



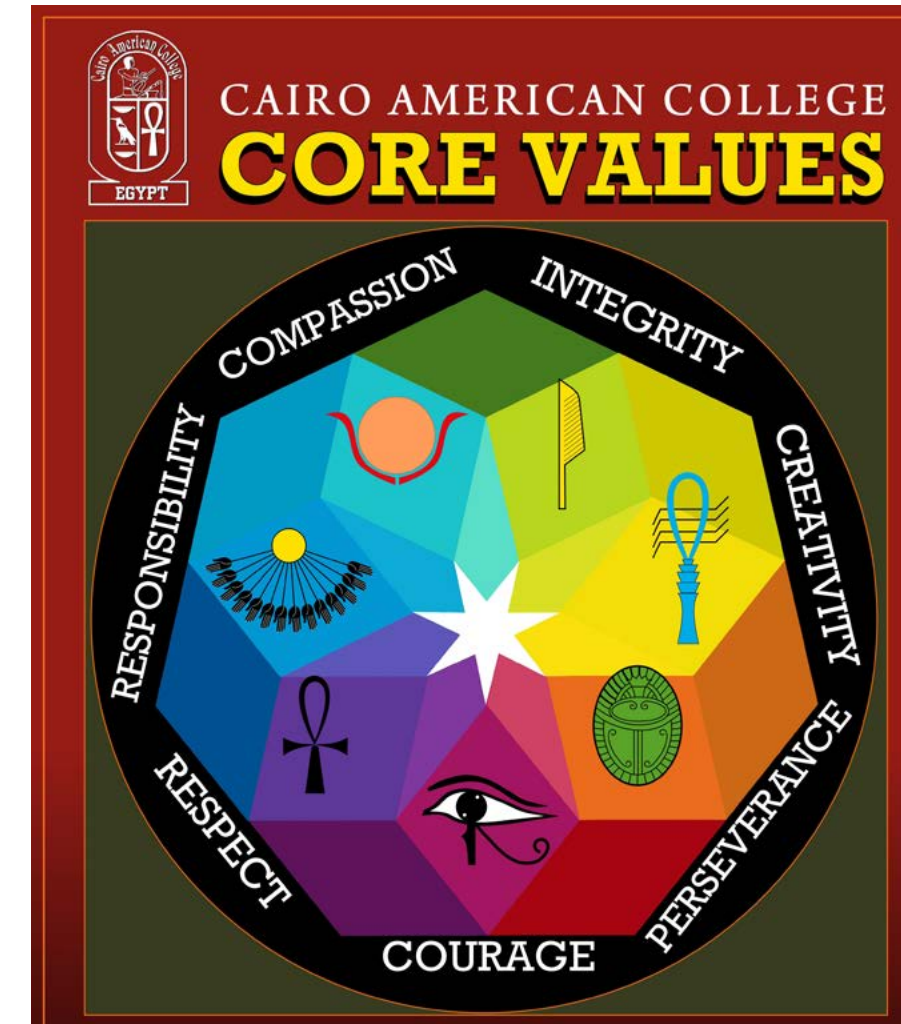
SUPPORT STAFF HANDBOOK

Issued March, 2015

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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

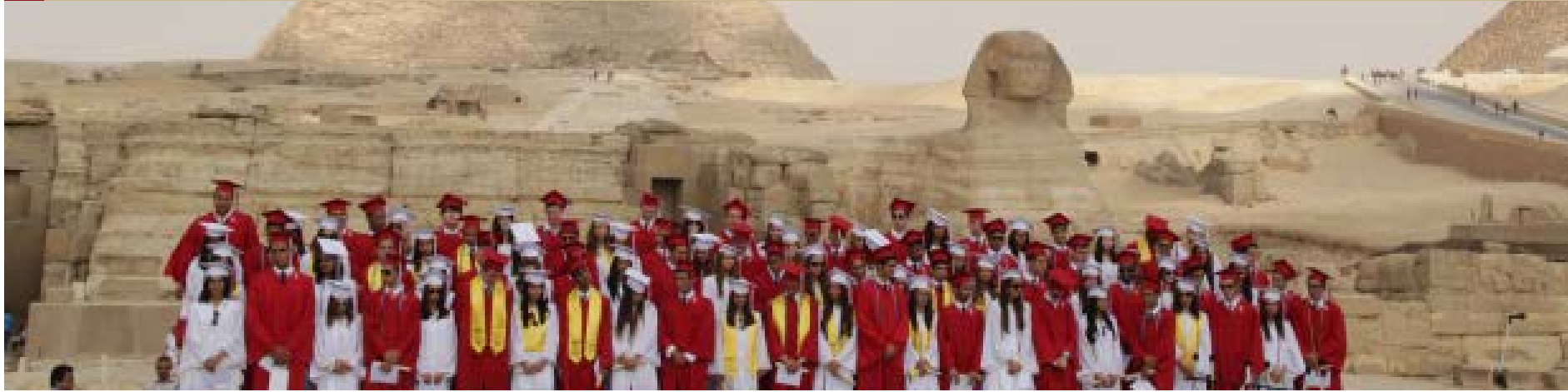
MIDDLE SCHOOL

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. As caring adults, we take an active role as influential models within a child’s life. The onus for promoting and upholding CAC’ 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. There, our communication will be respectful and responsible in private and in public with the intention of generating solutions while remaining open-minded, divergent, and flexible in our thinking.

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

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

GENERAL GUIDELINES

I – GUIDELINES FOR SUPPORT STAFF:

Campus Access

All adults are expected 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 are generally considered visitors from out of Egypt and guest privileges are not intended for Cairo residents. Guests must be signed in at the security gate by their host. 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 for further information.

The School Calendar

In general all support staff are expected to be at work one week prior to the start of school and on faculty closure days as indicated on the annual school calendar. Some Support Staff are expected to be at work earlier and stay on later depending on their contract and position requirements.

Vacations and holidays are included in the annual school calendar and the Support Staff Calendar developed by the Superintendent and approved by the School Board.

Professional Hours

School is in session Sunday through Thursday from 7:55 a.m. to 3:05 p.m. Core staff hours are 8 hours daily from 7:40 a.m. to 3:45 p.m.

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.

All staff are asked to be in their work stations by 7:40 each morning, to be available to students, parents seeking answers to questions, or colleagues. 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, Support Staff are expected, at a minimum, to be available to students or parents and colleagues until 3:45 daily; it is recognized and appreciated that many of you stay longer to support the school and your customers.

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.

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.

Daily Breaks

Three breaks are provided daily for staff: 15 minutes in the morning, 30 minutes for lunch and 15 minutes in the afternoon, scheduled with the supervisor’s approval. Staff may not work through breaks or lunch break in order to leave earlier or arrive later. Muslims may take an extra 45 minutes break daily during Ramadan. In addition to regular breaks Muslims may leave at 3:00 p.m. during the month of Ramadan. Non-Muslims are allowed other religious holidays as declared in the Support Staff Calendar updated yearly.

Professional Attire

As professionals, we will not expect less of ourselves than we expect from our students. The student dress code will be enforced for students. Support 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.

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.”

Support Staff Substitutes

Staff must notify their divisional Principal's office, their immediate supervisor and the subbing coordinator by calling or emailing no later than 6:30 a.m. if they will not be in school. Substitutes are generally arranged through the divisional Principal's Administrative Assistant, may contact the Subbing Coordinator on 01006672356 for assistance with substitute arrangements. The Human Resources Office is also available to provide names and contact information for substitute candidates.

Professional Development Fund

Professional Development Funds (PDF) are available for support staff 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 the request) and the “year” of eligibility is based on the fiscal year (July 1 through June 30).

Professional development activities should be related to the employee's job and must be pre-approved by the immediate supervisor and supervising administrator.

- All staff members 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 his/herself and to CAC.
- The supervisor makes 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.

Activities Director

The Activities Director 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 program. The Activities Director is responsible for the development and management of the academic and cultural travel programs and most field trips.

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 Activities Director. 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 Activities Director (ext. 5405). Your request will be processed and confirmed as soon as possible. Please note that the 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 Activities Office (ext. 5406) at least one week in advance of the event and complete the Janitorial 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 in a timely manner after you have received confirmation of your booking request. The theater personnel provide a fact sheet concerning the availability of personnel and equipment. A document outlining the procedures for booking facilities is available on the Intranet.

Requests for the fields after school hours may be directed to the Athletics Director (ext. 5416).

School Calendar Parameters

The Activities Director prepares and manages the CAC school-wide calendar. It is posted as a link from the CAC website (www.cacegypt.org). Any changes to the calendar will automatically appear on the web 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 Spring Fair).
 - 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 the demands of 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, the Community Relations and Activities Office and the Athletics Office in advance of the month of Ramadan.

Elementary School Activities Coordinator

The office of the Activities Director is located on the ground floor of the High School building. Entry is through the MS/HS Library. The Elementary School Activities Coordinator's Office is located on the ground floor of the Elementary School building.

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. Staff 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.

Collection of Money by Staff & Fundraising at CAC

At times, children will have extra money. It is the safest policy for the staff to collect and lock up any money children have with them until needed. All money being kept overnight should 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 Finance and Operations Director via the appropriate Divisional Principal.

II –STUDENTS Student Handbook

Student Handbooks are issued annually in the Middle and High School. In the Elementary School, Parent Handbooks are issued annually. A copy of the relevant handbook (specific to the PSM’s division) will be provided to each PSM. 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 extremely 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 photo ID card. The CAC ID card is necessary for admission to the campus and for CAC-sponsored events. Students should surrender the card to the ID office when they withdraw from CAC. Please refer to the campus information section of this handbook for detailed information regarding campus access guidelines.

Student Safety

Students are the responsibility of the school when they enter the gate during the school day, during school-sponsored events/activities, or when on a school bus. Students should not be in rooms or activities unless adequately supervised by the faculty.

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.”

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.
- There is one lost and found center for all three divisions located on the first floor of the Elementary building, room # EG60.

Lost & Found System outline:

- 1) Items collected on campus are taken to this center.
- 2) All lost and found items, including valuables, unclaimed from the previous semester, will be donated twice per year to charity through the CAC community service program. Parents will be notified in advance of these dates.

Tutoring

It is expected that the CAC instructional program provides opportunities for all students to be successful. This means that student learning generally takes place within the classroom environment. Upon occasion, 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.

Guidelines:

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 will consult 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.

COMMUNICATION

PROFESSIONAL COMMUNICATIONS

Communication is what connects us with one another and is at the root of most problems and solutions. No act is more respectful than listening. It is imperative 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 a high standard, that of responding to calls or requests from students, parents or one another within 24 hours.

INTERNET USAGE

Employees 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 DASHBOARD

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 by sending an email: kalaam@g-cacegypt.org.

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

Support Staff Mailboxes are located in divisional staff lounges, ES Mailboxes are located in the ES office on the ground floor of the ES building and on the 3rd floor of the Administrative building. 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 Activities Director or Middle School Attendance 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 Intranet).

The Kalaam is CAC's weekly electronic newsletter. Notices for the Kalaam must be submitted electronically to kalaam@caegypt.org before 12:00 noon on the day preceding the date that the announcement is to appear.

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 sent electronically to parents and MS staff 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 Parents Dashboard and on the Faculty and Staff Dashboard.

HEALTH INFORMATION

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 from home is required each time a child is absent. Please report absences to the Elementary School, Middle School or High School Office. 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 the 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 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 in the Elementary School complex.

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 on all students (grades preK, 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

The school buildings are reconditioned, inside and outside, each summer. Staff should encourage students to take good care of their desks and classrooms. They should take pride in the appearance of their school, being particularly careful not to dispose of wastepaper, lunches, etc., on the school grounds. Particular emphasis must be made so that pupils do not mark desks, worktables, balconies and bathroom walls.

Upon leaving the classroom after school, please lock windows and doors and turn off lights and the air conditioning.

All custodial requests should be routed to your divisional office. A written work order is required for the repair or moving of equipment. In an emergency, immediately contact the appropriate Principal.

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 with the exception of the library, which is open to eligible community members from 3 PM till closing. (Note: a parent must accompany Elementary School students at all times.)
4. ID cardholders who are not students or employees are welcome on campus on weekends and school holidays from 5:00 AM to 10:00 PM and on school days from 5:00 AM to 7:00 AM and 5:30 PM to 10:00 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.

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, library, 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.

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. Bicycles must be dismounted outside the gate and pushed to their parking places.
- Weapons or objects used to threaten or intimidate are not permitted. Kindly note that this prohibition extends to toy guns and water guns.
- Inappropriate behaviors of any kind will not be tolerated. These include but are not limited to: physical aggression or violent play that could result in injury, bullying or threatening, disrespectful words or actions, being under the influence of any illicit substance, and the use of foul language.
- The possession, use, sale, or distribution of illegal drugs, legal drugs used in an abusive manner, drug paraphernalia or alcohol on the CAC campus is prohibited.

Information regarding the eligibility of an individual to receive an ID card is available in the ID Office (ext. 5518). It is the responsibility of parents to supervise students during their presence on campus (in non-school sponsored activities). Please contact the CAC ID Office (ext. 5518) for 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. Staff 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.

FACILITY USE GUIDELINES & PROCEDURES

I – THE THEATER

The theater is host to various KG-12 performances as well as the venue of choice for large groups 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 Manager.
- 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 LIBRARY

The CAC Libraries contain 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.

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.)

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. Central Store is in the basement of the Administration Building.

Increased costs of all supplies and shortage of paper products require careful planning 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.

Supplies should be requested at least 48 hours in advance.

PURCHASING GUIDELINES:

Purchasing Department:

- Upon determination of a need, the originator should first check the Central Store school supplies list. If it 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.
- 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.

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:

- Purchasing Department will share with the originator any details that require prior approval before placing the order.
- 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.
- 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.
- 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.
- 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:

- The Purchasing Department will share with the originator any details that require prior approval before placing the order.
- The purchase payment will be made out of purchasing department petty cash.
- The Purchasing Department will receive the goods from the vendor along with the invoice.
- The Purchasing Department will send the goods and the invoice to the originator.
- 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 clear description of the items requested (e.g. part number, if available and/or a sketch),
- quantity required,
- preliminary price,
- date required,
- originating department,
- preferred vendor or source, and
- 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 (ext 5380) who will sign and date the request form, and return a copy to the originator.

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 online form to request maintenance work is automatically forwarded to your Principal or supervisor for authorization. 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 (back) of the Applied Technology Building.

The maintenance work order form is available on the Faculty/Staff Intranet. It is completed and submitted by you online.

CUSTODIAL WORK ORDERS

Custodial work orders are available on the CAC intranet and are required for approved and/or calendared event setups. Custodial work order forms are also available in the divisional offices. Emergency cleaning needs are referred directly to the head janitor for action. The Custodial Department is located in the General Services office on the ground floor of the applied technology building.

PHOTOCOPYING

Photocopy machines are available on campus for small jobs (fewer than 25 copies). Request forms for larger jobs are available in each of the School Offices. 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 Music 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 appropriate 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 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 sent to you 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 to 12:00 and again from 1:00 to 4:00 p.m.

In addition to stationery items and ES PE uniforms, the School Store offers a variety of items for purchase (i.e. backpacks, T-shirts, sweatshirts, etc.) as well as sun-smart items such as recyclable water bottles, hats, and rash guards.

THE SCHOOL'S CASHIER

The Cashier's Office is located on the fourth 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 Business Manager. 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 Central Administration floor.

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

Regular bank services hours are 9:00 to 1:00 pm, Sundays through Thursdays. Special payday banking hours and Ramadan 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.

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.

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), and High School cafeteria (Eagles' Nest). Hot lunches are served for Elementary School students in the ES cafeteria. Every day during morning breaks and lunches except summer break and holidays. Hot lunches are served for faculty and staff in the High School Teachers' Lounge and the Elementary School Teachers' Lounge.

PERSONNEL POLICIES AND PROCEDURES

EQUAL OPPORTUNITY EMPLOYMENT (FILE: 5.101)

The school Board supports the principle of the dignity of all people and their labors. It also recognizes that it is both culturally and educationally sound to have persons of diverse backgrounds on the school staff.

Therefore, it is the policy of the school Board and the administration to provide equal opportunity for individuals in every aspect of personnel policy and practice-including recruitment, selection, assignment, promotion, evaluation, and dismissal and to prohibit discrimination based on race, creed, sex age, national origin, or disability. Individual merit and suitability for the school's particular character will be the only considerations.

Applicable U.S. and Egyptian non-discrimination laws will be observed.

SUPPORT PERSONNEL POSITIONS (FILE: 5.401)

The term "Support Personnel" in this manual is used to mean those employees who serve the school in a support--rather than a teaching or administrative function. The term is meant to include three broad staff categories:

1. support staff (secretaries, aides, administrative assistants, etc.)
2. general services staff (maintenance staff, janitors, drivers, etc.), and
3. school services staff (bus monitors).

Job description will be developed by the school administration under the general authority of the Superintendent. The staff members' individual assignments will be at the discretion of the Superintendent, delegated as appropriate to the Director of the Human Resources or other senior administrators in accordance with the school's organizational plan.

RECRUITMENT AND SELECTION (FILE: 5.403)

The Board shall establish, and budget for, classified positions in the school on the basis of need and the financial resources of the school.

The recruitment and selection of candidates for these positions shall be the responsibility of the Superintendent or his/her designee who shall confer with the Principals and other supervisory personnel in making a selection.

In most cases, vacancies will be made known to the present staff.

COMPENSATION (FILE: 5.402)

Support personnel employed by Cairo American College are compensated on the basis of salary schedules and benefit packages adopted by the School Board upon the recommendation of the Superintendent.

Initial placement on the salary schedule will be in accordance with the qualifications and experience of the employee and the responsibilities of the position as indicated on the scale.

CONTRACTS (FILE: 5.402)

Members of the school's Support Personnel shall be employed under individual contracts between the school and the employee. Such contracts will be in accordance with applicable labor laws, and will be signed by the Superintendent and by the employee.

Support Personnel will initially be hired for a three-month probationary period. At the successful completion of their probation, they will be confirmed in their positions.

EMPLOYMENT CONDITIONS (FILE: 5.402)

The Superintendent shall establish work schedules, provisions for absences, and other conditions of work in keeping with the School Board's policies

General employment policies regarding vacations, leaves of absence, resignation, reemployment, duties, hours, and other matters related to the nature of the position not specifically noted herein are determined by the Superintendent in accordance with applicable Egyptian labor laws.

CONTRACT TYPES

Employees working directly with students (i.e. classroom aides, assistants, etc) are employed on a 10 month (220 days) basis. 10 month contracts are issued in accordance to the most recent school calendar (generally a week prior to and a few days after classes). Support Staff working directly with Administrators work extra days (230 days) to be in line with their Supervisor's presence on campus (generally two weeks prior to and two weeks after classes). Other support staff employees are employed on a 12 month (260 days) basis.

The contract length and type are specified and announced before candidates apply for positions at CAC, or before they sign a contract renewal.

CAC contracts are issued in accordance to Egyptian labor laws.

PART-TIME EMPLOYEES

Employees who work at least half time are entitled to the same benefits as full-time employees. The benefits will be prorated to the employee's working load.

EVALUATION (FILE: 5.407)

Each member of the school's Support Personnel staff will be evaluated yearly in writing by his/her immediate supervisor.

Any time a confirmed employee's performance is below the acceptable level as determined by the immediate supervisor, the supervisor will inform the employee in writing of any deficiencies. The supervisor will also indicate what action the employee should take to improve his/her performance. After an agreed-upon probationary period, in accordance with applicable Egyptian laws, the supervisor will write a follow-up report. In the event the employee's performance does not improve sufficiently, he/she may be terminated. (See 5.412)

KEEPING RECORDS CURRENT

The Human Resources Office keeps personnel records up-to-date. Support staff must notify the Human Resources Office of any changes in the following information:

- Name
- Local and home address
- Home and mobile telephone number
- Emergency telephone numbers
- Military status
- Marital status
- Number of dependents
- Educational credits, training, courses, etc.
- Additional or reduced job responsibilities, as approved and documented by manager and supervisor

TRANSFERRING TO ANOTHER DEPARTMENT

Vacancies in other departments are generally posted around campus and shared via email with all support staff. A current employee interested in transferring should contact the Human Resources Office, fill an application and inform his/her supervisor.

SENIORITY

Seniority is the length of continuous employment starting the first day of contractual employment at CAC. It will be terminated when an employee resigns or is fired for cause.

ANNUAL SALARY INCREASE

Salary levels of support staff will be raised one step on the salary scale each year at the beginning of fiscal year (July 1st). A step increase is not available to staff who have not been on their current step for least 5 months. It is also not available to staff who are already at the top of their salary scale. The Board of Trustees determines increases in the general salary scales, if any, during the budget process. Increases are usually announced in the spring.

GROUP MEDICAL INSURANCE (FILE: 5.411)

A full time Support personnel will be provided with medical insurance. The cost of this insurance will be paid by the school. Part-time Support personnel are also eligible for participation in this plan, and the school will pay fees in proportion to the percentage of time for which the part-time Support personnel are employed.

GROUP LIFE INSURANCE (FILE: 5.411)

All full time Support and General Staff employees will be provided with life insurance in a fixed amount. The cost of this insurance will be paid by the school.

SOCIAL SECURITY: (FILE: 5.411)

Support personnel are covered by Egyptian social security laws; the school makes contributions on behalf of employees according to Egyptian labor laws. The employee will pay a portion of the contribution to the plan and the school will pay another portion as determined by Egyptian law.

RETIREMENT PLAN (FILE: 5.411)

All Support staff and General Services employees may elect in writing to participate in the school's approved retirement program. If an employee elects to participate, the employer shall deduct from the employee's annual salary an amount of 1% or more, and the school shall contribute an additional amount equal to 2% of annual salary. An employee must participate for the school to make a contribution.

If an employee elects to contribute 2% of the annual salary, the school shall contribute an additional amount equal to 4% of employee's annual salary.

FEES AND TUITION (FILE: 5.411)

Support Staff who have worked at CAC for five or more years shall be entitled to a fifty percent reduction in tuition and a waiver of application, admissions, registration, and bus fees on a per child basis, regardless of whether one or both parents are CAC employees, and provided that such fees are not reimbursed by the spouse's employer or other agency. The children must meet all CAC admission requirements. This will apply to grades K-12.

BONUSES

Support Staff and General Services Staff with 10 or more years of service at CAC are granted a bonus of two-week pay (each year).

OVERTIME

Except in the case of part-time workers, Support Staff are expected to work 8 hours per day, which includes lunch and breaks. Overtime monetary or compensatory time pay is not available to staff unless approved and documented in advance by the employee's immediate supervisor and is allowed only for circumstances in which extra work is immediately necessary. While compensatory time is the preferred payment for overtime work, a supervisor may request monetary pay for staff. If approved by the immediate supervisor, overtime begins after the employee has worked over the regular number of hours daily for that staff.

VACATIONS (FILE: 5.4082)

After six months of full-time service at the school, each support staff employee is eligible for vacation accordance with applicable of the Egyptian laws. For Support Staff on 12 month contracts, vacation leave must be pre-approved in writing by the employee’s immediate supervisor and division Principal when applicable. Support Staff on 10 month contracts will take their vacation days at the times proscribed by the approved School Calendar for Winter break, Spring break and other CAC holidays. Any remaining entitled vacation days as per applicable Egyptian Labor Law, must be pre-approved in writing by the employee’s immediate supervisor and division Principal when applicable.

Vacations are generally not approved during the month of August, May and June till the end of the school year, except with the explicit approval of the Superintendent.

VACATION BALANCE

Any vacation balance due to 10 month contract employees, after deducting CAC annual calendar dictated vacation days, cannot be requested to use except after the use of all personal days. This is not applicable in the case of requesting vacation days to be used in conjunction with PD Leave days. See PD Leave policy for further details.

12 month contract employees are entitled to use their vacation days upto the number of CAC annual calendar dictated vacation days, after which they must use their personal days. This is not applicable in the case of requesting vacation days to be used in conjunction with PD Leave days. CAC annual calendar dictated vacation days are announced with the Superintendent approved Support Staff calendar. CAC carries over up to 5 days vacation leave balances into the following academic year. Vacation balance days exceeding 5 will be paid out with the July paychek.

For employees on 12 month contract (260 days) it is their responsibility of their managers to schedule and ensure that departmental staff use their vacation balances during each year. Leave balances of more than 15 days require an explanation from the employee's supervisor before being paid out with the July paycheck.

HOLIDAYS (FILE: 5.4082)

Official Egyptian government holidays will be considered paid holidays in accordance with applicable Egyptian laws. Additional school holidays will be considered paid or unpaid holidays at the discretion of the Superintendent.

Leaves and absences will be provided in accordance with the policies of the School Board as well as applicable Egyptian laws.

Note: Details about entitlements to specific types of leaves are contained in work agreements between the school and the individual employee; these should be consulted. In addition, see regulations filed under the following sub-codes of 5.409.

SICK LEAVE (FILE: 4091)

Employees are granted 15 work days of sick leave at full pay annually, cumulative to 60 days. A physician’s certificate is required for illness lasting more than three work days. Part-time employees will receive prorated sick leave.

Consecutive sick leave credit is granted on the basis of one and one quarter days for each month worked.

Donation to Colleagues and Use of Sick Leave for Dependents

Support Staff and General Services Staff 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.

Sick days may be used for the care of dependents with concurrence of the administration and supported by a doctor's certificate.

PERSONAL LEAVE (FILE: 5.4092)

Up to three days of personal leave shall be granted to each fulltime employee per year. This may not be taken on days that immediately precede or that immediately follow a school holiday or vacation. The intent of such leave is to provide the employee with time to take care of pressing personal business. Part-time employees will be eligible for prorated personal leave.

Use of Personal Leave Days

Personal leave must be applied for at least three days in advance, via the appropriate Principal or Administrator 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 during the months of August, May and June. The request for approval should be sent to the HR Director.

The Support Staff member 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 Support Staff.

Personal leave is generally not approved during the month of August, May or June. Support Staff should alert their Supervisor immediately if an exceptional situation aises requiring the SS to be absent at the above stated time, .

UNPAID LEAVE (FILE: 4093)

Unpaid leave may be granted at the discretion of the Superintendent. Requests for such leave must be submitted in writing to the Director of Human Resources and through him/her to the Superintendent.

MATERNITY/PATERNITY LEAVE (FILE: 5.4094)

Maternity Leave shall be granted for 90 calendar days with full pay to an employee who has been employed for six months immediately prior to leaving. Maternity leave may begin no more than 30 days prior to the due date. Leave without pay (30 calendar days) may be granted to an employee with fewer than six months' service. Maternity leave is not considered sick leave, nor can sick leave be used in connection with maternity, except in special medical circumstances as certified by a physician. The father may be granted 10 working days of paternity leave to assist the mother 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 an employee 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.

EMERGENCY LEAVE (FILE: 5.4095)

Emergency leave may be granted to a support personnel due to death or critical illness in the employee's immediate family. Employees are entitled to five (5) working days emergency leave, extendible up to ten (10) days at the discretion of the administration. This leave is granted with full pay.

Immediate family is defined as the spouse, mother or stepmother, father or stepfather, sister, brother, son or stepson or daughter or stepdaughter of the employee. In those cases where another individual or individuals served as the primary care giver of the staff member, the staff member may substitute that individual or individuals for the parent or parents. This substitution must be indicated at the time of hire and cannot be changed once reported.

PROFESSIONAL EDUCATIONAL LEAVE (PROFESSIONAL DEVELOPMENT LEAVE)

Educational leave will be given to allow Support Staff 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 SS Supervisor and designated Principal or Administrator
2. The activity deals with the Support Staff area of work
3. The leave does not substantially interfere with the duties or related responsibilities of the SS
4. An appropriate substitute is available, if required
5. Up to a maximum of five days will be granted for professional development leave each year
6. Support Staff can request to use their annual leaves attached to their PD leave. This must be approved by their Supervisor and designated Principal or Administrator and HR Director before travel plans are made. Personal days cannot be used to extend PD leaves.

TERMINATION OF EMPLOYMENT

(FILE: 5.412)

Support personnel may leave their positions with the school for a variety of reasons: resignation, retirement, suspension/dismissal for cause, or non-renewal of a limited period labor agreement.

For all these forms of termination of employment, it is the responsibility of the School Board to adopt overall policies, and it is the responsibility of the Superintendent and his/her staff--within the framework of these policies, applicable laws, and contractual clause--to develop specific procedures that will apply to each type of termination of employment.

SUSPENSION AND DISMISSAL (FILE: 5.4124)

Dismissal

Any time a confirmed employee's performance is below the acceptable level as determined by the immediate supervisor, the supervisor will inform the employee in writing of the staff member's deficiencies. The supervisor will also indicate what action the employee should take to improve his/her performance. After an agreed-upon review period, which shall not be less than two calendar weeks, the supervisor will write a follow-up report. If the employee's performance does not improve sufficiently, he/she may be terminated within applicable provisions of Egyptian labor law.

Any employee who is terminated will receive one calendar month notice, or payment for one calendar month in lieu of notice. Limited period labor agreements expire at the specified date without prior notice.

Severance

Any confirmed employee who leaves the service of the school will receive two weeks salary for every complete year of full-time employment at the school.

Resignation

To resign, an employee must provide a written resignation to the Human Resources Office and must provide his/her immediate supervisor with minimum one-month notice unless otherwise agreed upon by the employee and the Administration. Prior to collecting final entitlements and paychecks, employees must satisfy all departure procedures outlined in the departing staff check list provided by the Human Resources Office.

RETIREMENT (FILE: 5.4123)

Support personnel will retire at the end of the school year in which they reach the age of 60, or as required by applicable law. Support personnel thus retired may, at the discretion of the Superintendent and according to applicable government regulations, be employed on a year to-year basis until they reach the age of 65, at which time retirement is mandatory.

Note: Details of retirement plans and benefit are available from the Human Resources Office.

Transportation

The primary purpose of CAC school buses is for use by paying students from their designated pickup points to the school and back. The pickup points are predetermined by the Motor Pool Manager on an as-needed basis and may be changed from time to time as may be required for students. CAC does not provide a door-to-door service.

Special permission has been given for Support Staff to use the CAC school buses when there are seats which are unused by students. This means that if a bus on a designated route is full with students no Support Staff member may ride the bus. It is school policy that each person riding a CAC school bus must have a seat and wear a seat belt at all times.

As a special consideration, administration has agreed to provide bus service to and from CAC on the regularly established routes when it is a Support Staff workday, but classes are not in session. This consideration also applies during the summer months for 12-month employees.

Pay Day

Support Staff paychecks are issued monthly. An annual schedule of pay dates is printed and distributed in August. Advances may be approved only in emergency cases, and only upon request to the Superintendent's Office.

Personal Telephone Calls

Telephones are available to staff but personal calls during working hours should be kept to a minimum.

Mail

The switchboard operator sells Egyptian & U.S. stamps. Postage fees in Egypt are based on the destination and the weight of the letter. The switchboard operator has a schedule of fees and scales. Each school office and the switchboard can take outgoing mail.

Right of Inspection

CAC has the right to inspect lunch bags, backpacks, lockers, desks and other personal areas at any time. The College requests staff cooperation in case of an inspection.

Visitors

Staff members must announce visitors and their arrival time to the front gate security prior to the visit to make appropriate campus access arrangements. Visitors must arrive through the main gate and must leave personal identification, which will be returned upon departure. Visitors will receive a pass which must be worn while on campus and returned when leaving campus. See campus admittance policy in full in the Campus Information section in this handbook.

Use of Tobacco (File: 5.208)

CAC prohibits the use of tobacco on campus.

Drug and 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 any substance referred to above or alcohol on campus is grounds for termination from employment.

WHO CAN HELP ME GET THINGS DONE AT CAC

This appendix is meant to help you match names 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 staff can be reached at exts. 5507 & 5508.

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 Accountants (ext. 5531 & 5513) is in charge of preparing payroll payments for both local and foreign hire faculty and staff.
- The Accountants (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) oversees many areas. 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 in the Elementary School area near the Elementary Activities Office.
- 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 Assistant Housing Manager (ext. 5564) handles the day-to-day repairs and renovations in school provided flats.
- 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 Executive 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.

The Facilities Project Manager (ext. 5503) oversees new facility projects including the school’s Master Plan construction.

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.

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 Human Resources 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 Human Resources Specialist for SS/GSS/SSS (ext. 5516).
- Casual Labor Contracts. For general questions that concern casual labor, contact the HR Casual Labor Assistant (ext. 5538).
- Human Resources Executive Secretary. (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
ACT	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.
ACT/PLAN	American College Testing Program	An ACT program for educational planning. This exam is offered to grade 10 students at CAC.
AFG	Accreditation for Growth	The Middle States accreditation protocol used by CAC
AISA	The Association of International Schools in Africa	
AP	Advanced Placement	Courses sponsored by the College Board, graded through an external exam. Can perhaps give advanced placement in universities.
		CAC's JV teams compete in this sports league with schools from Rabat, Tunis, and Lisbon.

AUC	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.
BP	British Petroleum	A petroleum company that sponsors many students at CAC. BP has a permanent seat on the CAC Board.
Acronym	What it Stands For	Comments
CACTA	CAC Teachers' Association	A committee made up of elected faculty members who serve to advocate for faculty concerns.
CASL	Cairo American Softball League	A community group which sponsors adult softball throughout the year.

CAT	Community Advisory Team	This team is made up of the division Principal, volunteer teachers and parents. They meet monthly and discuss school-related issues.
CAF	Community Advisory Forum	Monthly Principal-and- parent meetings.
CIB	Commercial International Bank	A local bank located on-campus, providing banking services to faculty and staff as well as other CAC ID cardholders.
COGAT	Cognitive Abilities Test	Administered to students in grades 3-5 during the first semester. This test measures a child's learning potential.
CSA	Community Service Association	An association located in Maadi which provides services to the local expatriate community.

ECIS	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.
MESAC	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.
ERD	Early Release Day	Days when students are dismissed early from school. See the calendar for dismissal times.
ES	Elementary School	A prefix, indicating an Elementary School related activity.
ELL	English Language Learners	A program that provides support to students needing to develop their English Language skills.

HOD	Heads of Departments	The heads of each High School department are considered the leadership team in the High School.
HS	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.
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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.
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).
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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.
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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.

Cairo American College

Cairo American College
PO Box 39
Maadi 11431
Cairo, Egypt

Phone Numbers

Switchboard +(20-2) 2755-5555
Superintendent's Office +(20-2) 2755-5505
Admissions Office +(20-2) 2755-5507/08
Health Office: +(20-2) 2755-5533
Elementary Office +(20-2) 2755-5202
Middle School Office +(20-2) 2755-5301
High School Guidance Tel/fax +(20-2) 2755-5412
Activities Office +(20-2) 2755-5406
Athletics Office +(20-2) 2755-5428

+Your International Dialing Code

Email

support@g-cacegypt.org