

Elementary School
Student-Parent Handbook

2016-2017



PRINCIPALS’ WELCOME

Cairo American College has been known for innovative, international excellence in education for almost 70 years. Under a dedicated faculty and staff, students gain multiple benefits from the school’s dynamic curriculum, close-knit community, and interactions with a vibrant local culture.

Nurturing Environment

Our learning environment promotes independence and resourcefulness, combined with tolerance, understanding, and respect for self and others. Faculty members share responsibility for the care of each student, in order to ensure every child is supported, based on the underlying principle that “happy students learn.” Given our mission, location, and diverse student body, Cairo American College fosters a global perspective in all students, challenges them and believes in their ability to inquire, imagine, think and solve problems.

Where Friendships Flourish and Personalities Develop

Every parent wants their child to become a happy, confident learner. In our school community, we work in close partnership with our parents to give every student the care and attention they need to develop self-esteem and confidence, building blocks for school success.

Positive Behavior Support (PBS) is a program we use at CAC to help all our students achieve social, academic and positive behavior traits. When positive behavior and positive teaching come together, our students excel in their learning. Our students live the three Bs each day, as they focus on how to Be respectful, Be responsible, and Be safe.

Our weekly assemblies provide an opportunity for all students to present a curriculum or community focus in front of their peers. It is also a time to recognize excellence in all areas of school life. Our assemblies help to create a united elementary community.

Julie Jackson
Principal



Penny Amies
Assistant Principal



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CAIRO AMERICAN COLLEGE MISSION STATEMENT

Why

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

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

How

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

What



CAIRO AMERICAN COLLEGE CORE VALUES



Perseverance	Integrity	Respect	Responsibility	Creativity	Courage	Compassion
Be proactive, encouraging, and demonstrate endurance.	Be honest with strong moral principles and character, both publicly and privately.	Honor ourselves, others, and the community.	Be reliable, accountable for our decisions and actions, and lead by example.	Be inspired to imagine and explore.	Dare to speak, act, play, and change.	Make a difference through acts of kindness, respect, forgiveness and empathy.

Profile of a CAC Parent / Caregiver

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

Consistently demonstrating the CAC core values of respect, responsibility, and integrity

Demonstrating compassion, caring, and forgiveness, for self, community, and the world

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

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



POSITIVE BEHAVIOR SUPPORT

We know that when positive behavior and positive teaching come together, our students excel in their learning. Positive Behavior Support (PBS) is a program that promotes and maximizes academic achievement and behavioral competence. PBS is a school-wide approach to help all students achieve important social and learning goals.

As part of the PBS System, we have established clear rules for the behavior we expect in all areas of our school. We explicitly teach these expectations to the students and acknowledge their efforts frequently with positive words and recognition of good choices.

Ask your child questions such as: “What are the rules in your school?”, “How do you follow those rules?”, and “Why is it important to follow the rules?”

PBS helps to create a safer school environment (both physically and emotionally), optimizing time for instruction and learning. We provide consistent consequences and positive feedback for all kids, using a common language among students, faculty, staff, and administrators.

For more information on PBS, visit the following site:

<http://www.pbis.org> or talk with one of our counselors or administrators.



Key Elements of PBS

- ES school-wide approach to behavioral management
- Behavioral expectations are clearly defined and taught
- Procedures to encourage positive behaviors and good choices
- Procedures for responding to negative behavior
- Recognition that every child is unique and must be considered as an individual
- Continuous monitoring
- Data-driven decision making
- 4 positives for every redirection

Positive Reinforcement

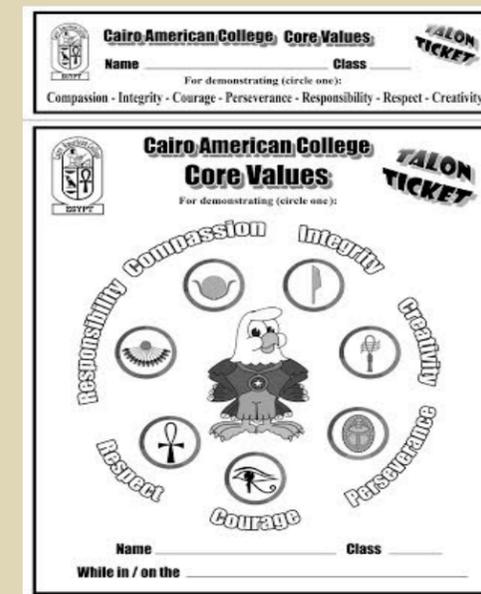
PBS encourages all of us to catch each other being good. It feels great to be recognized for the positive things we do. **To reinforce positive behaviors, CAC encourages:**

- Use of praise and thanks for specific instances of showing Courage, Perseverance, Respect, Responsibility, Compassion, Integrity, Creativity
- Effort to give four positive comments for every one redirection
- Special celebrations and incentives such as those that go with the Talon Tickets

Talon Tickets

You will see students carrying around Talon Tickets. A CAC Talon Ticket is a special note of “thank you” given to community members for exemplifying the CAC Core Values and helping to make CAC the best place to be.

Community members do not get recognition for every positive action that they do. Recognition is given to individuals for actions that are particularly positive for them. Those who receive a Talon Ticket will be entered in drawing for extra special privileges and recognition.





2

THE ABCs OF OUR ELEMENTARY SCHOOL

THE ABCs of Our ELEMENTARY SCHOOL

A

ACCEPTABLE USE POLICY FOR TECHNOLOGY

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

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

If a privilege is misused, appropriate disciplinary action will be taken which may result in a loss of privileges. PLEASE REVIEW THIS POLICY WITH YOUR CHILD. Additional guidelines on appropriate use of technology at CAC can be found on our website.

AFTER SCHOOL ACTIVITIES

We offer a variety of after school activities as part of our extracurricular program. Please refer to page 72 of this handbook and the following link for more: <http://cacegypt.org/index.php/elementary-school/after-school-activities>

ARRIVAL

Students are to arrive at school between 7:30am and 7:50am. Supervisors are not available before 7:30am. **If an ES student is on campus before 7:30am, they must be accompanied by a guardian.** PreK and KG parents are welcome to drop-off and pick up from the classroom throughout the year. Grade 1 parents may walk their children to class through the end of August. Students will walk to class independently from September. Parents of students in Grades 2-5 are welcome to walk their children to class on the first day of school.

ATTENDANCE POLICY

One of the most important components of success in school is regular, punctual attendance. Time lost from class is irretrievable, particularly in terms of opportunity for interactions, active involvement, and the exchange of ideas among students and teacher. School starts promptly at 7:55 a.m., and students are expected to be in class, ready to learn. Students arriving after this time go directly to class and will be counted tardy.

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

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

Permission will be granted for absences related to cases such as family emergencies and religious holidays. Prior to the planned absences, please notify the Elementary School Office via email (esattendance@g-cacegypt.org). If approved, the Principal will notify the class teacher in cases of long unavoidable absences, so an agreement can be worked out regarding work to be completed.

Parents are asked to schedule family travel and vacations during school holidays only. This is to avoid disruptions to student learning during the academic year as much as possible. Disruptions to a student's academic progress and the responsibility for making up large amounts of missed work can also be very stressful to the student and may result in lower grades.

Official school field trips by an entire class or grade are not regarded as absences, and will not be counted against a student's minimum attendance.

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

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

Perfect Attendance: To encourage and honor excellent attendance, we recognize students with “Perfect Attendance” certificates at the end of each trimester and school year. This includes not having any tardies, appointments during the day, or early departures.

B

BEHAVIOR

CAC students are expected to behave both in and out of school in a manner that brings honor to our school. Students are expected to behave in accordance with our CAC Core Values in all interactions with others. All behavior expectations and systems are tied to Positive Behavior Support. Please see section 01 of this handbook and the chart on the page 26 for further information. Consequences will be appropriate to the child and the situation, and will encourage making good choices.

BULLYING POLICY

CAC Elementary School Principles:

- Our school will not tolerate bullying behavior.
- Pupils have the right to learn, free from intimidation and fear.
- The needs of the target of the bullying behavior are paramount.
- The target of bullying behavior will have an opportunity to be heard.
- Reported incidents will be taken seriously and thoroughly investigated.

Definition of Bullying Behavior:

Bullying behavior is when someone keeps being mean to someone else on purpose. The target of the behavior hasn't been able to make it stop. It is unfair and one-sided.

It may include face-to-face or cyberbullying interactions. Examples include hurting someone's body or things, leaving someone out on purpose, using words to hurt someone's feelings, or getting others to be mean to or exclude someone.

Responsibilities of Staff:

- Foster self-esteem, self-respect, and respect for others
- Model appropriate social interactions
- Discuss the 3Rs (recognize, refuse, report) of bully prevention with classes
- Be alert to signs of distress and other possible indications of social conflict and bullying behavior
- Listen to children who have been the target of bullying behavior, take what they say seriously, and act to support or protect them
- Report suspected cases of bullying behavior to administrators
- Staff who witness bullying behavior shall take immediate steps to intervene when safe to do so.
- Present and support the Second Step Social and Bullying Prevention Curriculum

Responsibilities of Students:

- Refrain from becoming involved in any kind of bullying behavior
- Be a good bystander and intervene to protect the target of bullying behavior, unless it is unsafe to do so
- Report to an adult any witnessed or suspected instances of bullying behavior

Responsibilities of Parents:

- Watch for signs of distress or unusual behavior in their children, which might be evidence of bullying behavior
- Advise their children to report any bullying to the classroom teacher and/or administrators and explain the implications of allowing bullying behavior to continue unchecked, for themselves and for other pupils
- Advise their children not to retaliate violently to any forms of bullying behavior
- Be sympathetic and supportive towards their children, and reassure them that appropriate action will be taken
- Keep a written record of any reported instances of bullying behavior
- Inform the school of any suspected bullying
- Cooperate with the school if their children are accused of bullying, try to ascertain the truth.

Disciplinary action if bullying is determined present:

- The school will make reasonable efforts to keep a report of bullying behavior and the results of investigation confidential.

Behavior Level and Behaviors	Possible Consequences
<p>Level 1</p> <ul style="list-style-type: none"> • Teasing such as altering names, annoying on purpose (bugging), thoughtlessness • Poking • Pushing • Thoughtless comments • Isolated incident of disrespect • Thoughtless exclusion from an activity 	<p>Any of the following consequences:</p> <ul style="list-style-type: none"> • Verbal reminder • Re-teaching of expectations • Redirection • Discussion with teacher, counselor, or school staff • Making amends • Completion of problem solving sheet • Parent notified • Class meeting
<p>Level 2</p> <ul style="list-style-type: none"> • Teasingly taking other’s possessions • Thoughtlessly damaging others property • Put-downs • Threatening stares • Posturing • Mean spirited teasing • Wrestling body holds and/or aggressive pre-fighting with intent to harm • Purposeful hurting feelings (including rumors, gossip, and cyber bullying) • Purposeful exclusion from an activity • Repeated Level 1 bullying after intervention 	<p>Parent contacted (by teacher or counselor) and any of the following consequences:</p> <ul style="list-style-type: none"> • Staff to complete a behavior report • Discussion with teacher, counselor, and/or school staff • Making amends • Re-teaching of expectations • Problem solving form completed • Behavior contract • Incident reviewed with administration • Loss of recess/break with peers • Loss of possible privileges • Class meeting
<p>Level 3</p> <ul style="list-style-type: none"> • Put-downs continue after correction • Threats • Extortion • Gender, racial, religious, sexual, appearance remarks • Continued proximity after separation • Repeated exclusion from an activity • Hitting, kicking punching • Encouraging another to fight • Serious, unsafe or potentially harmful behaviors • Taking other’s possessions to keep • Purposely damaging another’s property • Use of inappropriate language directed towards others • Repeated use of hand gestures or threatening postures • Repeated put-downs and/or hurtful words (including gossip, rumors, and cyber bullying) • Repeated Level 2 bullying after intervention 	<p>Parent contacted (by administration or counselor) and any of the following consequences:</p> <ul style="list-style-type: none"> • Staff to complete a behavior report • Student sent to administration or counselor’s office • Administration will determine appropriate consequences • Discussion with counselor and/or administration • Making amends • Re-teaching of expectations • Problem solving form completed • Behavior contract • Loss of recess/break with peers • Loss of privileges • Class meeting • Separation from peers • Referral for outside services • Ongoing counseling intervention • In-school or out-of-school suspension • Repeated or severe Level 3 behaviors, including bullying, can result in expulsion

- Bullying behavior is considered a Level 3 behavior within our PBS program - immediate referral to administration.
- Administration will consider in-school/out-of school suspension or expulsion.
- Length of consequence is at administrators’ discretion.

C

CALENDAR

A one-page calendar that outlines the holidays for this school year can be found at the back of this handbook. A more detailed calendar, with information about every campus event, is available on the CAC Parents’ Dashboard.

CLASS PLACEMENT

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

Procedures and Criteria:

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

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

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

CONTACT DETAILS

It is critical that the ES Office has accurate contact information for all of our students’ guardians. We must be able to contact you, or someone you trust, in case of

an emergency. If your emergency contact information changes, please inform the office as soon as possible.

If guardians give permission, contact information of all students is provided in a student directory. No employee of the school will share student contact information if permission has not been given.

COMMUNICATION BETWEEN PARENTS AND SCHOOL

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

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

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

The Eagle Eye - a Thursday newsletter available online with important announcements and reminders

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

Parent-Teacher Conferences - an opportunity for parents and teachers to discuss individual student growth and needs. Parent conferences are held at the end of the first and second trimesters.

Report Cards - report cards are made available electronically at the end of each trimester

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

Community Advisory Forum (CAF) - parent representatives from each grade level collect questions, concerns, and general comments, to share with the ES administration. Often, issues raised will then be addressed at monthly parent forums.

PTO: The Parent-Teacher Organization - a service organization of CAC that supports numerous school programs and activities. It sponsors activities and assists in maintaining lines of communication throughout the school community.

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

COMMUNITY

Our CAC community is made up of a variety of people to work together to ensure that our students are learning in the most positive and safest environment possible. We are all encouraged to learn the names and positions of the security guards, custodians, monitors, as well as our teachers, teachers' aides, and assistants.

D

DISMISSAL

School is dismissed at 3:05 p.m. for students in grades KG-5. Kindergarten students who ride the bus must be met by a supervising adult at their drop-off points.

PreK students are not allowed to ride the bus, and are dismissed at 1:00 pm, unless they have been enrolled in the PreK After Care Program.

It is the parent's responsibility to ensure that students are off campus or being directly supervised by an adult after dismissal, unless they are involved in an after-school activity. Playgrounds are unsupervised after 3:05 p.m.

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

Any change in the usual pattern of dismissal for your child at the end of the school day should be verified by a note from the parent or guardian to the classroom teacher. Example: If they are assigned to ride a bus, the ES Office must receive a note stating that they will not be riding the bus and explaining the alternate dismissal plan. In this case, the Transportation Office must also be contacted.

DRESS CODE

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

E

EMERGENCY PROCEDURES

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

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

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

EVENTS

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

Some of our larger events include:

- International Peace Day
- International Festival
- Kids' Day
- Positive Behavior Support Celebrations

F

FACILITIES USE BY OUR COMMUNITY MEMBERS

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

Parameters:

- The campus is first-and-foremost a venue for CAC students, faculty, staff, alumni, board members, and their respective families.
- The security of our campus and facilities and the well being of our students, families and employees will not be compromised in any way, at any time.
- All community programs will be sustainable and this may necessitate proactively limiting access to facilities and/or implementing a usage fee in order to offset the cost of operations.
- All community program offerings are subject to the approval of the Superintendent, in consultation with the Activities and Athletic Director and other administrators, as needed.
- Instructors or coaches must be adults with the appropriate qualifications for the offering they provide.
- For any event or activity, at least 50% of the participants should be CAC ID holders. Non-CAC ID holders will be charged a fee, to be determined prior to the time of registration. Fees are established in consultation with the Activities and Athletic Director and the Business Manager.
- If you would like to have a birthday party on campus on a weekend, the school does not book the playground area but if the facilities are available, you are welcome to use them.
- The pool area CAN be booked for special events for a fee. You need to visit the pool office during open swim hours to schedule the event and complete a pool rental form.
- Bikes and scooters are not generally allowed on the campus. The exception is

weekends and school holidays, when the path around ES is open to youngsters interested in learning to bike/scooter. Students are welcome to come, with a parent, to try biking/scootering at school. The following rules will apply:

- You must provide your own bike/scooter and helmet
- Biking/scootering is for CAC children only. Bikes with training wheels and tricycles are permitted.
- Helmets are necessary at all times.
- Please use the bike/scooter path only. Corridors are out-of-bounds.
- All children must be accompanied by an adult.
- CAC accepts no liability for injuries caused by bike/scooter riding. This allowance is aimed at helping our students learn to ride bikes/scooters in a safe area free of vehicle traffic.

G

GUARDIANSHIP POLICY

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

1. Students admitted to CAC must live with their parents. However, there are circumstances in which guardianship will be considered as an acceptable alternative. Although not meant to be a comprehensive list, below are some examples of situations in which guardianship would be considered acceptable:
 - » Family emergency
 - » Parents are incapacitated
 - » Legal problems regarding child custody
 - » Humanitarian (e.g., war in home country)
 - » Brief business trips for a working single parent

Examples of unacceptable reasons for establishing guardianship are as follows:

- » Parents do not reside in Cairo.
 - » Excessive periods of time when family is absent from Cairo (e.g. more than 26 calendar days in total during an academic year)
2. A family employee (e.g. housekeeper or driver) is not acceptable to CAC as a guardian.
 3. Guardianships fall into two types, on the basis of duration, each of which is governed by different procedures:
 - Short-term Guardianships (1 to 14 calendar days, inclusive; not to exceed 26 calendar days in any one academic year) are to be used when both parents will be outside of Cairo for any temporary purpose such as a business trip, family emer-

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

- Long-term Guardianships (exceeding 14 calendar days) are not to exceed one academic year except in extraordinary circumstances, to be considered by the school administration on a case-by-case basis. The designated guardian and the parent(s) must meet with the relevant school Principal prior to assuming the role of guardian. CAC must approve both the reason for the long-term departure of the parents and the designated guardian. The long-term guardian acts in loco parentis and assumes full responsibility for the child's school welfare and any decision associated with it.
4. Failure to comply with these procedures will result in suspension of the student until the guardianship situation has been resolved to the satisfaction of CAC administration.

H

HATS

Hats for outside play are not a requirement, but with Cairo's sunshine they are **highly recommended**. Like all belongings that can be easily misplaced, please ensure that the child's name is written clearly on the hat.

HEALTH OFFICE

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

All students requiring prescription medication **MUST** inform the school nurse and provide written instructions from the parents and a doctor's prescription (if it is considered a prescription medication in the USA). Students are not allowed to carry medicine with them at school nor may they self-administer medications. Medications may only be administered by the health office with parental consent and physician order if necessary.

Important forms:

Your child's health record includes the following:

- Annual Student Information form, which must be completed by a parent
- Student medical examination form, completed by a doctor, including a vaccination record.

When to provide: Students who have not returned the required health information will not be able to attend school after September 21st.

New to CAC:

- Annual student information form
- Student medical examination form
- Any other medical information necessary to your child's well-being

This information should be provided on or before the first day of school.

Returning to CAC

- Annual student information form, due the first week of school in August
- Student medical examination form completed by a doctor when entering **Grade 3**, due the first week of school in August
- Any other medical information necessary to your child's well-being

Whenever your child has had an updated vaccination please inform the Health Office.

CAC requires the following vaccinations:

We are aware that our students come from all over the world, and each country has its own set of vaccine requirements. We adhere to the WHO and CDC recommendations.

Polio: At least four doses of the vaccine given orally (live vaccine) OR in injectable form (IPV)

Diphtheria, tetanus and pertussis: Five doses of the vaccine are necessary before kindergarten. The last dose can be given at age 4, so if a student is in preK, they are required to receive it.

Measles, mumps and rubella: Two doses by pre-kindergarten. These diseases are seen quite regularly in Egypt, and are very contagious.

Hepatitis B: Three doses (day one, 1 month later, then 5 months later) are required prior to preK.

Hepatitis A: Prior to preK, or proof of the disease. This is a two shot series, 6-12 months apart.

Optional vaccinations include varicella (chickenpox), meningitis, influenza (for asthmatics and diabetics), and rabies pre-exposure vaccine. Please consult your pediatrician for their recommendations.

Your child must also be screened for tuberculosis (with a **PPD**) or have received the **BCG vaccine** for admission to school.

Should you have an objection to vaccines, a physician's letter must be supplied to our office. The following School board policy (File 8.6023) applies to immunizations at CAC:

Immunizations for communicable childhood diseases and for certain diseases endemic to Egypt are required for students attending CAC. Required immunizations are based upon the guidelines of the American Academy of Pediatrics, the Centers for Disease Control and the World Health Organization. A thirty-day grace period is allowed for students who have not fulfilled the requirements of this policy upon enrollment at CAC. In the event that a student has a special reason for not receiving an immunization, the parents/guardians of that student must submit a written request for exemption accompanied by a doctor's explanation to the Health Office and administration.

You can find updates, tips, and health forms at <http://www.cacegypt.org/index.php/about-cac/health-office>. If you have questions or concerns, please contact the health office at 2755-5555.

In case of contagious diseases at school the health office will send out a notification.

HOMEWORK

Basis for ES Homework Expectations:

- The expectations themselves are based on research and best practices.
- All home-learning experiences will be developmentally appropriate and differentiated to meet individual student needs.
- School work done at home should be meaningful and possible for the student to complete independently.
- Students benefit socially, emotionally, and academically from unstructured play and time to develop personal interests and hobbies. Therefore, we encourage our families to ensure our students have well-balanced lives.
- Homework is an opportunity for practice and/or extension and is not an indicator of academic achievement.

ES Homework Procedures:

- Daily reading helps children to become more confident, successful students. Therefore, there is an expectation that students will be engaged in at least 20 minutes of reading at home each day. This reading can include both independent and shared reading, in English or their mother tongue. For books read aloud to students, texts can be of any level to promote vocabulary and discussion. For reading done by students, texts should be at their independent level or lower. The emphasis should be based on enjoyable reading in order to build lifelong reading habits.
- Students may also need to complete unfinished class work at home or participate in project-based research.
- Our Student Support Team, Learning Support Service and English Language Learning teachers may require specific home-based intervention strategies for individual students, if such strategies are deemed necessary for a student's success.
- Students in Grades 3, 4 and 5 will be using planners to organize their schedules, activities, assignments, and homework.
- Homework will not receive an academic grade on report cards, nor be monitored in the traditional sense. Results of practice-based homework will be seen in class performance. Results of project-based research will be evident in the projects themselves. If a student has been assigned homework it is expected that they return the homework to the teacher so timely and meaningful feedback can be given to the student. Homework completion will be considered in learning behaviors, as part of being responsible.



I

ID CARDS

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

Elementary school students may only access campus during community hours if they are in the company of an adult. Parents or a responsible adult must provide direct supervision of their elementary age (or younger) children while on campus. CAC does not provide supervision during community hours unless students are participating in a CAC sponsored/chaperoned activity/event.

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

Affiliate ID Cards are provided to:

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

Affiliate Card Privileges:

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

Authorized Visitor ID Cards:

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

Visitors' passes are handled at the gate.

Rights and Responsibilities of CAC ID Cardholders

- ID cards should be worn around the neck, while on campus (Adults Only).
- The CAC campus is exclusively for school use from 7:00 a.m. to 5:30 p.m., Sunday through Thursday with the exception of the library, which is open to eligible community members from 3:00 until 4:00 p.m. (Note: A parent must accompany students in PreK-2 to the library after 3. Students in Grades 3-5 may work in the library until 4:00 p.m.)
- CAC Affiliate ID cardholders are entitled to bring guests on campus, **provided they have received prior approval from a ranking administrator.** Guests are generally considered to be visitors from out of Egypt and guest privileges are not intended for Cairo residents. Guests must be signed in at the security gate by their host. Note: Nannies, drivers, private coaches and other employees of CAC ID cardholders may not be signed in as guests.
- Cardholders are to accompany their guests at all times on campus and will be held responsible for the behavior of their guests on campus.
- Visitors are limited to CAC fields, pool, library, and athletic facilities and are not permitted to enter other CAC facilities or buildings. Guests and authorized visitors may not check out library materials.

If you have any further questions, please contact the Admission/Registrar's Office at 2755-5507 or 5508 or email registrar@cacegypt.org. To request permission for a guest to visit campus, email Mrs. Jackson-Jin or Ms. Amies.

J

JUST ASK

If you have any questions, just ask! At the back of this handbook you will find a list of the most useful contacts.

K

KIDS

Our promise to you is that what is best for kids will be the central driving point of every decision that we make.

L

LIBRARY

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

Library Hours:

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

Library Supervision & Rules:

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



Borrowing:

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

Renewing & Reserving Materials:

- Books may be renewed for another 2 weeks, but each item must be brought into the library to do so. If the book has been “reserved” by another patron, the book needs to be returned.
- Students may reserve up to 5 items that are presently borrowed by another patron.
- DVDs and magazines may not be renewed or reserved.

Photocopying:

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

Overdue Materials:

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

Damaged & Lost Materials:

- Patrons will be charged for replacement of materials that are damaged while checked out to them, so please look over the items your student borrows.
- Prices are taken from our catalog records and are in US dollars.
- A \$5 ordering and processing fee for each item will be added to the price.
- We will accept an exact or better replacement copy of any lost item. Please see the elementary librarian for details.
- Report cards will be held until accounts are settled.

LOST AND FOUND

The lost-and-found office is on the ground floor in front of the Spirit Wear Store. The room will be open daily from 7:30-8:30 and 2:30-3:30. You may email lostandfound@cacegypt.org if you have lost something valuable (phone, jewelry, glasses, etc.). Unclaimed items will be donated before winter break and again at the end of the school year. Please ensure that your child’s belongings are clearly labeled.

LUNCH AND SNACK INFORMATION

Lunch & Snack Options:

Students may bring their own healthy (no candy or overly sugary items) lunches and snacks **in reusable containers** OR buy a hot lunch provided in the ES Lunchroom. Water should be carried daily in a refillable container. Please label all lunch boxes, containers of food, and water bottles with your child’s name.

Hot lunch is catered by Good Cals for KG-Grade 5. The menu was created from parents’ and students’ recommendations. The cost is 35 LE, with drinks costing an additional 10 LE. Good Cals meal cards may be used on Sunday, Tuesday, Wednesday and Thursday. **Check the Eagle Eye for weekly lunch menu.**

NOTE: Hot lunch is provided by Good Cals every day except on Mondays.

A Monday hot lunch option will be sponsored by PTO or Egyptian Culture

- Pizza (1 slice = 15 LE, 2 slices = 20 LE and 3 slices = 25 LE)
- Koshari is 20 LE
- Meals include a drink

Lunch Money & Tickets:

Please be sure your child comes prepared to school with a healthy snack and lunch or lunch money/card. ES students may not have food delivered from off-campus during the day. ES students are also not allowed to purchase items from the kiosks on campus until after 3:05 p.m.

It is critical that our students build a sense of independence and responsibility. They get daily practice with being ready and prepared. However, we understand that everyone forgets a lunchbox or money from time to time. If a child forgets, the lunchroom monitors will provide the student with crackers and a juice box for 5LE or loan them 30 LE for hot lunch. Either must be repaid the following day. Your child will complete a form that they must have signed by you to return with the repayment.

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

O

OFFICE PHONE

The office phone is not available for student use. Students should only be calling home in the case of an emergency. Please make sure your child's pickup arrangements and play dates are scheduled in advance.

OUTDOOR SAFETY

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

P

PARTIES AND CELEBRATIONS

There are classroom parties held before/on certain holidays during the year. Traditional U.S. holidays, as well as those of many other cultures, are acknowledged through classroom activities and school programs. Care is taken to avoid incorporating religious beliefs or personal values into these activities. Teachers may ask for your assistance in providing refreshments for the parties.

Student birthdays are recognized in the classroom, but are not celebrated during instructional time. Please avoid sending treats to school. Any private party invitations should include all members of the class. If all class members will NOT be invited, we ask that you use other means besides the school to send out party invitations. The principals have celebratory birthday lunches with groups of students throughout the year.

PE UNIFORM AND GEAR

Coming to PE classes in the correct uniform or swim gear is part of demonstrating responsibility for one's own learning. All students from KG to Grade 5 are required to wear the monogrammed CAC PE uniforms (available at the School Store), gym shoes, and socks on PE class days. A Kids' Day or House Team t-shirt may replace the

monogrammed shirt. During swim classes, students need a swim bag with a swimsuit, goggles, and a towel. The PE department will send home reminders to let you know when your child has forgotten something. Remembering all required parts of the PE uniform will be one part of the responsibility grade on each trimester's report card.

Q

QUALITY TIME AND BALANCE

We strongly believe that full rich lives benefit us all. We know that students perform best and accomplish most when they feel connected to as many positive people as possible, and when they have a chance to explore interests and try out never before imagined challenges. During the few short hours that your children are with us each day, we pledge to make all possible efforts to supply them with quality time and a balanced life.

R

REPORT CARDS

At the end of each trimester report cards will be issued online, via POLAR. Guardians will be sent an email with instructions as to how to access report cards, just before they are posted. Your POLAR password is posted on your Parent Dashboard. All fees (library, tuition, etc.) must be settled before you will have access to your child's records.

RULES

School rules apply any time a student is on campus or involved in a school-sponsored activity.

- Bicycles, tricycles, skateboards, scooters and roller blades are not permitted to be used on campus. Bicycles are to be parked at one of the racks inside the Front Gate. (See exception for young riders on Friday mornings under Facilities Use.)
- Dogs are not permitted on campus. Our fields are safe with clean play areas for your children. We can maintain a clean campus by not allowing pets either on or off a leash.
- Students may enter and leave campus through the entry gates, but must be prepared to present their CAC identification card each time they enter.
- Students should not arrive at school before 7:30 a.m.
- Students may begin heading to their classrooms at 7:50 a.m. when the whistle blows.

- Gum chewing is not allowed in school.
- Weapons or look-alike weapons (knives, pellet guns, toy guns, slingshots, etc.) are not allowed on campus.
- Electronics (iPods, MP3 Players, CD players, portable games, etc.) are not permitted at school. These items will be confiscated and may be picked up by parents at the office.
- It is recommended that mobile phones NOT be brought to school. If they are brought and used during the school day, they will be confiscated and returned to the student after-school.
- Students are expected to leave school upon dismissal at 3:05 p.m. unless engaged in an organized after-school activity. Grades 4 and 5 students are permitted to use the library during after-school hours. Drivers and/or parents must pick up their children on time since CAC is not responsible for supervising students after the close of school.
- Students on campus during non-school hours (including weekends and holidays) must be accompanied by a parent or guardian (non ID holders/nannies may not accompany children).

S

SCHOOL BOARD OF TRUSTEES MEETINGS

School board meetings occur monthly and are open to interested members of the school community. Meeting dates appear on the school’s monthly calendar.

SCHOOL STORE

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

SCHOOL SUPPLIES

All books are furnished by the school. Supplies for each grade level will be provided by the classroom teacher on the students’ first day of school. If a textbook is lost, reimbursement must be made before the report card is issued.

SECURITY

Traffic Around Campus:

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

Road 212.

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

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

Students Walking to and from School:

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

T

TELEPHONE TREE

Parents from each elementary classroom are asked to assist in a school-wide telephone system designed to contact the families of all students enrolled in case of emergency. Parents will receive more information from classroom teachers.

TRANSPORTATION

Bus transportation is provided to major areas with defined stops according to prevailing residence patterns. This may be reviewed periodically if there are significant changes in the pattern of residence distribution. The school does not provide door-to-door service.

The bus service is as follows:

1. Grades KG-5 buses leave at 3:20 p.m. for Maadi, Giza, Dokki, Mohandeseen, and Heliopolis.
2. Elementary School after-school activity busses leave at 4:20 p.m.
3. ES students may not ride the late busses at 5:30.

If students are not in after-school activities, they must take the bus that departs at 3:20 p.m. If your child will not be riding the bus on any day, please inform the Transportation Department before school ends.

Kindergarten students who take the bus are met at their classrooms by their class-

room aide and taken to the school bus at 3:05 p.m. Students in all other grades proceed to the buses on their own.

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

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

The school is not responsible for students before they get on the bus in the morning and after they get off the bus in the afternoon. Kindergarten children must be taken to the bus each morning and met when they return in the afternoon. Traffic patterns and other conditions may warrant a change of route and drop-off point.

Please contact our Motor Pool Manager, Mr. Gamal Abdel Nasser at 0100-179-6371, if you have any questions.

U

UNIQUE

We have over 50 nationalities, several different languages, a multitude of talents and a vast number of learning differences represented in our school. We are unique!

V

VISITORS

Parents Visiting Classrooms:

Parents are welcome to visit their child's classroom. However, we ask that prior arrangements be made with the teacher. We are working together to develop responsible, independent learners. Please say goodbye to your children on the ES lawn. With our encouragement, they are ready from an early age to walk to class and to prepare themselves for the day.

We do also ask that parents not deliver items students have forgotten. Consequences will be appropriate and will focus on learning from each experience. It is important for students to build relationships and have conversations with their peers during lunch and recess. Parents are asked not to attend student lunches.

School-Aged Visitors:

It is our policy not to allow school-age visitors to attend classes with ES students. Former students who are visiting Cairo are welcome to join their friends for lunch and recess, if arrangements are made with the ES Office in advance.

W

WASTE AND RECYCLING

Please comply with using the appropriate bins for rubbish and recycling. Everyone is welcome to use the water bottle refill station for fresh water in your reusable bottles.

WATER BOTTLES

All students should bring a refillable water bottle, with their name printed clearly on it, on a daily basis. It is important for health and for learning that all students stay properly hydrated. We have a number of sanitary water fountains and fill stations around our campus.

WITHDRAWAL FROM CAC

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

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

X, Y & Z



03

ACADEMIC, SOCIAL AND EXTRACURRICULAR PROGRAMS

CURRICULUM & ASSESSMENT

CURRICULUM:

Our school offers a balance of academic, social and extracurricular programs in challenging yet supportive learning environments. All students learn Reading, Writing, Mathematics, Arabic Language and Egyptian Culture, Science, Social Studies, Art , Drama, and Music, as well as the independent and collaborative learning skills that are needed to be critical and creative thinkers.

Teaching Practices:

Teaching approaches are varied so that individual students' needs, abilities, interests and learning styles are addressed. Instruction may be one-to-one, small group, or whole class, using various instructional materials and appropriate technology. The starting point for all instruction is a students' current understanding. The goal is the active construction of meaning by building connections between direct experience and content knowledge. Time to reflect on the learning process is considered an essential part of learning.

Language Arts:

Children have daily opportunities in the Reading and Writing Workshop to develop listening, speaking, reading and writing skills. These programs are highly effective environments where students are explicitly taught the skills needed to become independent readers and writers. Each program is balanced to include: read aloud, guided reading/writing, shared reading/writing, independent reading/writing , word study, and handwriting. Progress is carefully and regularly monitored.

Math:

Mathematics is an essential tool used to understand and interpret our world. The Cairo American College Mathematics education provides opportunities for students to be mathematicians, think like mathematicians, and know and use mathematical content. The program balances conceptual understanding, procedural proficiency and factual knowledge in an environment where students are expected to engage in meaningful complex problems as well as abstraction at a higher level, independently and collaboratively.

Science:

The Science program engages students' interest in the physical, life and earth sciences using the scientific method. Learning science through investigation sparks discovery into scientific knowledge, skills and understandings. Students learn how to use scientific knowledge, think like a scientist, and be scientists.





Social Studies:

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

Egyptian Culture:

The Egyptian Culture program is thematically designed to acquaint students with an appreciation of the different phases of Egyptian social history through to contemporary Egypt.

Arabic Language:

We introduced the World Language Initiative (WLI) program in 2013-2104 to CAC. The program utilizes research-based practices derived from the fields of language and literacy acquisition, 21st century technology, and learner-centered pedagogy to deliver the curriculum. The aim is to support high levels of Arabic language proficiency for all students.

Families do have the option of personally providing Mother Tongue instruction instead of Arabic. A family member will need to be available to meet with the student on campus during the Arabic class time four days per week.

Physical Education

The PE program promotes a healthy, active lifestyle. Students are guided to develop confident attitudes about their bodies, fundamental movement and fitness skills, and cooperative teamwork abilities.

Music

Each student is provided with the opportunity to develop his/her interests and abilities through a broad range of musical experiences. As consumers, critics, and creators, students develop a foundation for future experiences and a lifetime of participation and enjoyment. Classroom emphasis is on singing, playing Orff instruments (and recorder in fourth and fifth grades), moving, listening, analyzing, creating and performing.

Drama

Drama expresses human experience through a focus on role, action, and tension, played out in time and space. As students work with drama techniques and conventions, they will learn to use spoken and written language with increasing control and confidence and to communicate effectively using body language, movement and space. As they perform, analyze, and respond to different forms of drama and theater, they will gain a deeper appreciation of culture and language.



Visual Art

Expression in art is basic to all people and common to all cultures. The CAC student's study of fine art develops aesthetic perception, awareness, and creativity. The student's problem-solving ability is challenged through the utilization of art elements and design principles. Manipulative skills are strengthened through the use of tools and equipment. Exposure to historical and cultural heritage enhances student self-expression and prepares students to analyze and interpret both the visual and functional aspects of art.

Integrated Information and Technology Curriculum:

Technology is a tool not a subject. Like a pen on paper, without content it is meaningless. Teaching and learning is transformed and enhanced through the use of technology. It provides a means of gathering information at the moment it is needed and wherever it is needed. This strategy removes the classroom walls and makes each teacher and student mobile collaborators and creators of knowledge, not just knowledge consumers. Technology offers real world authenticity by integrating and bridging subject areas.

ASSESSMENT: MAKING LEARNING VISIBLE

CAC uses a wide variety of assessment strategies to facilitate student learning, inform teaching, and communicate with parents about progress. Both formative and summative assessment tools are used continually throughout the year.

You will be in regular communication with your child's teachers, but we also have several formal occasions for parents to learn more about personal/social growth and academic development. These opportunities include:

- **Parent Orientation** - a September event introducing the faculty, staff, and overall goals for the academic year
- **Parent Day** - a September day set aside for short conferences, during which the parent tells the teacher more about their child's strengths and focus areas
- **Trimester 1 Parent-Teacher Conference & Report (November)** - Progress reports are shared online and short conferences follow to discuss progress in all subject areas. Students in grades 2 through 5 are expected to attend part or all of the conference to report on their academic and social goals.
- **Trimester 2 Parent-Teacher Conference & Report (March)** - Progress reports are shared online and short conferences follow for parents to discuss student progress in all subject areas. Students in Pre K through grade 5 are expected to attend part or all of the conference to report on their goals.





- **Trimester 3 Student-Led Conferences & Portfolios-** All ES students collaborate with their teachers to create a portfolio of personal learning evidence each year. It documents their learning journey and showcases their achievements. Student-Led Conferences are an opportunity for students to share their portfolios and communicate their own progress for the year.
- **Trimester 3 Report-** Accessible online on the last day of school
- **Please note that conferences will not be rescheduled except in the case of a principal-approved family emergency.**

Standardized Achievement Tests:

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

Schoolwide Assessments:

- Teacher’s College Writing Rubrics
- Fountas and Pinell Benchmark Kits
- Words Their Way Spelling Inventories
- Common math assessments

SOCIAL LITERACY

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

POSITIVE BEHAVIOR SUPPORT:

See the front of this handbook for a detailed explanation of PBS.

CIRCLE SOLUTIONS:

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

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

SECOND STEP:

The Second Step curriculum includes developmentally appropriate ways to teach about empathy, emotion management and problem solving. We also offer the Second Step Bullying Prevention Unit.

STUDENT SUPPORT SERVICES

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

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

ENGLISH LANGUAGE LEARNERS (ELL) SUPPORT:

The ELL program provides instruction and support to students in grades 1-5 who are not yet fully proficient in English. The goal is for students to acquire the academic language skills necessary to succeed in the mainstream classroom. Lessons improve proficiency in listening, speaking, reading, vocabulary, and writing in English. Content objectives are paired with language objectives to maximize ELL access to curriculum and to provide direct instruction in academic language. The ELL program at CAC follows an inclusive model, with ELL teacher and classroom teacher working collaboratively to ensure the success of all students.

LEARNING SUPPORT SERVICES (LSS):

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

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

SPEECH LANGUAGE PATHOLOGY:

Speech and language services are provided for students with a variety of communication challenges. Usually, intervention is provided in the speech classroom via a pullout model of support. However the speech language pathologist (SLP) may also support language-based learning in the classroom in collaboration with the classroom teacher. In rare cases, a child who requires intensive intervention may receive services instead of attending Arabic classes. This service is offered on a case-by-case basis and only if approved by the ES Principal. It will be reviewed each trimester. At the beginning of September of each year, the SLP screens all KG students. Effective August 2016, all newly admitted ES students in each grade will also be screened. If a speech deviation is noted, the SLP will contact the student's parents to share the findings and recommendations.

COUNSELING:

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

STUDENT SUPPORT TEAM (SST):

The Student Support Team is an integral part of the Student Support Services department, made up of:

- administrators,
- teachers (classroom, ELL, learning support),
- counselor
- speech and language pathologist

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

OUTSIDE-TESTING POLICY

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



AFTER SCHOOL ACTIVITIES

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

ONLINE SIGN UP FOR ACTIVITIES:

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

ATTENDANCE:

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

DISMISSAL FROM ASA:

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

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

FEEDBACK & QUESTIONS:

Please contact Ereeny Gawdat with any feedback or questions: egergess@g-cace-gypt.org.



THE HOUSE SYSTEM

The house system at CAC was introduced to the middle school in 2009 and was introduced in the elementary school in 2014. The house system brings students from different grade levels together to create a sense of unity across and within grade levels. Students will also have an opportunity to join the middle school students twice per year.

Leadership opportunities are provided for students in fifth grade to be house captains. Monthly house activities are organized during Tuesday assembly time, when students work together in a variety of cooperative games and activities. Students earn house points in a spirit of friendly competition and a plaque is awarded to the winning team at the end of the year.





04

LIFE IN THE
ELEMENTARY SCHOOL OF
CAIRO AMERICAN COLLEGE

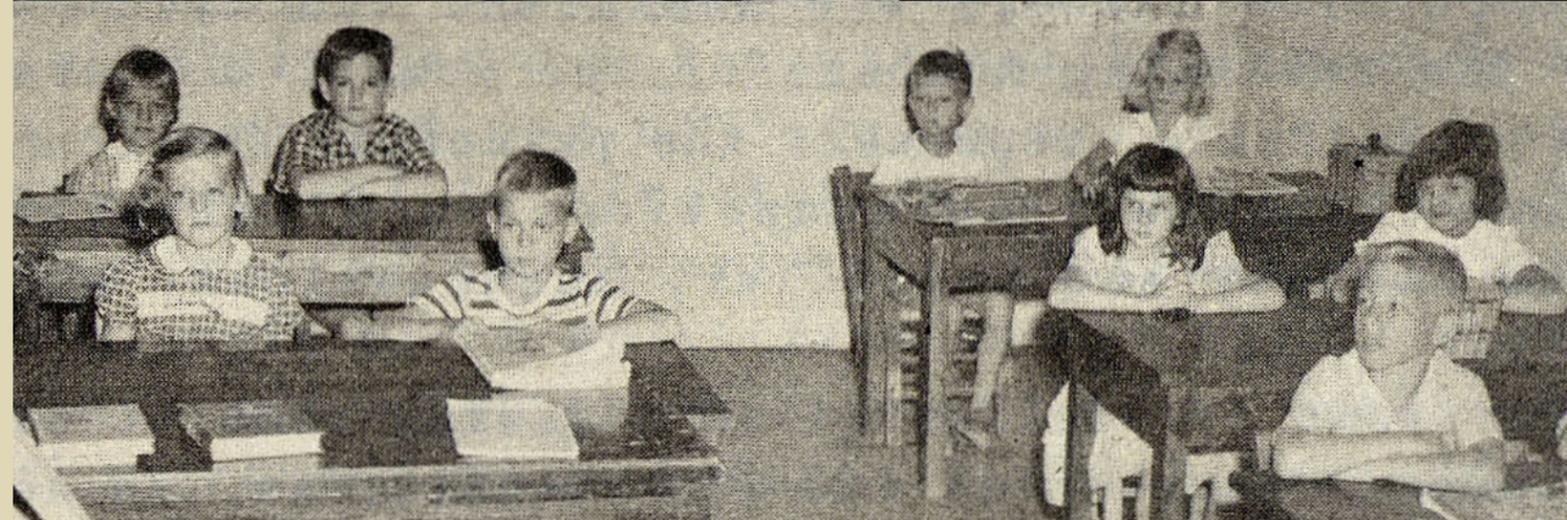
A Living History

Our students are part of a long, rich tradition that began in 1945. Before 1945, there were limited options for American children living in Egypt. When increasing numbers of U.S. citizens moved to Egypt after World War II, they opened The Cairo School for American Children as a private, independent school to educate their children.

The school opened with fifty students in grades one through eight, and classes were held in a rented villa. In 1946, a high school was added, which started with fourteen students. Since then, the student body has become more international, the name has changed, and our facilities have expanded into our beautiful campus of today, but our commitment to providing a truly excellent, college-preparatory educational experience has remained the same.

During the 2015-2016 school year, CAC had a year-long celebration of our 70th year.

You can read more about CAC's long history on our website: <http://www.cacegypt.org/index.php/about-cac/school-history>



THE CAC ES EAGLE SONG



Chorus:

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

Verse #1:

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

Verse #2:

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

Where to Go for Answers

* All numbers begin with 2755 and then the extension

Elementary Office

General questions about ES or attendance
 Urgent messages for your child or his/her teacher
 > ES Office Secretary Mrs. Mary Greiss Ext. 5202

Buses

Bus registration, change of address, questions about transportation, changes to bus plan
 > Motor Pool Mr. Mohamed El Ghalban Ext. 5567 or 0122-076-6330

Health Services

Questions about any health concerns
 When your child is not feeling well or is on regular medication
 > Health Office Secretary Mrs. Naglaa Osama Ext. 5533

Activities

Questions about after-school activities
 > Activities Coordinator Ms. Ereeny Gawdat Ext. 5203

Library

If you have any questions about checking out books, magazines and/or videos, library hours, over-
 due notices
 > Librarian Ms. Fitzgerald Ext. 5542

Guidance

Questions or concerns about counseling
 > ES Office Secretary Mrs. Mary Greiss Ext. 5202
 > ES Counselor Mrs. Dana Purpura Ext. 5204

Admission

Questions about the admissions process, withdrawing; change of personal information, IDs
 > Office of Admissions Ext. 5507 or 5508

Fees

Questions about school fees, tuition fee clearance
 > Tuition / Accountant Ms. Dina Sadek Ext. 5524

Inquiries not covered here

> Switchboard 2755-5555

Campus and Facilities Community hours

Track/Fields:

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

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

Weight Room

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

Gym

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

Swimming Pool

Friday: 2:00 pm– 6:00 pm
Saturday: 1:00 pm- 6:00 pm
Weekdays: Check the swimming calendar under Aquatics

Library

Sunday – Wednesday: 7:45 am – 4:30 pm
Thursday: 7:45 am – 4:00 pm
Friday: Closed
Saturday: 10:00 am – 2:00 pm

ID Office:

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

School Cashier:

Weekdays: 7:45 am – 1:30 p.m. & 2:30 p.m. - 3:45 pm
1:30 - 2:30 p.m. Lunch break
Friday & Saturday: Closed

CIB Bank Teller:

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

Travel Choice:

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

School Store:

Sunday, Tuesday & Thursday: 7:30 - 10:00 am
1:30 - 3:30 pm
Friday & Saturday: Closed

Spirit Store:

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

Calendar 2016-17

Young Bikers' Time on the Track

Track and ES pathways are open to youngsters interesting in learning to bicycle. Students from grades PreK-3 are welcome to come, with a parent, to try biking at school on the track or around the ES, on Friday mornings from 8:00-9:30am.

The following rules will apply

- you must provide your own bike and helmet
- Bike riding is allowed for CAC children only, grades PreK-3. Bikes with training wheels and tricycles are permitted. Please no scooters, skates, or skateboards.
- Helmets are necessary at all times.
- Please try to cycle in the outside lanes of the track only.
- All children must be accompanied by an adult.
- Biking is permitted from 8am-9:30am only; hazards from other sports mean that other times are not safe.

CAC accepts no liability for injuries caused by bike riding. This allowance is aimed at helping our students learn to ride bikes in a safe area free of vehicle traffic.

CAC Fitness Room Access Policy

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

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

CAC School Calendar 2016-2017

Su	Mo	Tu	We	Th	Fr	Sa	August 2016 (12 Student Days)	
	1	2	3	4	5	6	3	New Faculty Arrive
7	8	9	10	11	12	13	10	All Faculty Return
14	15	16	17	18	19	20	16	New Students/Parents Orientation
21	22	23	24	25	26	27	17	First Day of School for Students
28	29	30	31					
Su	Mo	Tu	We	Th	Fr	Sa	September 2016 (16 Student Days)	
				1	2	3		
4	5	6	7	8	9	10	10 - 15	Eid El Adha Holiday (subject to change)
11	12	13	14	15	16	17		
18	19	20	21	22	23	24	21	Early Release Day (students dismissed @11:30 AM)
25	26	27	28	29	30			
Su	Mo	Tu	We	Th	Fr	Sa	October 2016 (20 Student Days)	
						1	3	Islamic New Year (subject to change)
2	3	4	5	6	7	8	6	Armed Forces Holiday
9	10	11	12	13	14	15		
16	17	18	19	20	21	22		
23	24	25	26	27	28	29		
30	31							
Su	Mo	Tu	We	Th	Fr	Sa	November 2016 (21 Student Days)	
		1	2	3	4	5	7	Early Release Day (students dismissed @11:30 AM)
6	7	8	9	10	11	12	10	ES/MS Trimester 1 ends
13	14	15	16	17	18	19	23	Early Release Day (students dismissed @11:30 AM)
20	21	22	23	24	25	26	24	U.S. Thanksgiving Holiday
27	28	29	30					
Su	Mo	Tu	We	Th	Fr	Sa	December 2016 (10 Student Days; 78 Instructional Days Sem. 1)	
				1	2	3	8	Early Release Day (students dismissed @11:30 AM)
4	5	6	7	8	9	10	11	Prophet's Birthday Holiday (subject to change)
11	12	13	14	15	16	17	18	Winter Break Begins
18	19	20	21	22	23	24		
25	26	27	28	29	30	31		
Su	Mo	Tu	We	Th	Fr	Sa	January 2017 (17 Student Days)	
1	2	3	4	5	6	7	7	Winter Break Ends
8	9	10	11	12	13	14	8	School Resumes
15	16	17	18	19	20	21		
22	23	24	25	26	27	28	25	Police Day/Revolution Day Holiday
29	30	31						
Su	Mo	Tu	We	Th	Fr	Sa	February 2017 (20 Student Days)	
			1	2	3	4		
5	6	7	8	9	10	11	6	Early Release Day (students dismissed @11:30 AM)
12	13	14	15	16	17	18		
19	20	21	22	23	24	25	23	ES/MS Trimester 2 ends
26	27	28						
Su	Mo	Tu	We	Th	Fr	Sa	March 2017 (20 Student Days)	
			1	2	3	4		
5	6	7	8	9	10	11	8-9	CAC Holiday
12	13	14	15	16	17	18		
19	20	21	22	23	24	25		
26	27	28	29	30	31			
Su	Mo	Tu	We	Th	Fr	Sa	April 2017 (15 Student Days)	
						1	6	Early Release Day (students dismissed @11:30 AM)
2	3	4	5	6	7	8	16	Eastern Easter/Western Easter Holiday
9	10	11	12	13	14	15	17	Sham El Nessim Holiday
16	17	18	19	20	21	22	16	Spring break begins
23	24	25	26	27	28	29	23	School Resumes
30							25	Sinai Liberation Day Holiday
Su	Mo	Tu	We	Th	Fr	Sa	May 2017 (22 Student Days)	
	1	2	3	4	5	6	1	Labor Day Holiday
7	8	9	10	11	12	13		
14	15	16	17	18	19	20		
21	22	23	24	25	26	27	27	1st Day of Ramadan (subject to change)
28	29	30	31					
Su	Mo	Tu	We	Th	Fr	Sa	June 2017 (4 Student Days, 98 Instructional Days; Sem. 2)	
				1	2	3	2	Graduation
4	5	6	7	8	9	10	6	Last Day of School for Students
11	12	13	14	15	15	17	7 & 8	Faculty Closure Days
18	19	20	21	22	23	24	24	End of Ramadan
25	26	27	28	29	30		25-26	Eid El Fitr (subject to change)

183 Total PSM work days

176 Total Instructional Days

Note: Half days scheduled on different weekdays to avoid repeated loss of ES Specials classes.

Superintendent's Office December 1, 2016

