



CAIRO  
AMERICAN  
COLLEGE

# Elementary School Student-Parent Handbook

2023 - 2024

Keep  
Going



ib Primary Years  
Programme



# PRINCIPALS' WELCOME

CAC, the best place to be!

Welcome to our PreK 3 year old to Grade 5 Elementary division. It is built upon respect and kindness and we form an integral and joyful part of CAC.

We focus on supporting our young learners to become critically minded, confident, compassionate young people who are competent and connected to the world around them.

It is a place where friendships flourish and personalities develop. Close partnerships with our parents give every student the attention they need to develop their character, to learn, explore and have fun; the building blocks for school success.

The moment you enter our campus, you will begin to understand why CAC Elementary is an exceptional experience for our youngest learners.

We look forward to our exciting educational journey together.



Mrs. Julie Jackson-Jin



Ms. Penny Amies

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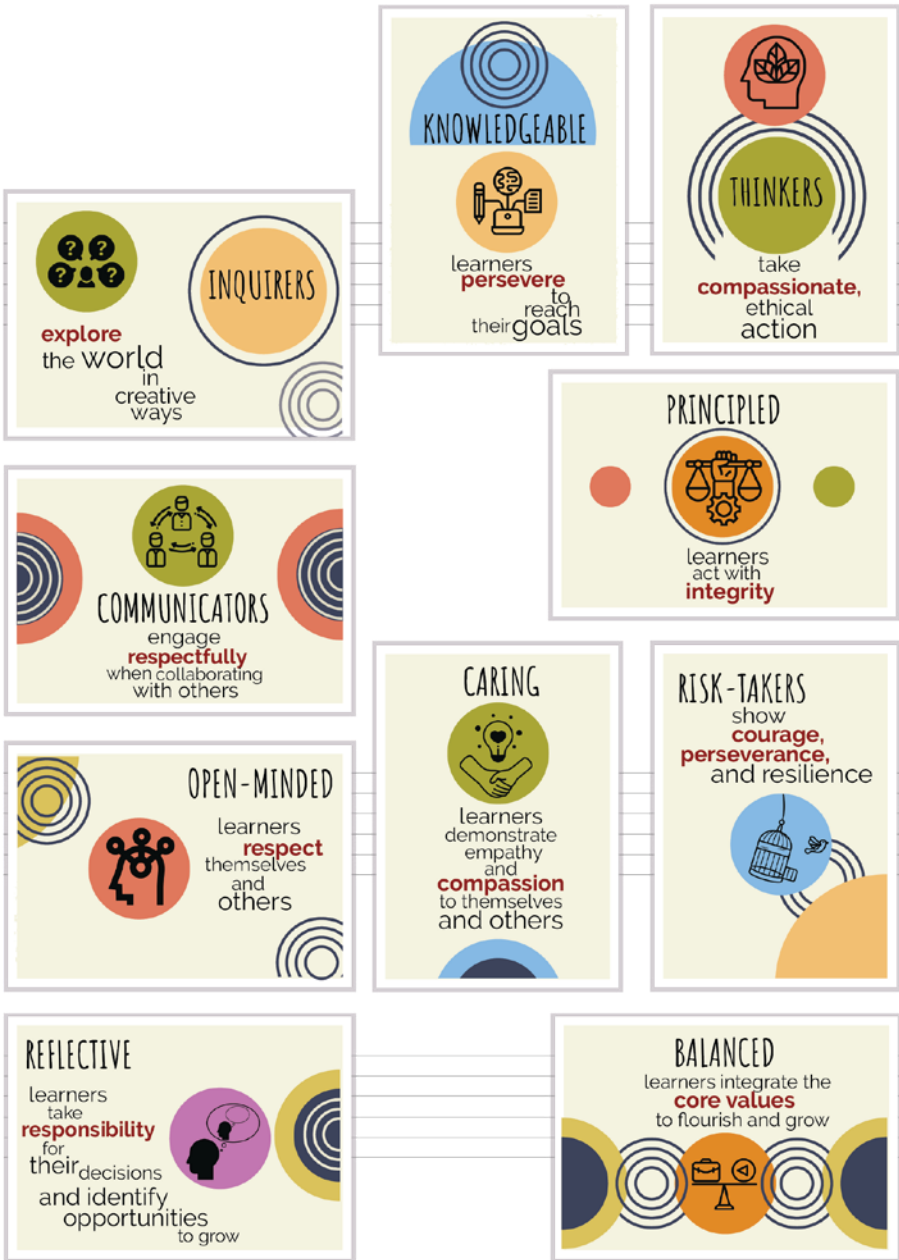
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# CAC CORE VALUES & Learner Profile

CAC INSPIRES STUDENTS TO

**LEARN,  
EXPLORE, and  
HAVE  
FUN**

WHILE BUILDING  
CHARACTER  
TO THRIVE AS  
GLOBAL CITIZENS



**Learner Profile**

The aim of the IB PYP is to develop internationally-minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world. The learner profile attributes are embedded and are at the core of teaching and learning, for our students to develop global citizenship.

# STUDENT LEARNING

## CURRICULUM & ASSESSMENT

CAC is a Primary Years Program (PYP) school. The PYP offers an inquiry-based, transdisciplinary curriculum framework that builds conceptual understanding. It is a student-centered approach to education for children aged 3-12.

A greater part of the curriculum is delivered through six transdisciplinary units of inquiry (four for the PreK and five for the Kindergarten programs), one from each knowledge area. Through these units of inquiry, students explore globally significant themes, built around a central idea.

PYP acknowledges the importance of educating children in separate subject areas, and recognises that 'student learning is best done when learning is not confined within the boundaries of traditional subject areas, but is supported and enriched by them.' This means subjects are carefully integrated into units of inquiry.

### Transdisciplinary Themes & Descriptions

<p><b>Who we are</b></p> <p>An inquiry into the nature of the self; beliefs and values; personal, physical, mental, social and spiritual health; human relationships including families, friends, communities and cultures; rights and responsibilities; what it means to be human</p>	<p><b>How the world works</b></p> <p>An inquiry into the natural world and its laws; the interaction between the natural world (physical and biological) and human societies; how humans use their understanding of scientific principles; the impact of scientific and technological advances on society and on the environment.</p>
<p><b>Where we are in place and time</b></p> <p>An inquiry into orientation in place and time; personal histories; homes and journeys; the discoveries, explorations and migrations of humankind; the relationships between, and the interconnectedness of, individuals and civilizations from local and global perspectives.</p>	<p><b>How we organize ourselves</b></p> <p>An inquiry into the interconnectedness of human-made systems and communities; the structure and function of organizations; societal decision-making; economic activities and their impact on humankind and the environment.</p>
<p><b>How we express ourselves</b></p> <p>An inquiry into the ways in which we discover and express ideas, feelings, nature, culture, beliefs and values; the ways in which we reflect on, extend and enjoy our creativity; our appreciation of the aesthetic.</p>	<p><b>Sharing the planet</b></p> <p>An inquiry into rights and responsibilities in the struggle to share finite resources with other people and with other living things; communities and the relationships within and between them; access to equal opportunities; peace and conflict resolution.</p>

### OUR ENVIRONMENTS

Classrooms are bustling with student-directed inquiries as well as teacher-directed investigations. Students are encouraged to take responsibility for their own learning, to help each other, to find their own resources, to engage in activities that deepen their understanding and to demonstrate what they have learned. Students regularly reflect on their own learning, are encouraged to make connections to previous learning and to be inspired to act on their new understandings.

Students have opportunities to work individually, in pairs, in small groups and in larger groups. Teachers adapt their approaches to address individual students' needs, abilities, and interests. There is time for whole class instruction, small group instruction and individual support.

### AGENCY

Taking action is a core element of the IB PYP, seeking to develop caring members of the community who act to make a positive difference to the lives of others and their environment. Our program encourages learners through units of inquiry to take meaningful action to make a difference in the world.



## LANGUAGE ARTS

Students learn how to read and write through a balance of systematic phonics instruction, word study, explicit decoding and comprehension instruction and handwriting. Our Language Arts program uses the Reading and Writing Workshop where students acquire listening, speaking, reading, and writing skills.

## MATHEMATICS

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

## EGYPT CULTURE

Living and learning in Egypt is a unique opportunity for our students to engage in the contemporary and historical Egyptian Culture of our host country. The curriculum is enhanced with projects and hands-on activities to inspire and promote awareness of events and occasions that form the customs and traditions of Egypt.

## ARABIC LANGUAGE

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

## MOTHER TONGUE OPTION

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

## PHYSICAL EDUCATION

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

PreK students will only wear the school floats until the swim teacher determines they do not need them. The students must bring a labeled swim towel, goggles and slip on shoes for each lesson.

There are two swimming units, one at the beginning and the second at the end of the year. All students are expected to participate in the swimming curriculum. If a student is unwell, a note from home is required. For longer term non-participation, a doctor's note is required. If a student misses the swimming curriculum during the school day, this excludes them from after-school swimming programs.

## PERCEPTUAL MOTOR PROGRAM (PMP)

PMP (in PreK and KG classes only) promotes movement and challenge —running, jumping, balancing, kicking, bouncing, skipping, hopping, crawling, catching, striking, bowling, climbing. Students of all abilities are supported and encouraged to enjoy physical activity and see it as part of a healthy and active lifestyle.

## MUSIC

Music delights and stimulates, soothes and comforts us; music allows students to communicate in a unique way. Musical experiences and learning begin with the voice. Students are given opportunities to discover a broad range of music experiences including classifying and analyzing sounds, composing, exploring body music, harmonizing, listening, playing instruments, singing, notation, reading music, songwriting and recording. Students create and respond to music through movement and using various classroom instruments.

## DRAMA

Drama explores the different possibilities to express ourselves, physically and vocally. In creating, students explore performing the use of body and facial expressions, gestures, movement, posture and vocal exercises to convey emotional and sometimes cultural meaning to both characters and stories. The students will be exposed to a variety of dramatic forms including creative movement, improvisation, role play, and puppetry.

## VISUAL ARTS

The student is the artist and the classroom is their studio. The guiding question throughout the year is "What do artists do?" Following introductions to a range of media, student artists will be able to explore artistic processes through discovery and play. The classroom is a structured studio environment with clear expectations for self-directed learning. Available tools and art materials are introduced to students who can then access and arrange these materials to initiate and explore their artwork. We will use Seesaw as a place for digitally storing student artwork.

Here's a link to - [How you can talk to your child about their art.](#)

## INTEGRATED INFORMATION TECHNOLOGY

Teaching and learning are enhanced by technology. Librarians and Tech integrators partner with teachers and students to integrate information-literacy skills, media-literacy skills and digital citizenship skills into units of inquiry.

## ASSESSMENT

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

## STANDARDIZED ACHIEVEMENT TESTS

All students in grades 3 – 5 participate in MAP® (Measure of Academic Progress®) online tests. Two tests are taken: reading and mathematics. They are administered in the Fall and Spring. 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.





## PHILOSOPHY & LEARNING FRAMEWORK



We believe in connecting our students to their world of learning; supporting them to investigate their world, encouraging critical and creative thinking and promoting active citizenship with global perspectives.

Our program is play based. Through play, children explore their ideas and wonders while engaging with the world as they begin to understand their thinking self and the ownership of their learning journey. It is through the context of play that children test out new knowledge and theories. They learn and inquire through interactions that aim to stretch their thinking to higher levels in both child-initiated and teacher-supported learning experiences.

As in the elementary, the IB Primary Years Program (PYP) frames our PreK program's philosophy. We are also inspired by the Reggio Emilia approach, also based on the principles of student-centered,

## LITERACY AND NUMERACY



Children experience language and literacy through play. Cultivating a lifelong love of literacy begins with previous experience, developmental readiness (both physically and cognitively), needs and interests of the children. Our focus is on pre-literacy skills and invitations to learning engagements. The children's emergent literacy skills are supported through inquiry and investigation.

Children experience mathematics through play. They will become competent users of the language of mathematics and can begin to use it as a way of thinking. Through emerging numeracy skills, the children build on conceptual understandings. They will be given many opportunities to work flexibly with big ideas, and persevere in problem solving. They will be invited to communicate their thinking and choose paths and needed tools.



## STUDENT SUPPORT SERVICES



Students in PreK do not receive English language or learning support as the program and environment is rich in language and learning experiences.

As children learn to express themselves in more verbal ways, speech and language development, may at times, require attention in the PreK years. The Speech and Language Pathologist (SLP) provides interventions in the areas of speech and language with the aim of acquiring effective communication skills.

## PERSONAL BELONGINGS



### **Dress for a mess**

Learning in PreK is hands-on and sensory focused. The children are recommended not to wear their best outfits. Flip-flops are not allowed to be worn during the school day. Dangling earrings are unsafe, especially during physical activities.

Please label all lunch boxes, containers of food, and water bottles and clothing with your child's name.

Please do not send personal items or toys from home, including communication and recording devices. It is easy for these to get lost and this can cause distress. If your child has difficulty leaving a very special item at home, please talk with the teacher.



## OUTLINE OF THE DAY



**7:45-8:00 am**

### Welcome and attendance

**8:00-9:00 am**

### Settling in time and specials

Exploring, learning and having fun with the PreK team.

Some children may work with a specialist teacher.

**9:00-9:30 am**

### First Snack

Children bring two of their own healthy snacks —no candy, gum, or overly sugary items.

**9:30-10:00 am**

### Outdoor play

**10:00-11:30 am**

### Unit of inquiry and specials

Classroom rich child-initiated play and playful focused learning.

Some children may work with a specialist teacher.

**11:30-12:00 pm**

### Lunch

Children bring their own lunches of everyday food in reusable containers.

The hot lunch from the school's cafeteria is not available for PreK students.

The PTO organizes pizza bi-weekly (Mondays). To order, parents must sign up and order on the SPARE app. The deadline is the end of the previous week. [Android](#) or [IOS](#)

**12:00-1:00 pm**

### Outdoor play

**1:00-1:45 pm**

### Quiet, rest —me time

**1:45-2:10pm**

### Second Snack

**2:10-2:40 pm**

### Unit of inquiry and specials

Classroom rich child-initiated play and playful focused learning.

Some children may work with a specialist teacher.

**2:40-3:00 pm**

### End of the day preparation

3:00 pm Children depart with parents or are escorted to buses.

## SUPPORTING ARRIVAL AND DISMISSAL



It is important to develop a consistent way of saying goodbye with your child. Goodbye rituals help your child know what to expect, so she/he feels more confident. Do the same thing, in the same order, every day. Maybe a hug and a rhyme: "I love you, you love me, have the most fun ever and I'll pick you up at three!" and you wave as you leave. It could be a kiss, hug and a high five. You and your child can develop one together. Start the ritual now, even if you are just leaving the house to run to the shop for 10 minutes. If you use it often then your child will be used to it by the time they start school with us, perhaps easing their transition.

If your child arrives at school in a pram or on a scooter these items must be left at the main gain. From the gate your child should walk to the classroom. This eases the transition process and enables your child to feel more independent.

Bus services are available for PreK before and after school, based on registration and availability. If your child is going to be absent please email [motorpool@cacegypt.org](mailto:motorpool@cacegypt.org)

## SUPPORTING INDEPENDENCE



Having your child open their lunch box and putting the lid back on themselves will support their confidence in their independence. Not knowing how to access their lunch can be a cause of anxiety in young children.

Being able to know how to use their water bottle independently is also an important confidence building skill.

They should be able to take items out of their backpacks and put them back in easily.

Please ensure that the shoes your child is going to be wearing to school can be put on independently. Velcro fasteners tend to be easier than laces at this age.

**Toileting:** The children are expected to be independent in the toilet when they start at CAC. Children should wear clothes that enable them to be able to go to the toilet independently such as an elastic waistband on shorts rather than buttons.

## 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>

Student book check out is based on grade level and units of inquiry. We start small and build up responsibility for book return; PreK = one book up to five books for grade five. Parents may have up to 10 items checked out at one time (books are circulated for 14 days). All students have a scheduled checkout time once per week, but are welcome to trade books before and after school.

### LIBRARY HOURS

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



### BORROWING

Students need to have a reusable cloth library bag for their books, labelled with the student's name. Bags are available at the school store, or a cloth bag from home will be fine.

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.

Magazines may not be renewed or reserved.

## OVERDUE MATERIALS

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

## DAMAGED & LOST MATERIALS

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

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

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

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



## STUDENT SUPPORT SERVICES

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

Our student support team provides services to students that include:

- Counseling
- English language for beginning, intermediate and advanced learners of English
- Learning specialists for students who have identified needs and interventions
- Speech and Language for articulation and identified language delays
- Educational Psychologist
- Occupational Therapist (note: this is a parent paid service which is on campus to support families.)

### STUDENT SUPPORT TEAM (SST)

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

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

### ENGLISH LANGUAGE LEARNERS (ELL) SUPPORT

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

### LEARNING SUPPORT SERVICES

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 learning support will be offered on a case-by-case basis only if approved by the ES Principal, and will be reviewed each semester. Students will continue to attend the Egypt Culture lesson once a week.

#### 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.

#### 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 semester. At the beginning of September of each year, the SLP screens all KG students. All newly admitted ES students in each grade will also be screened. If a speech deviation is noted, the SLP will contact the student's parents to share the findings and recommendations.

#### School Psychologist

We are excited to introduce the pivotal role of a School Psychologist to our talented CAC LSS team. As an integral part of our holistic approach to education, the School Psychologist will work closely with students, teachers, and parents to identify, assess, and address a wide range of learning, emotional, and behavioral needs. Equipped with expertise in child development, learning theories, and assessment, our School Psychologist will tailor inclusive interventions to promote academic success and socio-emotional well-being for every student. This invaluable addition to CAC underscores our commitment to fostering a nurturing and inclusive learning environment where all students can flourish.

#### Occupational Therapist (Fee-based)

We are delighted to announce that Occupational Therapist (OT) Services will be available at CAC through a partnership with a local provider. The occupational therapist services are not included in CAC tuition and are fee-based services based on the determination of the OT. CAC is not involved in the invoicing or pricing.

The occupational therapist will provide select services on a part-time basis, collaborating closely with students, teachers, and parents to enhance the overall learning experience. The OT will utilize expertise to address diverse needs, including fine motor skills, sensory processing, and self-care abilities. This invaluable partnership enriches our CAC community and reinforces the commitment to fostering a supportive and inclusive environment.

#### 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.

## CO-CURRICULAR ACTIVITIES

ES Co-Curricular Activities are optional activities intended to support learning, exploring, and having fun from 3:15 pm to 4:00 pm on campus every weekday except for Tuesdays. We offer a range of choices designed to develop critical life skills such as responsibility, teamwork, communication, critical thinking, and self-confidence. The activities are broken up into 3 seasons, providing students with the opportunity to diversify their focus across the school year.

#### 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. Activities are presented and detailed information about sign-up dates will be announced in the Grade Level Blogs in addition to individual email sent to parents.





### 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 Co-Curricular Activities classes for any reason, parents must inform the Activities Coordinator by email.

### DISMISSAL FROM ASA

When you sign up, you will indicate a dismissal plan for your child, including whether you will pick up your child or they will ride the bus. Please let your child know this plan and where to meet you if you are picking them up. If you've signed up for your child to ride the bus, but there is a change in the dismissal plan on any particular day, please make sure to send an email to: Motor Pool ([motorpool@cacegypt.org](mailto:motorpool@cacegypt.org)), Activities Coordinator ([mabdelfattah@cacegypt.org](mailto:mabdelfattah@cacegypt.org)), homeroom teacher and the ES Office ([esattendance@cacegypt.org](mailto:esattendance@cacegypt.org)) before 12:00 pm on the requested date.

### FEES

Most activities are included in school fees. Those requiring fees are to be paid in advance at the Cashier's Office in the Welcome Center (by the Main Gate). Fees should be paid by an adult and are non-refundable.

### FEEDBACK & QUESTIONS

Please contact Mahmoud Abdel Fattah with any feedback or questions: [mabdelfattah@cacegypt.org](mailto:mabdelfattah@cacegypt.org).

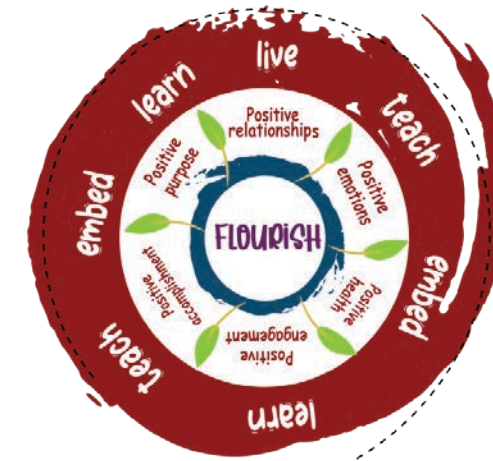


# STUDENT WELL-BEING



## Well-Being Philosophy

At Cairo American College we recognize that a community prioritizing well-being cultivates flourishing citizens. We consistently and intentionally seek to enhance relationships, foster deep and enduring engagement with learning, promote meaningful contribution to the community and develop healthy balanced individuals whose commitment to lifelong well-being makes the world around them a better place.



## Positive Health

Practicing sustainable habits for optimal physical and Psychological Health that are developed from a sound knowledge base

## Positive Relationships

Increasing social and emotional skills in order to create and promote strong and nourishing relationships with self and others

## Positive Purpose

Understanding, believing in and serving something greater than yourself and deliberately engaging in activities for the benefits of others

## Positive Engagement

Promoting complete immersion in activities through understanding the nature of engagement, the pathways to it and the function it has on individual wellbeing

## Positive Emotions

Experiencing a broad range of positive emotions and developing skills and knowledge to anticipate, initiate, experience, prolong, and build positive experiences

## Positive Accomplishments

Developing individual potential through striving for and achieving meaningful outcomes

## THE CAC ES EAGLE SONG

### CHORUS:

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

### VERSE #1:

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

### VERSE #2:

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

<https://www.cacegypt.org/videos/EagleSongRockVersion.m4a>



## STUDENT RIGHTS AND RESPONSIBILITIES

These rights and responsibilities reflect CAC Mission and Core Values. Among these rights and responsibilities are the following:

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

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





## CHILD PROTECTION

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

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

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

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

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

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

<https://www.cacegypt.org/PDF/ChildProtectionBrochureFeb2020.pdf>

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

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

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



## SOCIAL, EMOTIONAL LEARNING

Social, emotional learning is the ability to connect with those around you effectively and in a way that enables you to make socially productive decisions. It encompasses emotional, personal and social health and development, and contributes to an understanding of self, to developing and maintaining relationships with others, and to participation in an active, healthy lifestyle in a safe, nurturing and encouraging learning environment which supports and enhances student learning

In the CAC Elementary School, we have several avenues by which students develop their social, emotional skills.

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

**The Social Emotional Curriculum** includes developmentally appropriate ways to teach about empathy, emotion management, building relationships and problem-solving.

**Positive Discipline** creates a highly effective middle ground that respects the child, the adult and the situation. Through mutual respect, children feel a sense of connection as they develop cooperation, concern for others and self discipline.

**Parenting Together** in the Primary Years: a Positive Discipline Parenting Course facilitated by Carey Harris, School Counselor, and Positive Discipline Parent Educator. This course is designed especially for CAC parents with children in Elementary School. All parents are invited to join us as we parent together to create more positive and joyful relationships with our children.

To learn more, visit the course blog at <https://parentingtogether.edublogs.org/>  
ES Counselor: Carey Harris [charris@cacegypt.org](mailto:charris@cacegypt.org)

### Creating a Compassionate Community

CAC students are expected to behave in and out of school and online in a manner that brings honor to our school in accordance with our CAC Core Values/Learner Profile attributes and in all interactions. Our most important interventions are preventative by building positive relationships within our community. Creating a safe and compassionate community is the responsibility of everyone in the school. Nearly every expected and appropriate behavior fits with the three principles of,

*"I am safe", "I am aware" and "I am connected".*

Consequences will be appropriate to the child and the situation, and will encourage making good choices.

### AROUND CAMPUS

#### I AM SAFE, I AM AWARE, I AM CONNECTED

**“I AM SAFE” WHEN**

- I WALK SAFELY IN DESIGNATED AREAS
- I AM WHERE I AM SUPPOSED TO BE
- I KNOW HOW TO ASK FOR HELP

**“I AM AWARE” WHEN**

- I USE AN INDOOR VOICE
- I CONSIDER THOSE AROUND ME
- I MOVE DIRECTLY FROM ONE PLACE TO ANOTHER TO BE ON TIME

**“I AM CONNECTED” WHEN**

- I RESPECT OTHER’S LEARNING
- I MODEL BEING CARING AND OPEN MINDED
- I USE MY INSIDE VOICE
- I LEARN AND USE PEOPLE’S NAMES

The infographic is divided into three horizontal sections with a yellow, purple, and orange background respectively. Each section features a central text box with behavioral expectations and a cartoon illustration. The top section shows two people sitting on a bench and two people talking. The middle section shows a person at a whiteboard and a person on stairs. The bottom section shows two people at a table and two people talking.

# INSIDE

## I AM SAFE, I AM AWARE, I AM CONNECTED

### “I AM SAFE” WHEN

- I RESPECT CLASSROOM AGREEMENTS
- I TAKE CARE OF MATERIALS AND RESOURCES
- I SUPPORT THE LEARNING OF OTHERS
- I KEEP MY HANDS, FEET AND HURTFUL WORDS TO MYSELF



### “I AM AWARE” WHEN

- I AM MINDFUL WHAT IS GOING ON AROUND ME
- I NOTICE WHEN I “FLIP MY LID” AND NEED A BREAK
- I FOLLOW EXPECTED BEHAVIOR/SHARED AGREEMENTS



### “I AM CONNECTED” WHEN

- I AM HELPING OTHERS LEARN
- I RESPECT OTHER'S FEELINGS AND BELONGINGS
- I USE MY INSIDE VOICE
- I AM MAKING NEW FRIENDS, COLLABORATING AND COMMUNICATING



# OUTSIDE

## I AM SAFE, I AM AWARE, I AM CONNECTED

### “I AM SAFE” WHEN

- I KEEP MY HANDS, FEET AND HURTFUL WORDS TO MYSELF
- I EAT AND PLAY IN DESIGNATED AREA
- I USE EQUIPMENT SAFELY



### “I AM AWARE” WHEN

- I AM IN CONTROL OF MY BODY
- I AM AWARE OF WHAT'S HAPPENING AROUND ME
- I SHOW INTEGRITY BY DOING WHAT'S RIGHT EVEN WHEN NO ONE IS LOOKING



### “I AM CONNECTED” WHEN

- I AM BEING KIND AND COMPASSIONATE WITH OTHERS
- I PLAY FAIRLY AND FEEL WELCOMED
- I INVITE OTHERS TO PLAY WITH ME
- I HELP OTHERS



## Bullying Behavior

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

## Restorative Practices

We take a firm and kind approach, and view mistakes as learning opportunities. We follow the process, allowing the student to take responsibility for their behavior and restoration by actively problem-solving and offering solutions and consequences, as much as possible.

- **Find out what the behavior was**
  - Listening to understand what happened, timeline, matched stories, motivation, natural consequences
  - Feelings at the time of the behavior
- **Ask the student why the behavior was a problem**
  - e.g. it hurt someone, unsafe, made someone feel...(natural consequences)
- **What could they have done instead?**
  - and/or what strategy could they have used so it wouldn't happen?
- **How will they make amends/restore trust?**
  - Agree upon restoration. Hear what will make the other student feel better.
- **Together decide logical consequences for their behavior**
- **Student completes a reflection sheet (at the end of the process to support conversation at home)**

## HOUSE SYSTEM

House Events bring students from different grade levels together to create a sense of unity across and within grade levels. Families belong to the same House. Monthly House events are organized during Tuesday assembly time, where students work together in a variety of cooperative games and activities enabling all to demonstrate their learner profile attributes. Leadership opportunities are provided for students in the fifth grade to be House Captains.

## HOUSE SHIRTS

When a new student arrives at CAC, they are placed into a House team. House shirts can be purchased from the Spirit Store, located on campus.

Mr. Greene: [pgreene@cacegypt.org](mailto:pgreene@cacegypt.org)



**ACCEPTABLE USE (TECHNOLOGY)**

Having access to CAC's Internet facilities is a privilege and not a right.

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

**TECHNOLOGY USE AGREEMENTS**

Please review these agreements with your child. Your child will also have these agreements explained to them at school. All students must have this document agreed upon and digitally signed by at least one parent or guardian. The form is sent via class blogs. The completion of the form will indicate you and your child accept these agreements. The agreements will be in effect for the entire time your child is in CAC or until a significant change results in a new agreement.

Carlos Bustamante: Director of Technology

Using technology is a privilege, and any privilege comes with responsibility. Here are CAC's technology use expectations.

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

I understand that using any school technology or network is a privilege I must earn through responsible use. If I do something with my device that is not in line with these agreements, I will let a trusted adult know and ask them to help me make it right. Consequences will be given. If I can't consistently keep up my part of this agreement, I understand that privileges may be removed for a time and that I may face additional consequences.

Student signature: \_\_\_\_\_ Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TECHNOLOGY USE**

**I AM SAFE, I AM AWARE, I AM CONNECTED**

**“I AM SAFE” WHEN**

- I USE COMPUTERS AND EQUIPMENT SAFELY
- I KEEP PASSWORDS PRIVATE
- I REPORT INAPPROPRIATE OR UNCOMFORTABLE ONLINE WORDS AND ACTIONS
- I REPORT INAPPROPRIATE WEBSITES VISITED

**“I AM AWARE” WHEN**

- I SHOW INTEGRITY WHEN DEVELOPING AND SHARING MY WORK
- I FOLLOW THE DIRECTIONS GIVEN
- I USE THE INTERNET FOR CLASS LEARNING DURING SCHOOL HOURS
- I USE THE INTERNET TO ALWAYS STAY ON APPROPRIATE WEBSITES.
- I BALANCE MY ONLINE AND OFFLINE TIME

**“I AM CONNECTED” WHEN**

- I AM BEING A KIND AND COMPASSIONATE DIGITAL CITIZEN
- I USE TECHNOLOGY TO CONTRIBUTE AS A GLOBAL CITIZEN
- I SHOW RESPECT FOR OTHERS PASSWORDS, ACCOUNTS AND ONLINE WORK
- I AM PRINCIPLED IN MY DIGITAL FOOTPRINT

Hand-drawn elements include: a notepad titled 'Share your Ideas!', a globe, a 'Keep Going' sign, a character with a laptop, a character with a speech bubble saying 'Tech Helps you Learn!', and a character with a speech bubble saying 'Use digital safety!'.

## CELL PHONES AND OTHER ELECTRONIC DEVICES

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

## PUBLICATIONS

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



## HEALTH OFFICE & FORMS

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

## ACCIDENTS, INJURIES, AND FIRST AID

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

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

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

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

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

## Required immunizations and Student Physical Examinations

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

Parents/Guardians of continuing students will update/complete the Health Office "Annual Student Information Form" available on Skyward. In addition, continuing students moving to grades 3, 6 and 9 are required to have a physical examination conducted by a physician. A thirty-day grace period from the opening day of classes is allowed to meet these requirements.

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

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

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

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

## Administering Medicines to Students

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

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

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

Notes:

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

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

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

## TRANSITIONING TO SCHOOL AFTER A MAJOR INJURY

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

## OUTDOOR SAFETY ( AIR , TEMPERATURE )

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



## CLASS PLACEMENT

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

### Procedures and Criteria:

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

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

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

## ACADEMIC HONESTY & PROBATIONS

### ACADEMIC HONESTY

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



### ACADEMIC PROBATION

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

### DISCIPLINARY PROBATION

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

### PROBATION CONDITIONS

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



# HOME AND SCHOOL PARTNERSHIP



## PROFILE OF A CAC PARENT

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

- Consistently demonstrating the CAC core values of respect, responsibility, and integrity
- Demonstrating compassion, caring, and forgiveness, for self, community, and the world
- Demonstrating global citizenship by showing cultural awareness respect, and empathy; social responsibility and service; and environmental integrity and action
- Demonstrating positive habits of mind, such as: perseverance, planning and organization, initiative, leadership, self-discipline, teaming and cooperation, sense of humor, and making healthy lifestyle choices.

### Parents Visiting Classrooms

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



## CONTACT DETAILS

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

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



## COMMUNICATION & REPORTING

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

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

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

**PARENT ONLINE DASHBOARD** - Your dashboard provides a one-stop, customizable place for you to find everything you need to know about the school, from Co-Curricular Activities to links to class blogs. Contact Mona Abdelhady with any comments or questions - mabdelhady@cacegypt.org.

**PRINCIPAL'S, GRADE-LEVEL, AND SINGLE-SUBJECT BLOGS** - These are the places 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 Principal's blog will highlight division-wide news and information. Grade-level pages share grade-specific information, including important curricular highlights, notices, and dates. Single-subject pages shine a spotlight on our rich specialist programs. All can be accessed through your Parent Dashboard.

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

**BACK-TO-SCHOOL SLIDES** - Grade-level specific information is shared at the beginning of the year to give parents the opportunity to better understand curriculum, programs, activities, and educational philosophies in the Elementary School. The information is located on each grade level blog.

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

### SKYWARD HOLD

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

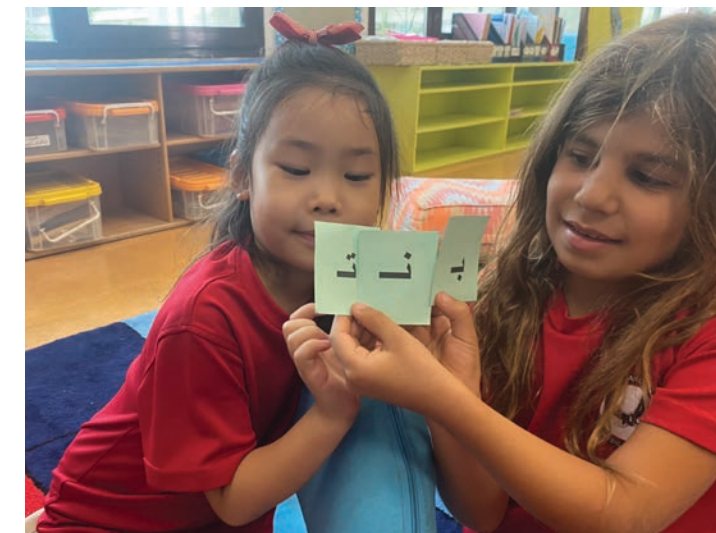
**CONFERENCES & REPORTING TIMELINE** - an opportunity for parents and teachers to discuss individual student growth and needs. Students in grades 2 through 5 are expected to attend part of the conference to report on their academic and social goals.

Please note that conferences will not be rescheduled except in the case of a Principal-approved family emergency, due to the nature of the day.

- Parent Day (August)
- Parent-Teacher Progress Conferences (November)
- Semester 1 Report (December)
- Parent-Teacher Progress Conferences (February)
- Student-Led Conferences & Portfolios (May)
- Semester 2 Report- Accessible through Skyward on the last day of school

### 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. Student-Led Conferences are an opportunity for students to share their portfolios and communicate their own progress for the year.





### OFFICE PHONE

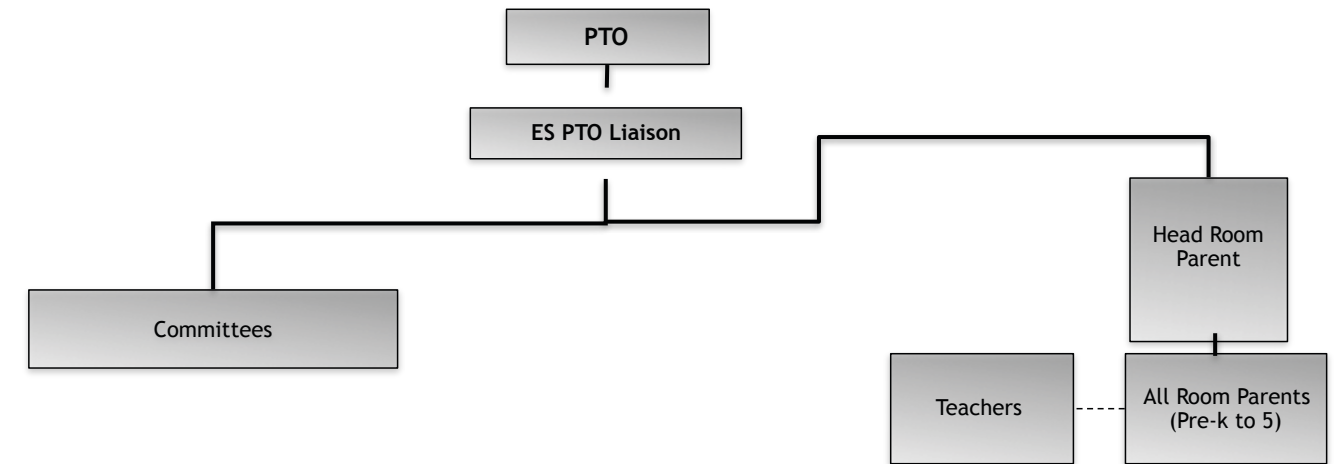
The office phone is not available for student use. Please make sure your child's pickup arrangements and play dates are scheduled in advance.

### PRINCIPALS' COFFEE, GRADE MEETINGS & PARENT WORKSHOPS

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

## PTO: THE PARENT-TEACHER ORGANIZATION

The CAC Parent Teacher Organization (PTO) is a multicultural organization of all parents/guardians, faculty, and administrators. The moment you join CAC, you're part of the CAC PTO. It is an important source of support, advice and practical resources. PTO organizes a variety of fun events for the whole community, such as Halloween Celebrations, International Festival, Gala Dinner, as well as CAC Talks, an international fitness challenge, and a variety of workshops. In the community CAC PTO supports local organizations and participates at events. Large calendars and pocket-size planners printed by the CAC PTO can be purchased at the Spirit Store. Everyone is encouraged to take active part in CAC PTO events, committees and the Executive Board. The membership meets on a monthly basis to discuss ideas and craft programs that best suit our community.



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

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

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



## HOME LEARNING



*Home learning subject for review 2023-2024*

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

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

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

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

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

## ES ASSEMBLIES



Assemblies provide an opportunity for all students to participate in curricular and community opportunities with their peers. They also offer a time to recognize students or highlight actions that reflect our values. Our assemblies help to create a united elementary community. We offer several types of assembly including whole school, Grade band level, and house events. Details of upcoming assemblies can be found in Grade Level Blogs.

### AUDIENCE ETIQUETTE

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

A good audience looks and sounds like...

- Sitting quietly in their seat
- No hats
- No food or drink
- Offer respectful applause when the performance is done



## CELEBRATIONS, EVENTS & PARTIES



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

### SOME OF OUR LARGER EVENTS INCLUDE:

- International Peace Day
- International Festival
- Egypt Festival
- Global Play Day
- Kids' Day
- Halloween
- Winter Concert
- Family Picnics
- ES Musical
- House Events

Parties and celebrations happen in the ES throughout the year where refreshments and decorations are required. For our winter and summer celebrations, the catering is arranged by the school. Care is taken to avoid incorporating religious beliefs or personal values into these activities.



## BIRTHDAYS

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

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

## GUARDIANSHIP POLICY



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

Students admitted to CAC must live with their parents. However, there are circumstances in which guardianship will be considered as an acceptable alternative. Although not meant to be a comprehensive list, below are some examples of situations in which guardianship would be considered acceptable:

- Family emergency
- Parents are incapacitated
- Legal problems regarding child custody
- Humanitarian (e.g., war in home country)
- Brief business trips for a working single parent

Examples of unacceptable reasons for establishing guardianship are as follows:

- Parents do not reside in Cairo
- Excessive periods of time when family is absent from Cairo (e.g. more than 26 calendar days in total during an academic year)
- A family employee (e.g. housekeeper or driver) is not acceptable to CAC as a guardian

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

**SHORT-TERM GUARDIANSHIPS** (1 to 14 calendar days, inclusive; not to exceed 26 calendar days in any one academic year) are to be used when both parents will be outside of Cairo for any temporary purpose such as a business trip, family emergency, medical issues, personal, etc. The guardian is responsible for the day-to-day welfare of the student. In the case of students less than 12 years of age, an adult is required to sleep in the same house as the students. Prior to their departure, the parents are required to notify the Principal's Office, classroom teacher, and the Health Office, providing the expected duration, appointed guardian name & contact information, and parent contact information for use in emergency.

**LONG-TERM GUARDIANSHIPS** (exceeding 14 calendar days) are not to exceed one academic year except in extraordinary circumstances, and are to be considered by the school administration on a case-by-case basis. The designated guardian and the parent(s) must meet with the relevant school Principal prior to assuming the role of guardian. CAC must approve both the reason for the long-term departure of the parents and the designated guardian. The long-term guardian acts in loco parentis and assumes full responsibility for the child's school welfare and any decision associated with it.

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

### STUDENT CONTACT WITH ADULTS

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

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



### WITHDRAWAL FROM CAC



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

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

## STUDENT RECORDS



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

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

## THE SCHOOL BOARD OF TRUSTEES



Cairo American College is governed by a Board of Trustees (known as the School Board), which operates under Articles of Administration and a set of By-Laws. The operational guidelines for the Board of Trustees are delineated in the CAC Board Administrative By-Laws (BAB).

Members of the Board represent the CAC community either as individuals or as representatives of specific organizations. The School Board is composed of a minimum of six and a maximum of 12 members, who serve at the pleasure of the majority of the Board.

## GIFTS & SOLICITATIONS



### GIFTS

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

### 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 Board of Trustees.

# BEING PREPARED FOR SCHOOL





## ARRIVAL & DISMISSAL



### PARENT RESPONSIBILITIES

For students to start their day calm and prepared, we ask parents to ensure the following home routines:

- Children arrive on time to school. We strongly suggest a 7:50 am minimum drop off, allowing early morning routines and friendship greetings.
- Read school communications (blogs)
- Inform children of their snack and lunch
- Inform children of their after-school plan
- Include class schedule for PE, swim bag, recorder as needed

### ARRIVAL

Our campus opens to welcome students from 7:30 am. Our play spaces are supervised from this time and at 7:45 am music plays for students to make their way to their class. If an ES student is on campus before 7:30 am, they must be accompanied by a guardian.

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

### DISMISSAL

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

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

## DISMISSAL CARDS

Dismissal cards are shown to security in order for a student to be allowed off campus. If a security guard is not familiar with the adult taking the student, they will ask to see the dismissal card, even if the student is with their parent.

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

## BUSES, CARS AND WALKING TO SCHOOL



### BUSES

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

### THE BUS SERVICE IS AS FOLLOWS:

Grades PreK-5 buses leave at 3:20 pm. Elementary School after-school activities buses leave at 4:20 pm.

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

### BUS BEHAVIOR EXPECTATIONS

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 are not allowed.

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

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

## SCHOOL BUS SAFETY RESPONSIBILITIES & PROCEDURE GUIDELINES FOR DISMISSAL & ARRIVAL AT CAC

The elementary bus arrival and dismissal procedures have been developed to ensure safe bus riding and assist in understanding the school bussing system in our elementary division for our youngest bus riders. It provides an overview of specific responsibilities within our system. Within broad guidelines established by the elementary division in conjunction with CAC's Operations Manager, the responsibility for the school bus transportation system is delegated to the Transportation manager and members of his staff.

The Board has adopted several specific policies relating to school bus discipline, emergency procedures, and the like, but it is stressed that a safe and successful transportation operation requires the cooperation and understanding of students, parents, bus drivers, school administration and School Board.

This information is published in order that students, parents and all others concerned with the safe operation of the bussing system have the opportunity to become aware of the major factors and interlocking responsibilities that combine to provide a safe and adequate school bus service.

If parents choose to use the bus service, they are responsible to inform CAC of their child's bus plans each day. Dismissal bus plans need to be logged by midday via email to [motorpool@cacegypt.org](mailto:motorpool@cacegypt.org). If we have ongoing miscommunication regarding bus riding, the Elementary Principal and transportation manager will meet with parents to look for a way to support accurate bus communication. If miscommunication continues, jeopardizing the safety and school services, the bus service may be suspended for the family.

### FIRST DAY OF BUS

At 2:55 pm, bus riders will be dismissed. PreK - Gr. 2 students are escorted to the designated Elementary bus point and Gr. 3 - 5 students walk independently. New students are escorted by an aide. Please review responsibilities together, especially timely arrival so as to not miss their bus.

### ARRIVAL AT CAC

- Bus monitors will escort bus riders in PreK/KG directly to the teacher.
- Grade 1- 5 bus riders move from the bus to inside school grounds at the back gate and walk to their elementary class.

# ON THE BUS

## I AM SAFE, I AM AWARE, I AM CONNECTED

### “I AM SAFE” WHEN

- I STAY IN MY SEAT AND WEAR MY SEATBELT
- I FACE THE FRONT OF THE BUS
- I LISTEN TO THE DRIVER AND BUS MONITOR
- I TELL THE BUS MONITOR IF THERE IS A PROBLEM

### “I AM AWARE” WHEN

- I AM MINDFUL OF WHERE I AM SITTING AND THAT I HAVE MY BELONGINGS WITH ME
- I AM RESPECTFUL OF PEOPLE AROUND ME
- I GET ON AND OFF THE BUS ON TIME AND THAT I HAVE MY BELONGINGS

### “I AM CONNECTED” WHEN

- I TALK WITH PEOPLE SITTING NEXT TO ME
- I GREET THE BUS MONITOR AND DRIVER BY THEIR NAME
- I HELP OTHER BUS RIDERS BY MODELING EXPECTED BEHAVIOR
- I OFFER HELP IF SOMEONE NEEDS IT

## DISMISSAL FROM CAC

If a student is registered for the bus and does not ride the bus, it is the parent's responsibility to inform transportation by mid-day via Email to [motorpool@cacegypt.org](mailto:motorpool@cacegypt.org).

This vital bus information will be updated by transportation for the ES office, class teachers, elementary administration to view by 1:00 pm daily in preparation for dismissal. After this, all listed bus riders will be escorted to the designated elementary bus point. If parents wish to change the plans, they must inform the bus manager and they will then release the child to the parent. Teachers will not release from classrooms, nor will students have the opportunity to inform teachers of the change of plans.

## BUS RIDERS DISMISSAL PROCEDURES:

- 3:05 pm - 3:10 pm: bus students (PreK-2) are escorted by their aide to the designated elementary bus point and handed over to monitor, Grade 3-5 students walk independently.
- The bus monitor is responsible to check off the student escorted by the aide/ independently before departing to the back gate.
- The bus manager informs the ES office staff if any bus riders are not accounted for prior to departing for the back gate.
- 3:10 pm - 3:15 pm: bus students are walked to the back gate by the bus monitor
- 3:15 pm - 3:20 pm: bus monitor stands inside the bus and checks off students against the previous check at designated elementary bus point.
- 4:20 pm: dismissal for Co-Curricular Activities will follow the same procedures, however, the ASA teacher/aide/coach will escort K-2 students to designated elementary bus points after the activity.



Students who are riding the bus and have not been accounted for at the designated elementary bus point, will be reported by the transportation manager to the ES Office.

- The ES Office will announce the student who is missing over the speaker system and ask that they go directly to the back gate.
- Transportation will update the ES office if the student departed on the bus.
- The bus will not wait for the missing student.
- A parent will be contacted immediately by the ES office.
- The ES office will write a full report as to why the student was not at the designated elementary bus point. The report will be shared with parents, transportation and class teachers.

Note: if a parent wishes to revise their bus plans after midday, please meet your child at the designated bus point and speak directly with the transportation manager in the orange vest.

## GENERAL ADMINISTRATION

Day-to-day administration of all school bus services is the responsibility of the Transportation Department of CAC. School buses are managed by the Manager of Transportation. Questions or problems relating to specific bus routes should be referred to the Manager of Transportation.

## USE OF SCHOOL BUSES

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

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

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

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

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

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

## CAR PICKUP AND DROP-OFF

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

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

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

## STUDENTS WALKING TO AND FROM SCHOOL

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



## ATTENDANCE



CAC's instructional program is based on the assumption that students will attend school regularly. Daily class attendance is a condition for fulfilling credit requirements, course completion obligations, and general academic progress at the school. One of the most important components of success in school is regular, punctual attendance. Time lost from class is irretrievable, particularly in terms of opportunity for interactions, active involvement, and the exchange of ideas among students and teacher.

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

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

Special consideration may be given by the respective school principal when, in his/her judgment, special unavoidable and/or extraordinary circumstances are associated with the student's failure to meet minimum attendance requirements.

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

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

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

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

If parents/guardians wish to have their child dismissed early from school, the parents/guardians must send an email to the homeroom teacher and the ES Office (Email: [esattendance@cacegypt.org](mailto:esattendance@cacegypt.org)), or arrive in the ES Office in person. A permission slip to leave campus will then be given to the students involved. Students will not be released from school without this permission slip.

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



## LUNCH, SNACK & WATER INFORMATION



### LUNCH AND RECESS

The 40 minute lunch period is divided into two sections - lunch and recess.

Lunch - during this time, students are to remain seated in designated eating areas and eat their lunch with their peers.

Recess - this time is intended to allow students independent play opportunities.

Students are divided into three multi-level based groups (PreK, K-2 and 3-5) to allow equal access to facilities.

### LUNCH & SNACK OPTIONS

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

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

### FOOD SERVICES IN THE SCHOOL

Parents will be able to order online via their SPARE App until 12:00 am on the day of their order. An email will be sent to New Families including the details of how to download the SPARE App, create their accounts using their own codes and how to recharge their balance.

Lunch will commence on the first day of school and the menu for the week can be found on the SPARE App.

The Spare App allows you to view the menu and to pre-order up to one week in advance. To view the menu, click on "Online Store".

The Spare system uses smart technology connected to a mobile application on which you will be able to recharge your child's balance (set budget), set a limit for their spending and set up allergens if they have any.

Cash recharge is also available at the Booster Club Spirit Store.

#### Technical Issues

If you run into any technical issues, or if you have forgotten your code, you can send an email to: [support@paywithspare.com](mailto:support@paywithspare.com) and they will get in touch to assist you.

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

## FORGOTTEN LUNCH

It is critical that our students build a sense of independence and responsibility. They get daily practice with being ready and prepared. However, we understand that everyone forgets lunch from time to time. If a child forgets, the ES Office will provide the student with a healthy lunch which the student will be required to pay for the following day at the ES Office.

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

## WATER

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



## DRESS CODE, PE UNIFORM & GEAR



### DRESS CODE

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

### PE UNIFORM AND GEAR

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

Remembering all required parts of the PE uniform will be one part of the responsibility grade on each semester report card.



## FORGOTTEN ITEMS FROM HOME



To minimize disruption for the school and class, we do not accept delivery of forgotten items such as lunches, water bottles, change of clothes, recorders, swimming items, or Library bags.

- The ES Office will provide the student with lunch which the student will be required to pay for the following day at the ES Office.
- Clean swim items will be loaned to be returned.

## SPIRIT STORE



The Spirit Store is located on the ground floor behind the Coffee Shop as you enter the Elementary School. P.E. uniforms can be purchased there.

## LOST AND FOUND



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

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

- Look everywhere
- Ask others

## SCHOOL SUPPLIES



Supplies for each grade level will be provided by the classroom teacher on the students' first day of school. Class library books are often used for home reading. If any book is lost, parents will be charged for replacement.

## CAMPUS ACCESS AND SAFETY



## EMERGENCY PROCEDURES

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

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

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

## ID CARDS & VISITORS

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

Misplaced/damaged IDs may be replaced for a fee of \$20 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
- 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 \$20 or the local equivalent.

### AUTHORIZED VISITOR ID CARDS

Will be issued by the Superintendent or the Superintendent's delegate.

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

Visitors' passes are handled at the gate.

### RIGHTS AND RESPONSIBILITIES OF CAC ID CARDHOLDERS

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

The CAC campus is exclusively for school use from 7:00 am to 5:30 pm, Sunday through Thursday with the exception of the Library, which is open to eligible community members from 3:00 pm until 4:00 pm.

Note:

\* A parent must accompany the Elementary students to the Library after 3:05 pm.

\* Drivers and/or parents must pick up their children on time since CAC is not responsible for supervising students after the close of school.

CAC Affiliate ID cardholders are entitled to bring guests on campus, provided they have received prior approval requested through the Parent Dashboard.

Campus Access Request. Guests are generally considered to be visitors from out of Egypt and guest privileges are not intended for Cairo residents. Guests must be signed in at the security gate by their host. Note: Nannies, drivers, private coaches and other employees of CAC ID cardholders may not be signed in as guests.

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

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

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

### SCHOOL-AGED VISITORS

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



## SECURITY

Firearms and other weapons are strictly prohibited on campus. The only exception, which must be granted by and pre-arranged with the Head of School, could occur when diplomatic and/or governmental staff is accompanied by licensed governmental personnel who are officially performing security or investigative tasks.

Weapons or look-alike weapons (knives, pellet guns, toy guns, slingshots, etc.) are not allowed on campus.

## CAMPUS AND FACILITIES USE AND HOURS

Students are welcome to come, with a parent, to try riding at school. The path around the ES is open to youngsters interested in learning to ride.

The following rules apply:

- Bicycles, tricycles, skateboards, scooters and rollerblades are to be used only in the designated path around the ES, outlined starting from the "Tortoise Shelter".
- No riding when it is unsafe: when there are people, before school, after school until 5:00 pm.
- You must provide your own bike/scooter and helmet.
- Biking/scooter is for CAC children only. Bikes with training wheels and tricycles are permitted.
- Helmets are recommended at all times.
- All campus building corridors, ramp and Hippo playground are out-of-bounds.
- All children must be accompanied by an adult.
- Bicycles are to be parked at one of the racks inside the Front Gate.
- 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.

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

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

Parents, or a designated responsible adult, must accompany Elementary age (or younger) children to provide direct supervision while on campus during community hours and observe the following parameters:

- CAC does not provide supervision after 3:05 pm nor during community hours unless students are participating in a CAC sponsored/chaperoned activity/event.
- After-school hours, ALL buildings on campus are out of bounds- including hallways, ramps and stairways.
- The After-School Campus Supervisor supports campus facility use and rules, 3:05 pm-5:30 pm

### COMMUNITY CATS

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



## CAC FITNESS ROOM ACCESS POLICY

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

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



## FACILITIES USE BY OUR COMMUNITY MEMBERS

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

### PARAMETERS:

- The campus is first-and-foremost a venue for CAC students, faculty, staff, alumni, board members, and their respective families.
- The security of our campus and facilities and the well being of our students, families and employees will not be compromised in any way, at any time.
- All community programs will be sustainable and this may necessitate proactively limiting access to facilities and/or implementing a usage fee in order to offset the cost of operations.
- All community program offerings are subject to the approval of the Head of School, 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.



## CAMPUS AND FACILITIES COMMUNITY

### TRACK/FIELDS

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

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

### WEIGHT ROOM

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

### GYM

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

### SWIMMING POOL

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

### LIBRARY

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

### ID OFFICE

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

### SCHOOL CASHIER

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

### CIB BANK TELLER

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

### AMERICAN EXPRESS KANOO TRAVEL

Weekdays: 9:00 am - 3:45 pm  
Friday & Saturday: Closed

### SPIRIT STORE

Weekdays: 7:45 am - 9:00 am, 11:00 am - 12:30 pm & 2:30 pm - 4:00 pm.

## WHO TO CONTACT

\* ALL NUMBERS BEGIN WITH 2755 AND THEN THE EXTENSION

### PRINCIPALS

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

### TEACHERS

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

### ES OFFICE

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

### GUIDANCE

When I am concerned about my child's wellbeing?  
Questions or concerns about counseling?  
ES School Counselor: Mrs. Carey Harris, charris@cacegypt.org, Ext. 5205

## BUSES

Bus registration

When I need to tell the bus driver my new address?

Questions about transportation?

When my child will not be riding the bus?

Motor Pool Office: Mr. Mohamed El Ghalban, motorpool@cacegypt.org,

Ext. 5567

## HEALTH SERVICES

When I have a health related issue as it may pertain to my child?

When my child is not feeling well or is on regular medication?

Health Office Secretary: Mrs. Naglaa Osama, nosama@cacegypt.org, Ext. 5533

School Nurse: Ms. Claire Gallagher, cgallagher@cacegypt.org, Ext. 5530/5533

## CO-CURRICULAR ACTIVITIES

Questions about after-school activities?

Activities Coordinator: Mr. Mahmoud Abdel Fattah, mabdelfattah@cacegypt.org

With questions about after school swimming?

Aquatics Coordinator: Ms. Tatiana Petrovna, Ext. 5486

## TECH

When I cannot access the parent dashboard through the website?

When I cannot access or subscribe to grade level blogs?

When I cannot sign-up for conferences?

Webmaster: Mona Abdel Hady, mabdelhady@cacegypt.org, Ext. 5467

When I have questions about how to access and use Skyward: attendance, change of contact?

When I cannot access report cards?

Admin Systems Coordinator: Fadi El Duweini, felduweini@cacegypt.org Ext. 5495

When I have questions about school tech safety?

Director of IT: Mr. Carlos Bustamante, cbustamante@cacegypt.org, Ext. 5490

## CAMPUS ACCESS

When I wish to have guests on campus?

Parent Dashboard online, Campus Access Request.

## LOST & FOUND

When items have been lost report to this link: LOST AND FOUND Report LINK

When valuables have been lost?

Activities Coordinator: Mr. Mahmoud Abdel Fattah, mabdelfattah@cacegypt.org. Ext. 5246

## PTO LIAISONS & ROOM PARENTS

How I can be involved at school?

How can I meet people in the CAC community?

cacpto@cacegypt.org, Ext. 5223

## LIBRARY SERVICES

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

When I have questions about accessing digital books?

Library weekly and weekend hours?

ES Librarian: Ms. Lisa Fagan-Brown, lfagan-brown@cacegypt.org, Ext. 5542

## LUNCH SERVICES

Questions about lunch payments?

Spare Website: <https://paywithspare.com/support>

Spare Email: support@paywithspare.com

## ADMISSIONS

When I have questions about the admissions process?

When I need to know the procedure about withdrawing from school?

When I need to change a telephone number or email on school records?

ID information?

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

## FEES

With questions about my school fees?

To get a fee clearance in order to have my son/daughter start school?

Finance & Accounting Manager: Ms. Randa Sharawy, Ext. 5510

Handbook revised to include board policies and updates for Elementary Division, June 2023.

