
- Allow the PSM to retain all faculty assigned furniture. However, in the case where the PSM has developed a custom piece of furniture that was unique to the configuration of the old flat, Housing may not be able to relocate it in the new flat.
- Issue the PSM a settling in allowance (in line with the amount issued to new PSMs).
- On the rare occasion when the school initiates the move in order to correct an inappropriate PSM housing assignment, the process below will be followed:
  - The school will identify flats where changes in family size have occurred rendering the flat size inappropriate for the current PSM/PSMs.
  - The school will contact PSMs residing in identified flats to inquire if there is a volunteer willing to move.
  - In the event that volunteers do not come forward, the Superintendent will make the flat selection based on the criteria listed above in section I and current flat residents will be asked to move in line with the forced move procedures.

### III - VOLUNTARY MOVES

A PSM may apply for a voluntary move. Such requests will be considered based on the criteria described above (in section I).

The total allowable moves in a given year should not exceed five total moves, including forced and voluntary moves. The flat availability will be determined by the Housing manager after the first Thursday in December, when contracts are returned and the number of departing faculty is known. A list of available flats will be made available to PSMs residing in school housing no later than the start of the second semester.

In a voluntary move situation the PSM will:

- File a request to move in writing to the Finance and Operations Director's office no later than the third Thursday in February.
- State the rationale for requesting a voluntary move.
- Bear the responsibility of moving and setting up his/her furniture and personal effects.

### PROCEDURES

- Requests for a voluntary move will be reviewed by the Superintendent, HR Director, and Finance and Operations Director.
- The decision to grant a voluntary move will be made by the Superintendent and the decision will be shared with the PSM no later than the start of Spring Break.
- The administration will develop a list of moving priorities based on the criteria outlined in section I of this document. Note: in the event that there is an apparent tie between two or more PSMs, seniority will be used as a tie-breaker.
- The list of moving priority, list of available flats and flat selection date will be made available to individuals approved for a voluntary move.
- PSMs will be allowed to make a choice in their order of priority. Should the PSMs decide not to move when it is his/her turn to make a selection, the choice will go to the next person on the priority list. At that time, no additional PSM's who requested a move will be added; if only one opts out, there will be no more than four moves that year.

### MANAGEMENT OF UTILITY BILLS:

Utility bill management is a service offered by the school for all faculty who reside in CAC Housing. This means that the school will be responsible for managing relationships with the various utilities such as electricity, water, and gas to ensure that payments are made on time and that services are provided as expected. In order for CAC to fulfill this commitment the Housing Department will require access to each flat once per month to read the meters. This visit will not be scheduled in advance so there will not be advanced notification regarding the time of the visit. Every effort will be made to facilitate this in the same week of each month so that there is a period of time in which the visit may occur. However, please know that the date of the visit must be confirmed by the various government utility offices so is not always within the school's control. Once the visit has been completed the Housing Department employee will hang a note on the inside door handle to indicate that a visit had been made for the purpose of reading the meter.

When discussing this process with faculty it became clear that some PSM's were not comfortable with this arrangement. Therefore an optional program has been developed to accommodate those who were concerned.

**Option 1:** Accept the situation as described above in which CAC will continue to manage the utility bill and will therefore require access once each month to the flat without immediate prior approval. The school will then process the electric, gas and water bills, send the bill through the school accounting system and charge individuals for the monthly costs. PSM's are expected to pay in a timely manner any and all charges.

Should there be a dispute regarding the value of any charge, i.e. the tenant feels that the electricity company overcharged, the bill must still be paid on time. Disputes will be taken seriously and will be pursued with the appropriate authority on the PSM's behalf by the school. Should there be a ruling in the PSM's favor, the PSM will be reimbursed for the amount or have a credit applied to their account. The methodology of the utility authorities in Egypt does not allow for the bill to be suspended while the process ensues. Should payment not be made they will terminate the service. For this reason the PSM must pay any and all charges when invoiced to avoid service termination because CAC cannot be responsible for overcharges.

**Option 2:** The PSM may elect to personally manage all utility bills apart from the school. Should this option be selected, the school would notify the concerned utilities of this change and ask that they bill the PSM directly. This would be the last communication with the respective utility in which the school would be involved. From this point forward the PSM would assume complete responsibility for all communications, bill management, and payments.

PSM's who elect this option will be required to sign a waiver absolving the school of any and all responsibility regarding utility management and damage to the flat caused by any utility connection. The concerned PSM would therefore be directly responsible to the landlord to cover any and all damages should they be a result of any failure in utility services. In addition, upon completion of service PSM's in this option would be required to demonstrate to the school before departure that their accounts are all in good standing.

## BUILDING MAINTENANCE FEES

This is a monthly fee paid by all tenants to cover building maintenance. It is used to maintain/repair or replace shared facilities such as staircases, light bulbs, elevator maintenance, caring for garden/plants... etc. The building maintenance fees vary from one building to another and are either paid directly to the landlord or by the Housing Department on behalf of the PSM and charged to his/her account.

## BOWAB

This is the local word for a building's superintendent. Bowab will be responsible for cleaning the common areas in your building and, in some cases, for security.

Bowab fees vary by building but are paid on a monthly basis and are the responsibility of the PSM. The Bowab may provide additional services, such as daily car washing, but these services are paid for separately.

## WHO CAN HELP ME GET THINGS DONE AT CAC?

This appendix is meant to help you match personnel and services at CAC. With the changes that take place from year to year, it's helpful for each one of us, veterans as well as newcomers, to review this information.

## ADMISSIONS AND REGISTRAR

The Admissions Director and Registrar (extension 5504) is responsible for the registration and admittance of students and maintenance of student files. The Admissions Office also produces CAC ID cards. The Admissions staff can be reached at exts. 5507 & 5508, and is located on the top floor of the Admin Building.

## Finance and Operations Office

- **The Finance and Operations Director** (ext. 5502) is responsible for the overall accounting functions, business services and general services at the school.
  - **The Accounting Manager** (ext. 5510) is the supervisor of the accounting department and is in charge of keeping all income and expense records and producing budget reports.
  - **The Payroll Accountant** (ext. 5531 & 5513) is in charge of preparing payroll payments for both local and foreign hire faculty and staff.
  - **The Accountant** (ext. 5513 & 5524) performs all accounting clerical duties, from processing disbursement requests, clearing of advances, etc.
  - **The Cashier/Accountant** (ext. 5511) distributes monthly paychecks, cashes reimbursements for authorized expenses, collects school fees, trip fees, utility bills, etc.
  - **The Tuition Accountant/Travel Coordinator** (ext. 5515) arranges for school-sponsored trips, conferences, home leaves, student trips, etc.

- **The Budget Analyst** (ext. 5512) is the person to contact about budget analysis reports for your departments.
- **The Business Services Manager** (ext. 5380). Questions about purchasing, corporate cell phone lines, printing, school store and central stores should be directed to the Business Services Manager or to the following individuals:
  - **The Purchasing specialists** (ext. 5383) manage purchasing orders and assist with questions concerning purchase orders.
  - **The Print Shop Supervisor** (ext. 5385) is in charge of CAC internal printing. Requests for photocopying and/or printing are funneled through the building principal to Ahmed.
- **The ID Coordinator** (ext. 5518) issues official CAC identification cards. The ID Office is located on the 2F of the Admin Building.
- **The Custodial Manager** (ext. 5578) supervises the school's custodians who, in turn, are responsible for the general cleanliness of the school facilities, as well as the catering, set up/tear down of school events and activities.
- **The Housing Manager** (ext. 5563) deals with landlords and utility companies and manages the Housing Department. If you live in a school-provided flat, the Housing Manager is the person to see for housing related issues.
  - **The Housing Department Secretary** (ext. 5276) will assist with Housing work orders.
- **The Maintenance Manager** (ext. 5560) supervises electricians, plumbers, and painters. If needs to be done to office or classroom, fill out a work order request on the faculty/staff intranet.
  - **The Maintenance Department Secretary** (ext. 5561) tracks all school related work orders.
- **The Motor Pool Manager** (ext. 5562) is responsible for all concerns or questions about busing, transportation, drivers and car supplies.
  - **The Assistant Motor Pool Manager** (ext. 5567) provides additional support for this department.
- **The Security Manager** (ext. 5580) is responsible for safety and security around campus and in school-provided housing. In the event of a problem or emergency, this department should receive the first call made for assistance.

## **FACILITIES USAGE:**

If there is a need to book school facilities for an exhibit, practice, presentation, meeting, etc., please contact the **Athletic Director** ext. 5416 in the Athletic Office (for fields and athletic facilities usage after school hours) or the **Activities Director** ext. 5405 located on the ground floor of the HS building (for all other facilities). They can provide information of availability, regulations and possible calendar conflicts. There is also a web-based way to learn about facilities availability and to file a facilities reservation request here.

**The Human Resources Director** (ext. 5501) supervises the Human Resources Department. In general the HR Director’s responsibilities include but are not limited to:

- **PSM Contracts** For general questions that concern faculty and administrators’ benefits, contact **the HR Specialist for PSMs** (ext. 5517).
- **Support Staff, General Service Staff and School Services Staff Contracts.** For general questions that concern support staff, general service staff & SSS, benefits, contact **the HR Specialist for SS/GSS/SSS** (ext. 5516).
- **Casual Labor Contracts.** For general questions that concern casual labor, contact the **HR Executive Assistant for Casual Labor** (ext.5538).
- **Human Resources Administrative Assistant.** (ext.5592)
- **The Government Relations Coordinator** (ext. 5519) assists CAC employees in obtaining the necessary government permissions, documentations to work and handles social insurance procedures for Egyptian employees. He/she manages the renewal of CAC vehicle licenses, assists foreign hire PSMs with car registration and obtaining an Egyptian Driver’s license.
- **Receptionist/Switchboard** (5520) is responsible for receiving and forwarding general switchboard calls. He/she also receives and forwards all school mail and overseas CAC courier services. U.S. and Egyptian stamps may be purchased from him/her.

## **A CAC GLOSSARY-BREAKING THE CODE**

**Captan Amr Room**– The large, carpeted room on the ground floor of the four-story Administration Building, near the front gate. Many meetings and activities are scheduled in this large multi-purpose area. Often still referred to by its old name of “Room 600”.

**High School Atrium**-- a ground-floor common and meeting room used primarily by the HS community for parent meetings, college visits and for other purposes. Can be reserved for meetings, but not always quiet during the school day, due to open ‘atrium’ design.

### **Security Gates**

- **Main Gate** (ext. 5581) – Also referred to as the “Front Gate”, is CAC’s main entrance, located on Road 253, near the Central Administration building. While campus closes at 10:00 pm, security guards are on duty at the main gate 24 hours a day.

- **Back Gate** (ext. 5582) – Is the gate used by students, parents and all “bus riders”. It is located on Road 206. Security guards are on duty at the back gate until 5:30 pm.

- **Service Gates** – There are two entrances/exits that are used for maintenance and service purposes only. They are known as the “Side Gates” – Located at the corner of the Early Childhood Playground, and the “Music Building Gate”, located at the ground floor level of the Music Building, near the Theater and the High School area.

**Victory College** – Is a private Egyptian school whose fields are rented and used by CAC and the community for softball, baseball and soccer. It is located near the railroad tracks. In Arabic it is called “Koleat Al Nassr” or “Nasr College”.

**CAC ACRONYMS - WHAT IN THE WORLD DO THEY MEAN?**

Acronym	What it Stands For	Comments
<b>ACT</b>	Part of the American College Testing Program	A registered trademark of the American College Testing Program. Exams are offered six times per year for High School students.
<b>ACT/PLAN</b>	American College Testing Program	An ACT program for educational planning. This exam is offered to grade 10 students at CAC.
<b>AFG</b>	Accreditation for Growth	The Middle States accreditation protocol used by CAC
<b>AISA</b>	The Association of International Schools in Africa	
<b>AP</b>	Advanced Placement	Courses sponsored by the College Board, graded through an external exam. Can perhaps give advanced placement in universities.
<b>AMAC</b>		CAC's JV teams compete in this sports league with schools from Rabat, Tunis, and Lisbon.

<b>AUC</b>	The American University in Cairo	A U.S. accredited, university that offers American degree programs at the undergraduate and graduate levels. Campus is in Katameya. A founding member of CAC, AUC has a permanent seat on the CAC Board.
<b>BP</b>	British Petroleum	A petroleum company that sponsors many students at CAC. BP has a permanent seat on the CAC Board.
<b>Acronym</b>	What it Stands For	Comments
<b>CACTA</b>	CAC Teachers' Association	A committee made up of elected faculty members who serve to advocate for faculty concerns.
<b>CASL</b>	Cairo American Softball League	A community group which sponsors adult softball throughout the year.
<b>CAT</b>	Community Advisory Team	This team is made up of the division Principal, volunteer teachers and parents. They meet monthly and discuss school-related issues.

<b>CAF</b>	Community Advisory Forum	Monthly Principal-and-parent meetings.
<b>CIB</b>	Commercial International Bank	A local bank located on-campus, providing banking services to faculty and staff as well as other CAC ID cardholders.
<b>COGAT</b>	Cognitive Abilities Test	Administered to students in grades 3-5 during the first semester. This test measures a child's learning potential.
<b>CSA</b>	Community Service Association	An association located in Maadi which provides services to the local expatriate community.
<b>ECIS</b>	European Council of International Schools	A consortium of international schools in Europe with which CAC is affiliated. Teachers and administrators attend conferences and workshops organized by ECIS.

<b>MESAC</b>	Middle East Sports & Activities Conference	CAC is a member of this regional organization. CAC students are involved in sports and activities tournaments organized and hosted by other MESAC member schools.
<b>ERD</b>	Early Release Day	Days when students are dismissed early from school. See the calendar for dismissal times.
<b>ES</b>	Elementary School	A prefix, indicating an Elementary School related activity.
<b>ELL</b>	English Language Learners	A program that provides support to students needing to develop their English Language skills.
<b>HOD</b>	Heads of Departments	The heads of each High School department are considered the leadership team in the High School.
<b>HS</b>	High School	A prefix, indicating a High School related activity.

IEP	Individual Education Plan	This plan includes specific academic and learning goals for students who are identified as learning disabled.
IB	International Baccalaureate	A rigorous diploma program available to HS students.

ISST	International Schools Sports Tournaments	CAC is a member of this sports organization that organizes tournaments. CAC participates in and hosts these tournaments.
ISTA	International Schools Theater Association	CAC is a member of ISTA which offers inter-school theater festivals involving our Middle School students each year.
JV	Junior Varsity	The sports division that precedes the Varsity level.
LD	Learning Differences	Our school offers support for students identified as having learning differences.
LRR	Lifestyle for Risk Reduction	A program offered in the High School

LT	Leadership Team	This is the Middle School's leadership team. The team consists of Middle School faculty and the Principal.
MAP	Measures of Academic Progress	This standardized test measures a student's achievement and is administered to students in grades 3-8 two times per year.
MS	Middle School	A prefix, indicating a Middle School related activity.

MUN	Model United Nations	A High School activity that provides a challenging and enriching forum for students to discuss current international issues and to view those issues from different perspectives.
MWG	Maadi Women's Guild	A community charity organization. The MWG organizes a large annual Christmas Bazaar.

NAMRU	The Naval Medical Research Unit	Run by the U.S. Navy, NAMRU has been located in Cairo since the mid 1940's. It has been a leader in worldwide medical research/work. NAMRU has a permanent seat on the CAC Board.
NESA	Near East South Asia	A consortium of international schools in the region. As an affiliate, CAC teachers and administrators attend conferences and workshops organized by NESA.

NHS	The National Honor Society	A High School activity that recognizes students who maintain a grade point average of 3.4 or better for six consecutive quarters or three consecutive semesters, as well as provide leadership, demonstrate strong character, and provide service to the school and/or community.
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OMC	Office of Military Cooperation	This organization coordinates U.S. military assistance to Egypt.
OSAC	The Overseas Security Advisory Council	Is a Federal Advisory Committee with a US Government Charter to promote security cooperation between American business and private sector interests worldwide and the U.S. Department of State.
PE	Physical Education	Usually refers to gym classes
PAC	Principal's Advisory Committee	This is the Elementary School leadership team consisting of teachers from the different grade levels and specials classes and grade level team leaders. They meet to advise the Principal on school issues and programs.

PAT	Phonological Awareness Test	This is a test that is administered to all students in Kindergarten and new students in grade one to assess their understanding and knowledge of rhymes, syllables, blends and consonant sounds.
POLAR	Parents On Line to Academics and Records	This program is available to parents of Middle and High School students. With this program, you can check your child's grades, attendance and schedule as well as send emails directly from POLAR. To obtain username and access code send an email to: polar@cacegypt.org
PSAT	Preliminary Scholastic Achievement Test	An exam, which is given in 11th grade to CAC students. A student's performance on this test is a good indication of how the student will perform on the SAT exam.

PSM	Professional Staff Member	Refers to all non-support staff and general services employees at CAC.
PTO	Parent Teacher Organization	A committee made up of volunteer parents. The PTO supports CAC's activities and programs.
REACH	Responsibility Education Achievement Caring Hope	A school-wide program that is designed to provide students with skills, knowledge and support necessary for healthy life choices.
SAT	Scholastic Achievement Test	An exam that is necessary for admittance to American Universities and Colleges. CAC is a registered regional testing site.
SEP	Summer Enrichment Programs	Programs offered during the summer for CAC students and students in the greater Cairo community.

SAT	Scholastic Achievement Test	A secondary school admission test. It is only for students who are applying to private secondary schools in the US.
SST	Student Support Team	This is the team of professionals who work with classroom teachers and parents to address the special needs of students experiencing difficulty in learning. The SST consists of the school psychologist(s), the guidance counselor(s), resource teachers, the speech/language pathologist and the Principal(s).
TOEFL	Test of English as a Foreign Language	All non-American students wishing to apply to US colleges/ universities must take this college entrance exam.
USAID	United States Agency for International Development	The official U.S. government organization for distribution of foreign aid.

VB	Varsity Boys	Refers to a boys' team at the Varsity level.
VG	Varsity Girls	Refers to a girls' team at the Varsity level.



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