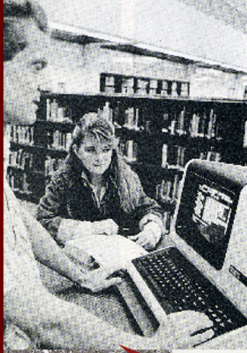
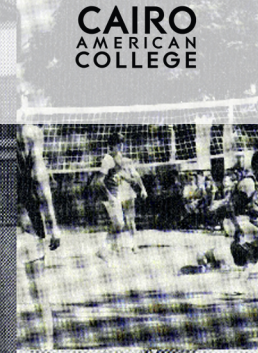
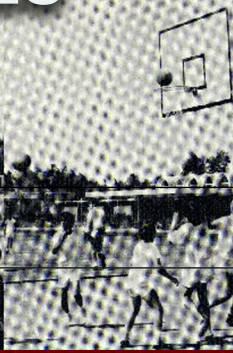




CAIRO
AMERICAN
COLLEGE



MS HANDBOOK
2024-2025



Welcome to the Middle School

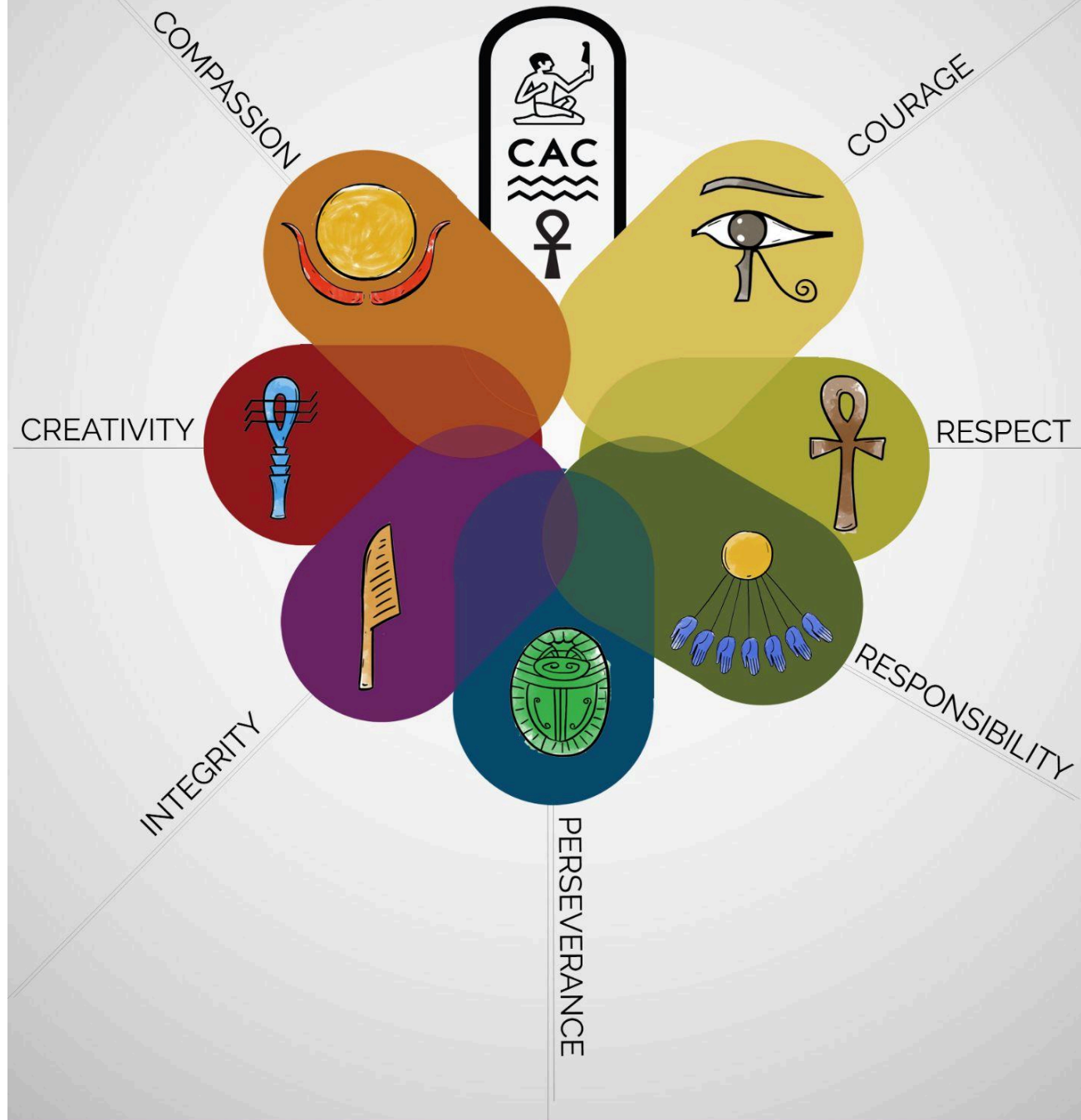
Welcome to the Middle School at Cairo American College (CAC). These middle grades are critical years for your children – ones that are important for the development of their self-esteem and their life-long attitudes towards learning and relationships.

Our Middle School provides students with many opportunities – inside and outside the classroom - to develop their academic skills, acquire knowledge and understanding, and explore special talents and interests. The Middle School offers a diverse and challenging program that is specifically designed to meet the needs of students in Grades 6, 7 and 8. Teachers are focused on providing every student with an excellent education experience based upon the CAC Mission, Middle School Beliefs and Goals, Core Values and current instructional practices.

This handbook is for everyone involved with the Middle School and is designed to provide the foundations for academic and personal success at CAC. It provides useful information about our educational programs, academic support services, behavioral expectations, and general policies and procedures. It is important that we all understand and adhere to these guidelines in order to maintain a positive, safe school environment where learning can flourish.

We strongly believe that the success of any quality educational program rests in having a partnership with parents and students. We encourage you to get involved! Our faculty and staff are here to help you find success in the Middle School.

CORE VALUES





MISSION STATEMENT

CAC INSPIRES STUDENTS TO

LEARN,
EXPLORE, and
HAVE
FUN

WHILE BUILDING
CHARACTER
TO THRIVE AS
GLOBAL CITIZENS

WE ARE COMMITTED TO

EXCEPTIONAL
EDUCATION
in a
DIVERSE
and
CARING
COMMUNITY

CAC Middle School Beliefs and Goals

Cairo American College Middle School recognizes that students at this developmental age have unique intellectual, physical, social and emotional needs. Program decisions are made and time allocated within and outside of the classroom to best meet these needs and to build on the talents, creativity and curiosity of our students. To this end our Middle School will:

Reflect our shared core values of RESPONSIBILITY, RESPECT, COURAGE, PERSEVERANCE, CREATIVITY, INTEGRITY AND COMPASSION
Offer an integrated, exploratory and academically challenging program
Actively engage students in the learning process.
Provide opportunities for all students to build upon success.
Employ caring and compassionate adults who relate well to this age group.
Prepare students for future life choices through a variety of learning experiences.
Create opportunities for students to develop a sense of belonging and a spirit of service.
Foster partnerships with families and the community.

OUR VISION OF PEACE: MIDDLE SCHOOL

At CAC, we recognize peace education as a philosophy and process. Our philosophy supports a humane, ecologically sustainable, and open-minded learning environment, and the process encourages peacebuilding and peacemaking. We strive to make peace education a foundation for everything we do at CAC. Our vision involves all members of our learning community, and each community member seeks to:

- *Communicate and interact respectfully*
- *Identify and implement peaceful solutions to conflicts*
- *Engage in democratic, collaborative decision-making*
- *Practice empathy, compassion, and forgiveness*
- *Work collaboratively to sustain our environment*

Proposed by CAC Middle School Faculty

MIDDLE SCHOOL PHILOSOPHY

The CAC Middle School administrators, teachers, and staff recognize that our students are in the transitional period from childhood to adolescence. This is the time when they find their voice and discover how they can impact the world. It is also a period of their lives characterized by enormous expansion of their view of themselves and their place in the world.

The Middle School teaching staff is also organized to best serve the individual educational and developmental needs of students in this age group. At each grade level, Middle School students are taught by a team of teachers who represent the basic academic disciplines (mathematics, language arts, science, and social studies). Led by team leaders, each team is responsible for a variety of organizational tasks, including curriculum, planning, student needs assessments, and school-parent communication.

Our Middle School is proud to have over 30 teachers dedicated to teaching Middle School students. Our teachers are experienced, certified professionals. They are predominantly native speakers of English and many have advanced degrees and teaching specializations. CAC supports the professional development of its teaching staff to ensure that our instructional programs represent best practice.

Students attending CAC represent a wide variety of cultural backgrounds. These cultural differences offer our school a unique opportunity to promote international awareness, cooperation, and service to others.

OVERVIEW of the MIDDLE SCHOOL PROGRAM

The Middle School program is designed to develop students' social and emotional wellbeing, while providing them with a solid, well-rounded, and challenging academic curriculum.

Students in Grades 6, 7, and 8 typically take a full academic program, including language arts, mathematics, science, social studies, and physical education. Exploratory offerings include foreign languages, performing and visual arts, design technology, information technology and service learning. Detailed information about the required and exploratory courses can be found in the Middle School Program of Studies handbook.

Our Standards Referenced Program

Our academic program is guided by an agreed upon set of standards and benchmarks. These are collections of statements, from general to more specific, that define what we believe are essential for students to know and be able to do.

The Program of Studies for each course taught at CAC may be accessed through the web site at:

[Program of Studies 2024-25](#)

Where to go for Answers

TITLE	NAME	EMAIL	PHONE 2755****
PRINCIPAL Curriculum – Middle school issues and/or concerns and Discipline.	Mr. Courtney Bailey	cbailey@cacegypt.org	5300
MS OFFICE Attendance, General inquiries', Student information and MS publications	Ms. Marianne Fahmy	mfahmy@cacegypt.org	5301
COUNSELOR Course selection, Academic advising, Testing. Counseling Office	Ms. Bridgette Spencer Ms. Fides Urbiztondo	bspencer@cacegypt.org furbiztondo@cacegypt.org	5305 5306
HEALTH SERVICES Questions about any health concerns or issues.	Ms. Claire Gallagher Ms. Naglaa Osama	cgallagher@cacegypt.org nosama@cacegypt.org	5530 5533
ELL (English Language Learner) Questions about ELL	Mr. Jasen Hines	jhines@cacegypt.org	5349
STUDENT SUPPORT SERVICES Questions about learning support	Ms. Rana Harouny Ms. Ashley Parnell Ms. Lori Key	rharouny@cacegypt.org aparnell@cacegypt.org lkey@cacegypt.org	5348 5342 5345

Where to go for Answers

TITLE	NAME	EMAIL	PHONE 2755****
LIBRARY SERVICES <i>Questions about the Library</i>	Ms. Meghan Ennis	mennis@cacegypt.org	5541
REGISTRAR Questions about admission and/or withdrawal.	Ms. Danya Amin	damin@cacegypt.org	5504
ID card office	Ms. Menna Kamel	mkamel@cacegypt.org	5508
	Ms. Suzanne Saba	ssaba@cacegypt.org	5507
SCHOOL BUSES Questions about transportation	Mr. Mohamed El Ghalban	melghalban@cacegypt.org	5567
	Ms. Haidy Sawan	hsawan@cacegypt.org	5563
SCHOOL TUITION Questions about school fees	Ms. Dina Sadek	dsadek@cacegypt.org	5524
ATHLETICS Questions about sports teams and activities	Mr. David Goetz	dgoetz@cacegypt.org	5416
AQUATICS Questions about the Pool	Ms. Tatiana Petrovna	tpetrovna@cacegypt.org	5486

CAC MIDDLE SCHOOL SERVICES

MIDDLE SCHOOL PRINCIPAL

As the educational and administrative leader for the Middle School, Mr. Courtney Bailey, the Principal, is responsible for supervising the faculty and staff and managing the daily operations of the school. The Principal works very closely with the CAC Superintendent, the grade level team leaders, subject area leaders and the counselors. The Principal is also responsible for keeping the Middle School community informed. The Middle School website and the weekly **News and Views** newsletter are the main avenues for getting information out to the community.

Concerns and questions about the Middle School curriculum, student/teacher issues, community relations, behavior and discipline or other school related topics should be brought to the attention of Mr. Bailey. Please be aware that the Principal may choose to direct specific questions or concerns to the individual(s) who can best address them.

If you would like to meet with Mr. Bailey, please call the Middle School Office at 2755-5301 to make an appointment.

COUNSELOR

The Middle School counselor, Ms. Bridgette Spencer, is responsible for monitoring the academic, social, and emotional needs of the Middle School students. The counselor provides individual, small group, or classroom sessions in the areas such as conflict resolution, bullying, decision-making, and problem solving. She is also responsible for scheduling students, the orientation of students and parents new to CAC and to those transitioning from the Elementary School. Our counselor works closely with the High School faculty and administration during the Grade 8 transition process.

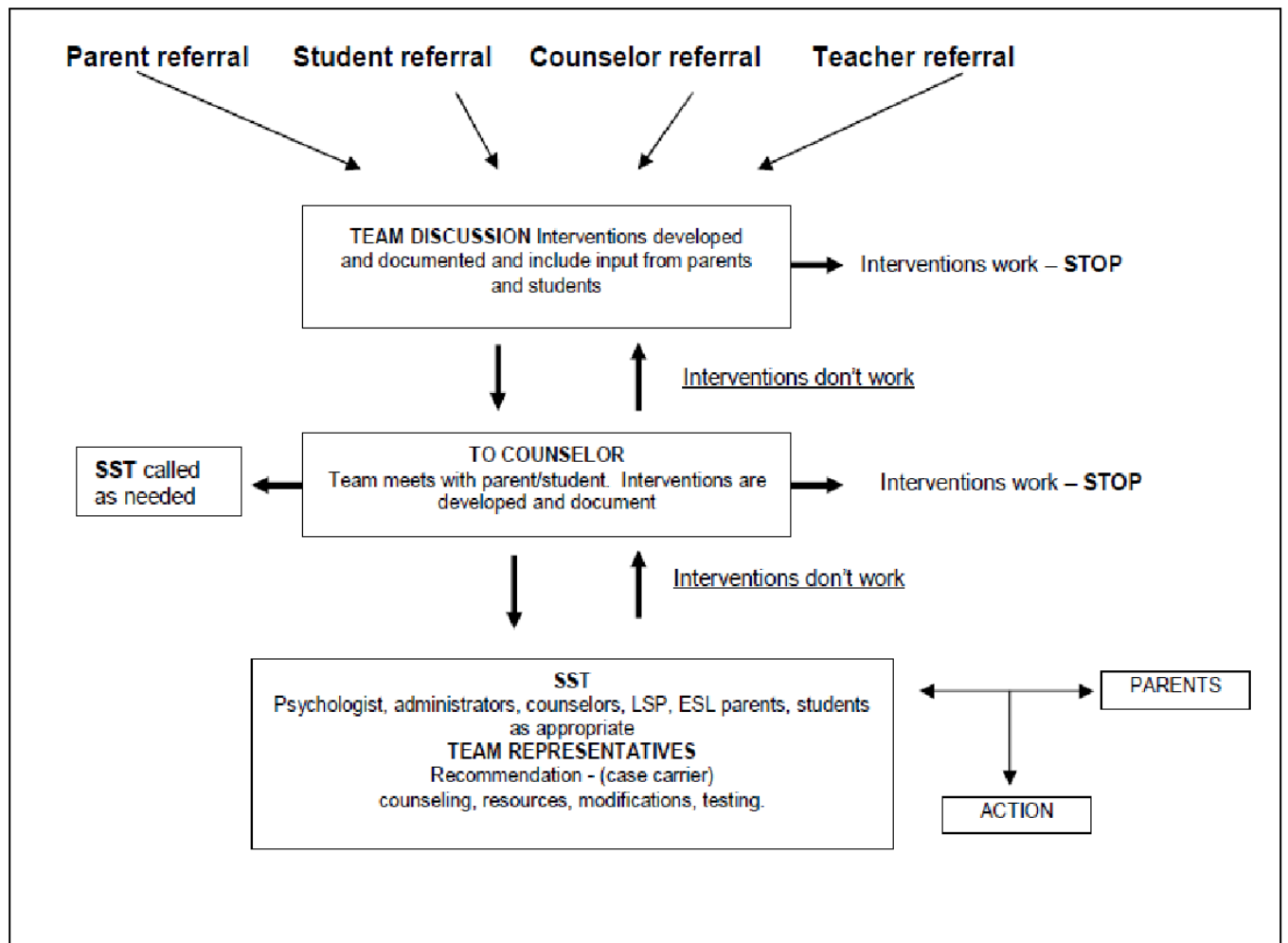
The counselor meets periodically with each grade level team to discuss student issues. The counselor is available to students and parents to discuss educational, social, or personal concerns. Referrals for academic tutoring, special outside assistance or counseling, and testing services are made through the counseling office. Concerns related to students in need of support services or modifications are referred to the SST team.

STUDENT SERVICE TEAM (SST)

The SST, which may be comprised of a student's team of teachers, counselors, principal, resource specialists, parents and students, meet on a regular basis. The SST members determine the need for appropriate educational interventions which may include inclusion, differentiated learning, curricular accommodations, modifications, testing and/or placement in the Learning Support Program (LSP).

Generally, students are always given the opportunity to perform at grade level, according to the respective standards and benchmarks, before referral to the SST. Upon completion of the SST process, students may be eligible for accommodations to the academic program.

MIDDLE SCHOOL SST REFERRAL



LEARNING SUPPORT SERVICES (LSS)

The Middle School Special Services Team (SST), in consultation with the classroom teachers and parents, determines enrollment in Middle School LSS. Once a student is identified as needing learning support, the LSS teachers and/or counselor may, if deemed appropriate, (recommend an external psycho-educational assessment or administer internally additional testing to better assist the student's educational needs.) A student need not be an individual with a diagnosed learning disability to be enrolled in LSS.

When a student is enrolled in the LSS, an educational plan is developed by the LSS teachers in conjunction with the SST. This plan is designed to provide the student with direct support in curricular areas, as well as to teach compensatory strategies for independent learning. Each student's individualized goals are reviewed annually and revised as needed.

LSP support may be provided by a pullout program, in class support (inclusion) or a combination of both. Written parental permission must be received prior to any psych-ed assessment or placement in Learning Support Services.

ENGLISH LANGUAGE LEARNERS (ELL)

The ELL program in the Middle School exists to help the non-native English speaker acquire and refine the language skills necessary to move into the regular classroom as quickly as possible. The ESL program also incorporates study skills components and an orientation to the American culture and educational system.

ELL is a placement-oriented rather than an exploratory program. Movement to regular classes depends on a student's performance and progress in the ESL program. Decisions to mainstream or to change the ESL level of a student are based on language proficiency tests and class performance both in ELL and non-ELL classes. Students, who do not make sufficient progress, as determined by evaluations and teachers' recommendations, may be asked to leave CAC.

CAC MIDDLE SCHOOL LIFE

STUDENT SCHEDULES

Middle School student classes are determined by the approved curriculum, and students will have a complete range of core academic subjects, including English, social sciences, science, and mathematics. Physical education and health are required subjects. In addition, a wide variety of electives are offered.

SCHEDULING – BLOCK SCHEDULING

The CAC Middle School uses block scheduling to organize class periods. The eight subject areas are split over two days, with four classes scheduled each day. Most class periods are about 85 minutes long, which allows for greater flexibility in how lessons are taught. The classes rotate through an 8-day cycle. In addition, students attend a 20 minute Advisory block at the start of each day. In between the two morning and two afternoon classes are 15 minute breaks, during which the students can socialize, go to the school store, get a snack, study, use the restroom, or consult with a teacher. Lunch takes place from 11:10-11:45 am. An example is given below. After the 8H day, another cycle starts with a 1A day.

Time	1A	2E	3B	4F	5C	6G	7D	8H
7:55 -8:15	Advisory 20 min	Advisory 20min	Advisory 20 min	Advisory 20 min	Advisory 20 min	Advisory 20 min	Advisory 20 min	Advisory 20 min
8:20 to 9:30	A	E	B	F	C	G	D	H
9:30 -9:45	Break (15 minutes)							
9:50 to 11:05	B	F	C	G	D	H	A	E
11:05 -11:45	LUNCH (40 minutes)							
11:50 - 12:20	Silent Sustained Reading SSR / Intervention (30 minutes)							
12:20 to 1:30	C	G	D	H	A	E	B	F
1:30 – 1:45	Break (15 minutes)							
1:50 to 3:05	D	H	A	E	B	F	C	G

ADVISORY PROGRAM

Students in the Middle School are placed in grade level advisory groups that run for the first 20 minutes of each day. Each Advisory group consists of one teacher and approximately 10 students. The CAC Middle School Advisory Program is designed to focus on the social, emotional, intellectual, and ethical development of students by providing consistent and caring adult guidance in a small group setting. Students need to have a relationship in which they feel connected to at least one adult at school. This relationship should be characterized by security, warmth, concern, openness and understanding. Students need a sense of belonging. They need a feeling of achievement and recognition. They need fun and adventure, including new experiences that encourage them to take healthy risks. They need risk-free sounding boards on which to practice problem-solving. They need to become more empathetic and accepting of diversity. They need to see how ethical behavior is part of becoming a mature individual.

BREAKS AND LUNCH

About half of our students bring lunch to school each day. Sandwiches, salads, healthy snacks, and drinks are sold daily on the Middle School campus. Middle School students are not allowed to place orders for food to be delivered to campus. The School has contracts with food service vendors to provide opportunities to purchase food items on campus (File 4.40). Middle School students must remain in the Middle School building or field area during lunch or break. **The High School field and kiosk are out of bounds.**

EARLY RELEASE DAY (ERD)

Through the annual school calendar, CAC schedules a number of Early Release Days or Late Starts to support professional development activities for the faculty. Students are released from classes at 11:30 am on ERD days. Please refer to the CAC calendar for the ERD days of the year. Below is the ERD 2024 - 25 schedule:

SEMESTER 1

	1	2
DATE	Thursday September 26	Tuesday November 19
TIME	F	B
7:55-8:45	F	B
8:50-9:40	G	C
9:40-9:55		
9:55-10:40	H	D
10:45-11:30	E	A

SEMESTER 2

	1	2	
DATE	Wednesday January 29	Thursday February 20	Monday March 17
TIME	D	D	H
7:55-8:45	D	D	H
8:50-9:40	A	A	E
9:40-9:55			
9:55-10:40	B	B	F
10:45-11:30	C	C	G

ATTENDANCE

CAC's instructional program is based on the assumption that students will attend school regularly. Time lost from class is irretrievable, particularly in terms of opportunity for interactions, active involvement, and the exchange of ideas among students and teachers.

Daily class attendance is a condition for fulfilling credit requirements, course completion obligations and general academic progress at the school.

Minimum student attendance in all school divisions is set at 85% of the enrolled school/course days in a given semester (File 8.30).

Failure to meet this minimum attendance requirement will result in no credit being given in the school. 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 because of any reason (illness, travel, or personal), please notify the Middle School Office before 9:00 am either by phone at 2755-5301 or email msattendance@cacegypt.org. This procedure aids in accounting for all students each day.

Permission will be granted for absences related to cases such as family emergencies and religious holidays. Prior to planned absences, a written note must be sent to the Middle School Office indicating the student's name, dates of absence, reason for absence and parent/guardian signature. Ultimately it is the student's responsibility to obtain and complete missed work. In cases of long unavoidable absences, an agreement will need to be worked out with the teachers regarding the amount of work to be made up.

Regular and punctual class attendance is critical for successful learning. School starts promptly at 7:55 a.m. and students are expected to be in class, ready to work. Students and teachers are responsible for keeping track of the time and for being on time to every class. Tardy and absence records are kept each semester. **A total of 8 tardies for each semester for all periods as well as advisory is the maximum.** The consequence for students who accumulate excessive tardies is to attend an in school detention administered for a week.

Class cutting and truancy will result in the school taking direct and appropriate measures. Time that has been missed will need to be made up. This may include lunch detentions along with parent meetings.

Official school field trips by an entire class or grade are not regarded as absences. Students are responsible for making up any work missed and should notify their teachers prior to the trip.

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.

CAC ID

ID cards are necessary for admission to the campus and for CAC-sponsored events. Currently issued cards continue to be valid for students whose enrollment is current. Returning students, with the exception of Grade 6, do not need to replace their ID cards. **Rising 6th graders will need to upgrade their card in order to have access to open the turnstile gates.**

New Cards

Cards are issued free of charge to new students and their immediate families upon admission to CAC. These can be obtained from the Admissions/Registrar's office.

Lost Cards

Lost or damaged ID cards can be replaced for a fee (this fee is presently \$20 but can change at any time).

Who to Contact?

If you have any further questions, please contact the ID Office in the Welcome Center at 2755-5507 or 5508 or email registrar@cacegypt.org.

STUDENT ACCEPTABLE USE POLICY FOR COMPUTERS

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

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

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

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

RESPONSIBILITIES

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

making sure all files, including e-mail, sent or received by him/her do not contain pornographic or inappropriate information.

- All forms of hacking and access to Hackers' sites are forbidden.
- The network, laptops or labs may not be used for time wasteful or frivolous purposes including but not limited to playing games, participating in chat programs and social networking, unless they are teacher-led activities. The student must use all hardware and software responsibly, follow all computer lab rules, classroom and school behavior rules, host country laws and obey supervisors in all access areas.

The CAC Mission, Beliefs and Objectives will guide Internet content filtering and the AUP:

Violation of this policy will be considered a violation of the CAC Code of Conduct or appropriate behavior with disciplinary measures consistent to those outlined in the student handbooks. Any accidental access to inappropriate material should be reported to the closest supervising faculty immediately. (File 8.406)

HEALTH OFFICE

Parents should take their child's temperature before sending them to school.

If your child has a temperature, please keep them at home and inform the health office.

The Health Office at CAC offers health care from 7:30 a.m. to 4:00 p.m. If you have any questions or concerns, please contact us at 2755-5530 or 2755-5533 or cgallagher@cacegypt.org.

Required Medical Examination & Information

All students entering CAC for the first time, or *returning* students entering grade 7, **MUST complete the form 'Student Medical Examination to be completed by a medical doctor'**. Each year the 'Annual Student Information' form must be completed with phone numbers, contact persons, and permission to administer first aid and non-prescription medicines. *The forms are due the first week of school in August.*

Required Immunizations

All students are required to comply with CAC's immunization policy. Students have four weeks from the first day of attendance to complete needed vaccines. The CAC immunization policy follows the guidelines from the American Academy of Pediatrics, the Center for Disease Control and the World Health Organization. ***On the CAC website you can see the required immunizations.***

Prescription Medications

All students requiring prescription medications must inform the school nurse and provide written instructions from a doctor for the use of such medications. *The parents need to fill out a medical release form (can be downloaded from CAC website). The health office will keep the medical*

release form and a copy of the doctor's prescription in the student's medical file.

Unwell During School

Students who feel unwell during the school day should obtain a permission slip from their teacher to go to the health office. After arriving at school, a student may not leave campus for health reasons unless the school nurse or administrator grants permission. A permission slip to leave school for health reasons is available in the health office or the high school administration office.

COVID UPDATE:

Parents are asked to check their child's temperature daily before sending them to school. Please contact the Health Office if a family member tested positive for COVID.

LOCKERS

Each student is assigned a locker at the Middle School and one for Physical Education. These lockers are to be used as a storage place for students' books and personal belongings.

Valuable items should not be brought to campus, and the school assumes no responsibility for lost or stolen items.

School bags should be kept in lockers. Students are responsible for keeping their lockers neat and clean.

TEXTBOOKS

Our core value of caring for each other also extends to our books. When necessary, Middle School students will be billed the full cost for any lost or damaged books or other class materials. Lost book payments are made at the CAC cashier's office.

DRESS CODE

All members of the school community, students, faculty and support staff, are expected to wear clothing that is modest and neat, appropriate for a learning institution and respectful of the culture of the community in which we live. The school administration reserves the right to make final judgment on acceptable attire for students and may require any student to change into appropriate clothing, if necessary (Board Policy # 8.4021). The following are guidelines for Middle School students:

Pants for boys will not hang down below the waist.

- Clothing worn in Physical Education classes is not to be worn in regular classes.
- Shoes or sandals should be worn at all times.
- Shirts and blouses should cover most or all of the shoulder. Tank tops, open midriffs and blouses with narrow straps are examples of inappropriate dress. A sleeveless blouse or sundress is considered appropriate if it is neat, modest and offers reasonable cover for the top of the shoulder.
- Shorts, for boys and girls, and skirts are to be neat and modest. On most bodies, this translates to a length that reaches the knee.
- Hats are not worn in the theater. A teacher may permit their use in class.
- Cut off, torn, ripped or un-hemmed clothing is considered inappropriate.
- The neat and modest expectations extend to language or symbols printed on clothing. Clothing that promotes disrespectful or violent behavior or advertises the use of illegal drugs or alcohol is considered inappropriate.

Students with inappropriate clothing will be asked to change if they have more appropriate clothes in their locker, or wear clothing provided by the school. Further, parents may be called and asked to deliver proper clothing before a student is permitted back in class.

PE Uniforms

Students enrolled in the CAC Middle School must wear a uniform for physical education classes. For the purpose of cleanliness and hygiene, all students are required to purchase and expected to wear the CAC Middle School PE uniform.

- Physical Education Classes - All students participating in Physical Education are required to have the following PE uniform ready for each class:
 - A red CAC PE uniform top
 - A Black CAC Shorts (or any black shorts)
 - Bathing suit (a one-piece style)
 - Swim goggles
 - Towel (preferably beach-size)

Showers are recommended after each PE class and a complete change of clothing is to be worn to classes following PE. It is the student's responsibility to have their PE clothes laundered regularly and to maintain a clean and hygienic wardrobe.

ELECTRONIC DEVICES

Middle School students are not encouraged to bring electronic devices to school. In any case, Middle School students are not permitted to use I-pods, electronic games, or cell phones in classrooms unless a teacher allows it to be used as a teaching tool. **Students are not permitted to use electronic devices during lunch or breaks.** Without specific permission, use of such items from 7:55 am to 3:05 pm on any school day, may result in confiscation and students will pick up these items from the school office at the end of the day.

After carefully reviewing the research on child development, we have decided that middle school students will no longer be allowed to wear smartwatches in class. Students should leave these devices at home.

While we understand the convenience smartwatches may provide, we believe it is essential to prioritize our students' focus and attention span. Here are a few reasons behind this decision:

- **Minimizing Distractions:** Smartwatches can significantly divert students' attention from teacher instructions, coaches during co-curricular activities, or social interactions with friends after school.
- **Encouraging Face-to-Face Communication:** We aim to promote direct communication and collaboration among students, which is crucial for their social development.
- **Enhancing Engagement:** By removing digital distractions, students can fully engage with their peers in age-appropriate activities and play on campus before and after school.

We encourage using analog watches as they help children learn to tell time using both hands, which can aid in developing time management skills.

VISITORS

Students are welcome to bring a visitor to school to shadow them through classes for one day only. Normally the visitor is coming from another country, is age appropriate for the Middle School or has applied for admission to CAC. To get permission, parents will need to fill out the online Campus Access Request (found on Parents' Dashboard):

https://www.cacegypt.org/campusaccess/web/edit_entry.php?returl=thank.html

As a courtesy and for security reasons, students are asked to bring their guest to the Middle School office at the start of the visit for a formal introduction.

MIDDLE SCHOOL SOCIALS

The following guidelines are intended to help families understand and make good decisions about the socials' activities sponsored by CAC. Socials are open to all Middle School students, but attendance is a family decision. Socials are well chaperoned. Generally, there will be an area for listening to music and dancing, plus an area for food, games and conversation.

Socials as 'Closed' Events: Most Middle School socials happen in the Middle School Auditorium from 5:00 to 7:00 p.m. For safety reasons, students are asked to remain at the social, in a chaperoned environment, until the social is over. Students may leave early if picked up by a parent or excused by a note to meet parents at the school gate. Students may not leave the social without a chaperone speaking with a parent who must authorize the student leaving before the end of the event.

CAC Photo I.D.'s: Students are to bring their school I.D. to campus and which will be checked at the entry door of the social.

Dress: As a school sponsored activity, socials carry the same school day dress code expectations as described in the handbook. Exceptions may be made in cases where the student council declares a special theme for the night.

Guests: Security, personal accountability and space concerns prohibit the invitation of guests to Middle School socials. Exceptions are made for students hosting a friend from out of town, where hospitality would require them to be with their visitor.

Transportation Home: Parents are asked to arrange for their child to be picked up promptly at 7:00 pm. The supervising adults in charge will remain until the last child has left for home from the school gate.

Music: Music will be played at a reasonable volume and screened to ensure that songs are aligned with our Middle School core values. Music that is profane or promotes messages of hate or violence against others will not be played. The D.J. is responsible for the music selection and will use only songs that they have screened personally or from a list approved by the Middle School Student Council.

Attendance following an Absence from School: Students absent from Middle School on the day of the social **may not attend** the event that evening.

MIDDLE SCHOOL COMMUNICATION

MORNING ANNOUNCEMENTS

Middle School morning announcements, with information for students, are read each morning and emailed home to families. Students may include notices by sending an email to Ms. Marianne Fahmy: mfahmy@cacegypt.org in the office before noon the day before.

Newsletters from Head of School **And** **NEWS & VIEWS**

The Head of School sends out a monthly newsletter on each 3rd Thursday of the month. These informative newsletters are filled with highlights from our community, a message from the HOS, and success stories of students and alumni. They are filled with photos from our many student-led activities throughout the year. The newsletters are a way to keep in touch with all aspects of the school when your children are in a single division.

The *News & Views* is the Middle School weekly bulletin intended for parents. It will be shared through Skyward on Thursdays.

Middle School Parent's Coffee Morning (PCM)

The Middle School Principal hosts a Parent's Coffee Morning four times per year, two in the first half and two in the second half. The coffee mornings address topics of interest and relevance to Middle School education and adolescent development. Past coffee morning topics have included: social networking, internet safety, bullying, and study skills. All parents are welcome to attend the coffee morning, which takes place from 8:15 - 9:15 am.

STUDENT GOVERNMENT

Student government is an integral part of the Middle School. The Student Council is made up of homeroom representatives. The representatives will take turns acting in the roles of executive officers to enhance their leadership skills. The Student Council organizes socials, works on school

improvement, and runs Spirit Week. It also helps guide the assembly program and numerous service opportunities.

SKYWARD **(Parents Online Access to Academics and Records)**

This online, student information application is available to students and parents. With this application, students and parents may check grades, attendance and schedules. To reduce student stress and overfocus on grades, access to the grading portal is only opened every other week for student and parent review. For any questions about SKYWARD contact Mr. Fadi El-Duweini : felduweini@cacegypt.org.

Parent-Teacher Conferences

Formal conferences are held twice per year, once in the first semester and once in the second semester. These conferences give teachers the opportunity to discuss with parents a student's strengths, weaknesses, and to highlight areas for improvement.

GUARDIANSHIP POLICY

This policy does not preclude the implementation of other consequences and/or sanctions for students involved in additional curricular and extracurricular activities whose specific rules prohibit drug and alcohol use, possession, distribution and/or sale.

The following Guardianship Procedure applies to all students,
Pre-Kindergarten - Grade 12:

1. Students admitted to CAC must live with their parents. However, there are circumstances in which guardianship will be considered as an acceptable alternative. Although not meant to be a comprehensive list, below are some examples of situations in which guardianship would be considered acceptable:
 - Family emergency
 - Parents are incapacitated
 - Legal problems regarding child custody
 - Humanitarian (e.g. war in home country)
 - Brief business trips for a working single-parent
 - Parents do not reside in Cairo Excessive periods of time when family is absent from Cairo (e.g. more than 26 calendar days in total during an academic year).
2. A family employee (e.g. housekeeper or driver) is not acceptable to CAC as a guardian.
3. Guardianships fall into two types, on the basis of duration, each of which is governed by different procedures:

SHORT-TERM GUARDIANSHIP

(1 to 14 calendar days, inclusive; not to exceed 26 calendar days in any one academic year):

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, the guardian is required to sleep in the same house as the students.

Prior to their departure, the parents are required to complete the **Notification of Parent Absence** form that can be found on the CAC website:

[NOTIFICATION OF PARENT/GUARDIAN ABSENCE](#)

This completed form must be returned to the Principal's Office, and will provide the expected duration, appointed guardian name & contact information, and parent contact information for use in emergency.

- The parent or designated guardian must inform the Principal's Office of any extensions to the guardianship arrangement or of their return to Cairo.

LONG-TERM GUARDIANSHIP (exceeding 14 calendar days) are not to exceed one academic

year except in extraordinary circumstances, to be considered by the school administration on a case-by-case basis.

The designated guardian **and the parent(s)** must meet with the relevant school Principal prior to assuming the role of guardian. CAC must approve both the reason for the long-term departure of the parents and the designated guardian. The long-term guardian acts in loco parentis and assumes full responsibility for the child's school welfare and any decision associated with it.

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.

MIDDLE SCHOOL EXPECTATIONS FOR BEHAVIOR

STUDENT BEHAVIOR AND DISCIPLINE

As part of the Middle School learning community, all students at CAC are expected to respect the rights of others and to follow the school rules. The following information ensures a safe and productive learning environment for students, staff and teachers.

It is the expectation of the Middle School staff that a student who behaves inappropriately will take responsibility for his or her actions and work towards resolution of the problem. We all make mistakes.

- Discipline is derived from the Latin word “disciplina” which means learning. The verb discipline comes from the same root as disciple.
- The goal of discipline in the Middle School is to strengthen and teach. Forms of discipline that are unexpected by the child, that are severe or that use emotional control will be avoided. We believe that students must develop their own center of control.
- The purpose of the discipline program is to assist in creating an environment that is safe and conducive for quality learning.
- The Core Values will be emphasized in an ongoing manner to help children develop self-discipline and their potential to reach personal goals.
- Every effort will be made to be clear about our expectations and consequences for behavior.
- The Middle School Principal will deal with incidents of inappropriate behavior on a case-by-case basis.
- Consequences will be appropriate to the specific incident and based on circumstances and information obtained. Common to the process of every case, listed or not, is the understanding that individuals will always be fully and respectfully heard and that information will be appropriately shared with those best able to support the learning of those involved.
- Parents are asked to support the school’s efforts. If you ever have questions about a discipline issue, please contact the school. The following pages list the common sense expectations for student behavior in the Middle School. Rather than attempt to cover every possible action and response, the purpose of this list is to give clear examples of a process that is fair and consistent.

PROBLEM SOLVING and CONFLICT RESOLUTION

CAC prides itself on the positive relationships and open communication it nurtures among faculty, administration and students. However, as in all relationships, problems will sometimes arise. Students and parents are encouraged to take problems directly to the source. Students with problems in specific classes should consider the following:

- ✓ If you feel you can, talk to your teacher and tell him or her exactly what your problem is, and what you feel will help resolve it. Your teachers want to know how you feel;
- ✓ If you are uncomfortable talking with your teacher one-to-one, ask your counselor for help in clarifying items between you and your teacher;
- ✓ It is also good to involve your parents. They are welcome and encouraged to come to school and meet your teachers;
- ✓ If you have spoken with your teacher and your counselor, and the problem is still not resolved, the Middle School Principal will become involved to assist in finding a solution and to ensure that school policies and procedures are correctly followed.

RIGHTS AND RESPONSIBILITIES

Teachers, students, and staff have the right to feel safe and secure in the school environment, the right to teach and learn without disruptions, and to live, learn and relax in a healthy and wholesome environment. All members of the Middle School community should remember the following:

- ▶ Act in a kind and respectful manner
- ▶ Be tolerant and considerate of others
- ▶ Accept responsibility towards learning
- ▶ Respect the property and safety of others
- ▶ Clean up any mess that you have made
- ▶ Help keep the school environment clean and neat
- ▶ Wait patiently for your turn
- ▶ Appreciate the diverse nature of the Middle School

Zero Tolerance For Racial Slurs

CAC is committed to creating a campus atmosphere that cultivates diversity, equity and inclusion (DEI). Alongside our core values, we are building an environment that encompasses openness, awareness and empathy for our entire community, while respecting our host country.

Our environment is designed to create an equitable and inclusive community in which all members can deepen and appreciate ongoing opportunities and challenges inherent in growing and learning from one another. We believe in belonging for all. Doing this work well for our students, faculty, staff and community brings us closer to our mission - building character to thrive as global citizens.

CAC is dedicated to developing an environment where community members feel welcome and comfortable without fear of discrimination. This commitment deepens our capacity as a community to improve and accept inclusion.

Education and Awareness

Education is key to preventing the use of racial slurs and other forms of discriminatory language. Therefore, we will implement ongoing education and awareness programs that include:

- Assemblies that target specifically the use of racial slurs and the consequences.
- Curriculum integration that addresses DEI in the strategic plan.
- Classroom lessons on diversity, equity, and inclusion.
- Information included in the handbooks.
- Written communication to all parents about the annual DEI messaging to students and parents.

Zero Tolerance Policy on Racial Slurs and Racist Language

Racial slurs, disparaging remarks about a person's race or ethnicity, and any form of hate speech are entirely unacceptable and have no place at CAC. Such language is harmful, offensive, and contrary to CAC's Core Values. The use of racial slurs undermines our commitment to creating an inclusive environment where everyone feels valued and respected.

Consequences for Use of Racial Slurs and Racist Language

Any student found using racial slurs and/or racist language will face immediate and serious consequences. These may include, but are not limited to:

- Immediate referral to the administration.
- Parental notification and a mandatory meeting.
- Participation in restorative justice or educational programs.

Disciplinary actions depending on the severity and context.

- First Offense: Up to two days suspension
- Second Offense: Up to three days suspension and behavior contract
- Third Offense: Up to five days of suspension and possible expulsion

Severe or repeated violations may result in expulsion for students.

CLASSROOM AND CAMPUS BEHAVIOR

The top priority at CAC is education - the creation of an optimal learning environment on campus and in all classes. Students whose behavior is disruptive or disrespectful may be subject to appropriate consequences. This category includes behaviors ranging from rough housing, to rude or profane behavior, to vandalism. Common to all is the negative impact they have on the learning of others or the learning environment.

DANGEROUS ITEMS

Students may not bring potentially dangerous items to school. These include, but are not restricted to, fireworks, pellet guns, knives, matches, lighters, mace, pepper spray, butane torches and slingshots. Given the availability of realistic toy pistols and other 'look alike' toy weapons, all toy guns and water pistols are prohibited at CAC. Possession or use of these will result in suspension, the length depending on the circumstances. An exception is made for toy weapons used as props by the drama department.

PROHIBITION OF WEAPONS

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. (File: 9.603)

USE OF THREATENING BEHAVIOR

Fighting, intimidation with intent to harm, and physical violence will not be tolerated among members of our community. This category represents a level of concern above a scuffle or pushing match. Fighting involving any sort of weapons and cases of premeditated, aggravated assault will incur more serious consequences. Any one individual in a fight may be penalized more than another party if circumstances warrant it. Instances of fighting are cumulative for one school year.

SMOKE FREE CAMPUS

In support of healthy life choices, smoking is not permitted on or in the vicinity of campus. This includes the sidewalk around the campus and areas directly across from the school gates. In addition, Middle School students may not have tobacco or vape in their possession on campus.

SUBSTANCE ABUSE DRUGS, TOBACCO AND ALCOHOL

Please find below the full text of the current CAC Board policy on drug and alcohol abuse. Starting in Grade 8, students are enrolled in the drug-testing program. Names are randomly selected by a computer to offer a urine sample at the nurse's office. The sample is tested on site.

Board Policy: Drug and Alcohol Abuse by Students

The use of illegal drugs and the abuse of legal drugs by any individual and the consumption of alcohol by any individual under the age of 21 is illegal under Egyptian law. Based on this fact and in order to provide a comprehensive, quality education, Cairo American College is committed to providing a drug and alcohol-free environment and to promoting a healthy lifestyle for all its students. Therefore, CAC's drug and alcohol program shall be comprehensive and aimed at prevention through education, deterrence through testing, counseling, and disciplinary actions.

Students are not permitted to use tobacco products on school property, at school-sponsored activities or on school-sponsored trips.

CAC prohibits the possession, sale or distribution of illegal drugs, legal drugs used in an abusive manner, drug-paraphernalia or alcohol on the CAC campus and on any CAC-related trip or activity. CAC also prohibits the use or being under the influence of illegal drugs, legal drugs used in an abusive manner, or alcohol on the CAC campus and on any CAC-related trip or activity.

CAC will incorporate appropriate drug and alcohol education in its curriculum. In addition, it will provide special programs and emphases on drug and alcohol education to students, faculty, administration, and parents/guardians.

Regardless of the student's age or grade level, in circumstances where the administration has reason to believe that a student is in violation of CAC's drug and alcohol policy, CAC may conduct a personal search of the student, including a physical search, drug test, and/or breathalyzer test. If possible, all tests will be done in the presence of the student's parents/guardians. In addition to testing for suspicion in all grade levels, CAC will conduct random testing for students in grades 8-12.

Every CAC student and his/her parents/guardians shall abide by this policy. (File: 8.4023)

Grounds for testing include, but are not limited to:

1. A student displays commonly accepted symptoms of being under the influence of drugs or alcohol.
2. A student displays patterns of at-risk behavior such as failure to attend school regularly, frequent tardiness, unacceptable behavior, deterioration of academic performance, frequent sleeping in class, negative changes in attitude, etc.
3. The administration determines that credible information about the violation of CAC's Drug and Alcohol policy exists regarding an individual student, a group of students, or a specific CAC-sponsored trip or activity.

In addition to testing for suspicion in all grade levels, CAC will conduct random testing for all students in grades 8-12.

Every CAC student and his/her parents or guardians shall abide by this policy. As a prerequisite to a student's enrollment and annually thereafter, all parents or guardians of students in grades K-12, and every student in grades 6-12 will sign an agreement to abide by the terms of this policy and its procedures. Refusal to sign this agreement will result in dismissal from CAC.

The REACH committee will support CAC's commitment to helping students make healthy life choices. The committee membership shall be representative of the school community and

interested parties such as School Board members, PTO board members, curriculum coordinator, counselors from all levels, faculty, health professionals and Student Council representatives. The committee shall meet not less than twice per semester.

RESPONSIBILITY for PERSONAL BELONGINGS

It is the responsibility of the students to bring all their needs for the school day with them in the morning e.g. lunch, homework assignments, projects, music instruments, PE clothes, lunch money, etc. The Middle School office will collect any special delivery from parents to the front gate throughout the day. Parents may bring these items personally to the office if they deem it a matter of urgency.

THEFT

Our community is founded on a shared trust. The faceless nature of theft has a powerful, corrosive effect on us all. We need to be very clear that theft has no place at our school.

CONSEQUENCES for Failure to Meet BEHAVIORAL EXPECTATIONS

The CAC staff will help students understand and follow the behavioral expectations set forth in this planner and the Middle School Handbook. To ensure the rights and responsibilities of all students, one or more of the following management procedures will be used when a student exhibits inappropriate behavior:

- Counseling by administrators, counselors and teachers
- Behavior management plan by the teachers
- Parent contact by telephone or written letter
- Parent conference
- Values Learning Plan
- In school suspension
- No on-campus privilege
- Suspension from school
- Recommendation for expulsion made to the Superintendent of the school

ENROLLMENT AT CAC AND SUSPENSION

Enrollment at CAC is dependent on learning and living by our core values and beliefs. In support of this, a student may be suspended should he or she exhibit behavior that:

1. Poses an immediate or continuing threat to the safety of others
2. Clearly demonstrates a conscious failure to live within, and abide by, CAC core values.
3. Deliberately, significantly and consistently disrupts and impedes the learning of others.

IN-SCHOOL SUSPENSION

When suspended in school, a student spends part or all of the day in the Middle School office, including breaks and lunch. Students may make up missed schoolwork that can be reasonably accommodated. An in-school suspension may also involve a prohibition of being on campus after hours and on weekends and may entail missing social or sports events.

AT-HOME SUSPENSION

Students serving at-home suspensions will be able to access the work in class for that day with their learning agenda. At-home suspension may also involve a prohibition of afterschool and

weekend access to campus.

PRIVACY AND RUMORS

All members of the Middle School community are cautioned to respect the privacy of others. Please do not pass on rumors or confidential information of any kind. If you have a question about something that you have heard, please feel free to contact the school. However, school administrators and staff will not discuss specifics about individuals, incidents, or anything that might infringe on an individual's right to privacy. Student records are strictly confidential.

Middle School ANTI-BULLYING POLICY

Bullying is the physical and/or emotional mistreatment of another person or persons.

Middle School students, faculty, staff and parents will not tolerate bullying behavior of any kind.

We believe individuals have the right to:

- Not be mistreated physically or emotionally by anyone.
- Feel safe at school and the local community.
- Ask for and expect support and help from students, faculty, staff, and parents.

What are our responsibilities in preventing bullying behavior?

- Not to join in groups who are bullying others.
- Treat everyone with respect.
- As a bystander or victim, to report bullying to an adult.

What are our responsibilities in supporting and helping a victim of bullying?

- Offer our time and listen to them with patience.
- Encourage them to seek the help of an adult.

What will the school do with incidents of bullying?

- All incidents of bullying will be taken seriously.
- When appropriate, parents will be notified.
- The school will use a model of kindness and understanding when working with both the bully and the victim.
- All incidents will be treated with confidentiality.
- The school may provide counseling to both the victim and the bully.
- The school administration may impose consequences that could include disciplinary action.
- Monitor the incidents of bullying behaviors by the use of records and questionnaires.

ACADEMIC SUCCESS

LEARNING ENVIRONMENT

The top priority at CAC is education. Students learn best when they are actively involved in the educational experience. Students, who attend school regularly, are prepared for each class, have a positive attitude, and follow our behavioral expectations, experience the highest quality of learning.

Each student is responsible for his or her role in the learning process. Students are expected to give their best and to produce the highest quality work possible. No student has the right to disrupt the learning environment of others. CAC also recognizes that success in school depends on a healthy balance of academics, social and co-curricular activity, and family time.

CAC K -12 **HOMEWORK POLICY**

Homework expectations are fully based on research and best practices.

The following Guidelines will apply throughout the school, and each division will develop practices that are developmentally appropriate to the age of the student, the subject or program of study.

GUIDELINES

- Homework should be meaningful, purposeful, possible for the student to complete independently and, when necessary, differentiated to meet individual needs.
- Homework should provide background for learning, practice to reinforce a skill, provide an opportunity to engage in an activity, to reflect or to demonstrate understanding of a concept.
- The primary intent of homework is to reinforce or extend learning not to assess academic achievement.
- Students benefit from having time to develop personal interests and talents and to balance schoolwork with unstructured activities and time with family and friends.

MIDDLE SCHOOL HOMEWORK POLICY

Time as a Component of Middle School Homework

As a general guideline, students should expect that on a typical school night they will spend approximately 60 minutes on homework in grade six, 70 in grade seven, and 80 in grade eight.

In accordance with the Middle School homework policy and excerpted below, homework will

never be assigned over vacations including CAC designated holiday weekends.

“With the exception of reading, homework is not assigned over school holidays that extend beyond two academic days. The due date for some long term assignments or projects may extend beyond a school holiday. However, specific work on such assignments will not be given over extended holiday periods, and the due dates will not be the day students return to school.”

Moreover, any long-term projects (that are due to be completed shortly after vacations) will be due on the second day of the respective class following the return from a vacation as defined in the Middle School Student Handbook.

We expect students to complete their homework on the same night it is assigned on Sunday through Thursday. We also expect teachers who assign homework on Thursday to ensure that it falls within the CAC homework guidelines, which include the time we expect students at each grade level to devote to homework on a given school night. For example, 6th grade students should not expect more than 60 minutes of homework on any evening including Thursday. We believe that when students and teachers follow these practices, this will leave weekend time completely free of homework, enabling students and their parents the opportunity to cultivate a balance between school, recreation, and family time.

Homework RESPONSIBILITIES of the Middle School STUDENT

- If homework is assigned, students should complete it.
- When clarification is needed, students should seek assistance from each respective teacher prior to the homework due dates, and ideally on the day before the assignment is due.
- When a student is absent, they need to seek out each of their respective class teachers on the day of their return to consult about the lost learning and discuss an alternative homework assignment
- Each student should develop a system of daily organization to record homework assignments via the Middle School planner, an online calendar, text edit, Diigo, desktop sticky notes, or the like.

Homework RESPONSIBILITIES of the Middle School TEACHER

- Each Middle School teacher will assign homework that is clear, meaningful, and purposefully geared to extending and practicing the learning done in class.
- Each Middle School teacher will communicate the desired expectations and standards associated with the assigned homework.
- All homework assignments will be visibly posted in the classroom as well as electronically either via an individual teacher’s website, wiki, or Moodle page.

- Homework will be appropriately differentiated depending on students' learning needs.
- Teachers will provide meaningful and timely feedback on homework.
- Teachers will collaborate with grade level colleagues via a shared calendar to ensure that no more than two assessments—including projects—are due on the same day.

Homework Responsibilities of the Middle School PARENT

- Parents will provide a comfortable and stress-free environment at home that enables their child to successfully complete the assigned homework.
- Parents will monitor the amount of time a child is spending on actual homework.
- Parents should engage in conversation with their child about the day's learning and assigned homework.
- Parents should ensure that the homework represents the child's own work, and that if a tutor is employed, the tutor is not doing the homework.
- If parents have concerns about the assigned homework, they should communicate directly with the child's respective teacher(s).
- Parents should attend school-sponsored technology forums that relate to information about accessing homework.

Strategies for Success at HOME

- Establish a routine for homework that includes a specific time in the afternoon/evening that is regulated and monitored by parents.
 - Utilize a weekly calendar that displays extra-curricular activities and includes the designated time for homework.
 - Provide a place for homework that is conducive to your child's unique needs as they relate to his/her comfort, concentration, and productivity.
 - Remove distractions such as social media (Facebook, cell phones) to ensure attention to and timely completion of homework tasks.
 - Engage your child in conversations about their learning and the assigned homework.
- Cultivate a balance between homework, recreation, and family time.

Homework MAKE-UP ASSIGNMENTS due to SCHOOL ABSENCES:

According to our MS homework philosophy/purpose/rationale:

Homework is meaningful and purposeful, while providing students the opportunity to independently practice and reinforce skills previously learned in school.

Therefore, when students return to school after being absent, we expect them to make time during one of the three breaks (morning, lunch, and afternoon), or after school to seek out their respective teacher(s) for appropriate support related to the lost learning opportunities resulting from their absence. When the nature of missed class work and corresponding homework can be made up independently, a shortened, or modified version may be assigned. In some cases, the student and the teacher will discuss an appropriate make-up assignment.

Overall, make-up work may be differentiated depending on a number of factors, including:

1. the nature of the classroom learning on the day(s) of the absence,
2. the degree to which the lost learning can be made-up via teacher contact during breaks or after school, and
3. the connections between the original assigned homework and the next stage of learning. Make-up work will always comprise skills and knowledge that enable the student to complete it independently.

In the event a student who is absent from school is well enough to work at home, we expect them to email their respective teachers. Such student-teacher communications could very well result in a differentiated assignment related to the learning taking place that same day.

Interventions for INCOMPLETE HOMEWORK

The CAC Middle School believes in creating a culture of academic rigor where there are high expectations for all students to complete work of quality and to turn in work on time. We believe that this practice serves to improve the **quality** of *all* student work. When students fail to complete work on time they will not receive zeros; timely completion of homework is mandatory for all students.

Sometimes, students must be given extra help opportunities. These extra help opportunities will be required of students who do not complete and submit work on the day that it is due as well as for students who turn in work of obviously poor quality which reflects little or no effort. Students who do not meet deadlines or submit poor quality work will be required to attend a mandatory after school **Academic Recovery Session**.

Students will be required to stay after school on Sunday, Monday, or Wednesday for homework not completed. Attendance is required at the **Academic Recovery Session** and completing outstanding work will take precedence over any other after school commitments such as sports, clubs, and other activities.

GRADING AND REPORTING

The CAC Middle School uses a standards based reporting system. All middle school teachers use the standards based report card to communicate student progress towards grade level subject area standards.

The Middle School academic year is divided into two semesters. Report cards are sent home electronically every six weeks and these reports are also made available to parents through Skyward.

Report cards provide important feedback to students and parents. Grades reflect individual progress and learning and should not be used to compare one student against another. ***Fines for lost or overdue library books or unpaid school fees must be addressed before a report card is issued.***

Parent-Teacher and student-led conferences with parents are scheduled twice per year to allow for students, parents and teachers to meet face to face. This is part of our home-school partnership.

CAC Assessment Philosophy and Practices

The Purpose of Assessment

Assessment is an integral part of teaching and learning at CAC and is informed by the school's guiding statements. Formative assessments provide meaningful feedback for improving student learning, instructional practice, and educational options. Summative assessments are designed to measure students' achievement against the standards and designated divisional learning or work habits. Assessment criteria, methods, and results are shared with students and parents in a timely manner.

Teachers have the responsibility of reporting student learning accurately, fairly, and in a timely fashion, based on evidence from a variety of contexts and applications. This reporting consists of multiple indicators of the student's performance using a range of strategies and tools, ensuring that the diverse needs of the learners are being catered to.

APPROACHES TO LEARNING (ATL)



Approaches to Learning

	Consistently	← Usually	← Sometimes	← Rarely
Responsibility	<p>Organization and Preparedness</p> <p>I come to class prepared (materials, charged laptop, pencil case, SSR book, PE clothes).</p> <p>I use a system to record and prioritize homework, due dates and assessments to complete my homework on time.</p> <p>I read regularly, track my reading and have my book at school.</p> <p>I show responsibility regarding deadlines and class commitments.</p>			
Perseverance	<p>Self-Management</p> <p>I independently manage my time well in and out of the classroom.</p> <p>I manage social and technology distractions independently.</p> <p>I persevere through challenging tasks and assignments.</p> <p>I complete class work independently and to the best of my ability. I challenge myself.</p>			
Integrity & Courage	<p>Ownership for Learning</p> <p>I seek feedback and, after reflection, take action to improve my work.</p> <p>I seek help when needed.</p> <p>I display integrity.</p>			
Respect, Compassion, Courage and Creativity	<p>Contributions Interactions and Collaboration</p> <p>I actively listen without interrupting.</p> <p>I contribute respectfully to class discussions.</p> <p>I interact respectfully with my peers and teachers.</p> <p>I am active during partner and group activities.</p> <p>I offer ideas and consider others' viewpoints.</p>			

TEACHER COMMENTS

Each end of semester report will contain narrative comments from teachers. The comments will address student progress related to the Learning Traits and a student's knowledge and skills related to course content and standards.

PROGRESS REPORTS

In October 2024, November 2024, February 2025 and April 2025, students will receive a mid-semester progress report. This will provide students and parents with a snapshot of achievement during those times. All students receive a report for every class. Progress reports will typically not include Teacher Comments, unless a student is new to CAC or any they have current grades below the expected proficiency.

ACADEMIC ACHIEVEMENT

Standards Based Grading Descriptors

Performance Standard	Descriptor
(E) Exceeding Grade Level Expectations	Students exhibit significant application and understanding of standards, and successfully demonstrates high levels of cognition and complexity. Students show consistent evidence of higher level thinking skills and demonstrate flexible application of targeted concepts and skills, and are able to transfer learning to new situations.
(M) Meeting Grade Level Expectations	Students exhibit application and understanding of standards and successfully complete grade-level tasks that require reasoning. Students show some evidence of higher level thinking skills, including the ability to apply and/or analyze knowledge and concepts with some attempt at evaluation.
(A) Approaching Grade Level Expectations	Students exhibit partial application and understanding of standards. Students are successful in tasks using simpler knowledge and skills, but struggles with more complex ideas and processes.
(N) Not Yet Achieving Grade Level Expectations	Students exhibit limited application and understanding of standards. Students have minimal success in using concepts and skills, both simple and complex. Students are not meeting grade level expectations.
(INC) Student did not yet complete all Summative Assessments	
(NA) Not Assessed at This Time	
(NM) No Mark, Due to Attendance or Late Enrollment	
(N*)	Students are not yet achieving grade level expectations due to limited English language.

INCOMPLETE GRADES

An incomplete grade may be recorded in cases where part of the coursework has not been turned in prior to the end of the quarter. This may be due to late enrollment, family emergency, extended absences, or other extenuating circumstances.

ACADEMIC PROBATION

Students who fail to reach grade level standards and expectations in two or more subject areas in a semester may be placed on Academic Probation for the following semester. To be removed from probation, students must show progress towards expected grade level standards by the end of the semester.

A letter will be sent home informing parents of the student's status and a meeting with the parents, counselor, and Middle School administration will be required. The continued enrollment at CAC of students placed on academic probation is at risk if the student does not show significant improvement over the course of the year.

MIDDLE SCHOOL ACADEMIC INTEGRITY POLICY

Trustworthiness is one of the core values at CAC middle school. CAC students are expected to demonstrate trustworthiness both inside and outside the classroom. Academic Integrity is an embodiment of this core value.

Academic Integrity is fundamental to the process of learning and is a firm standard for the middle school. Students are expected to hold themselves responsible for the highest standards of personal integrity. Students must adhere to the rules prohibiting academic dishonesty and to resist peer pressure to violate these high standards of integrity. Students must all share the responsibility for creating and maintaining an atmosphere of honesty and integrity at CAC middle school.

A student who violates the Academic Integrity Policy is one who engages in any act, or attempted act designed to give unfair advantage to him/herself or someone else.

Violations of Academic Integrity include, but are not limited to:

1. Cheating:

- Using any visual, oral, or electronic aid or assistance on an assessment without the teacher's permission; aids include calculators, cell phones, notes, computer files, the internet, etc.
- Allowing another person to do your work. This includes parents, tutors, siblings or another student.
- Working with other students on any assignments without teacher's permission.
- Copying from another student or allowing someone else to copy from your work.

2. Plagiarism:

- Submitting an assignment, claiming to be the student's original work, which has wholly or partly been created by another person
- Presenting work, ideas, representations, or words of another person without customary and proper citation of sources
- Using photographs or other digital media without practicing fair use.
- Paraphrasing of others' work which contains specific information or ideas and which is

not properly cited.

3. Academic Misconduct:

- Stealing, reproducing, and circulating any information about tests and quizzes.
- Stealing, destroying, defacing or hiding library materials with the purpose of keeping them from others.
- Inappropriately accessing, or attempting to access, students' academic records.

4. Fabrication/falsification:

- Making up information and presenting it as facts.
- Listing sources in a bibliography not used in an academic assignment.
- Inventing data or source information.

5. Obtaining an Unfair Advantage:

- Retaining, possessing, using or giving away exam materials without the teacher's permission.
- Intentionally interfering with another student's work
- Doing anything with the purpose of creating or obtaining an unfair academic advantage over other students' work.
- Stealing, changing, or destroying another student's work.

6. Helping Others Be Dishonest:

Being an Accessory to Academic Dishonesty:

- Helping others to do any of the things mentioned above.
- Allowing other students to copy from their papers during any type of assessment.
- Providing information about test questions before an examination.
- Intentionally or knowingly helping, or attempting to help, another to commit any act of academic dishonesty.

7. Changing Documents and Permission Slips:

- Changing any school documents concerning grades, date of submission of an assignment, etc.
- Forging anyone's signature or giving any false information of any kind including permission. This includes both teacher and parent signatures.
- Changing a graded assignment after it has been returned to the student, and then submitting the work for re-grading, in an attempt to claim instructor error.

8. Looking at or Tampering with any Official School Documents:

- Viewing or altering school computer records.
- Modifying or deleting files from the assignments or transfer folder without permission.

- Modifying computer programs or systems.
- Interfering with the use or availability of computer systems or information.

CONSEQUENCES

There are two major classifications of consequences that may be imposed for violations of this policy: Academic and Administrative. Academic consequences are those actions related to the coursework and/or grades, which are the prerogative of the teacher. Administrative consequences are concerned with a student's status at CAC and are acted on by the administration. The imposition of either an academic or administrative consequence will not preclude the additional imposition of the other.

ACADEMIC CONSEQUENCES:

In instances of academic dishonesty and similar violations of the spirit of learning, the teacher concerned will notify the administration, who will record the incident in the student's permanent record.

Examples of academic penalties include, but are not limited to, one or a combination of the following:

- Written warning, a copy of which will be placed in the student's folder.
- Revision/Replacement of Work: An Incomplete grade followed by additional work to provide evidence of the student's academic performance, and/or evidence that the student knows and understands the course material.
- Reduction in grade: A lowered or failing grade or score on the assignment or examination.

The teacher has the discretion to modify the consequences for a first offense in order to take advantage of a "teachable moment."

ADMINISTRATIVE CONSEQUENCES:

Administrative consequences will accompany academic consequences. The Principal will record all offenses in the student's file. The Principal will review the student's electronic record to determine whether the incident is the student's first, second, or subsequent offense.

A student's record of violations of academic integrity is carried forward and violations are cumulative. Subsequent offenses need not be in the same location, class, program, or term as the first offense.

Depending on the severity of the infraction, the following are possible administrative disciplinary penalties, which may be imposed singularly or in any combination. Consequences shall be proportional to the offense against the Academic Integrity Policy that has occurred.

Repeat offenders may expect more severe consequences than first time offenders.

First Offense: Verbal reprimand given to students by the classroom teacher and administration informed. Work may need to be redone.

Second Offense: Written Reprimand: A written statement from the classroom teacher and administration expressing disapproval of conduct will be sent to parents.

Third Offense: Students will be placed on Behavioral Probation for a period lasting, but not limited to, the duration of the term that the offense occurred in.

Fourth Offense: In-School Suspension: A separation from CAC middle school for a specified period of time, not to exceed five days. During the period of suspension, a student is excluded from classes and all other CAC privileges or activities.

Fifth Offense: Out-of-School suspension: A separation from CAC middle school for a specified period of time, not to exceed five days. During the period of suspension, a student is excluded from classes and all other CAC privileges or activities. At the conclusion of the period of suspension, the student will be permitted to return to CAC on a probationary basis.

Beyond the fifth offense and upon a thorough review of the student's records and academic standing, the student may be considered for expulsion from CAC. In order to be readmitted, a student will be permitted to return to the College on a probationary basis.

Nothing in this system shall preclude the imposition of other reasonable sanctions or a combination of sanctions.

MEASURES of ACADEMIC PROGRESS

(MAP) - Standardized Testing Program

MAP is a computerized testing program that is administered to all Middle School students two times a year. Measures of Academic Progress are standardized tests that measure a student's general knowledge and academic growth in reading, language arts, and mathematics. Northwest Evaluation Association (NWEA) is a nonprofit organization that creates MAP assessments. NWEA provides teachers with tools that translate test scores into information they can use in their classrooms. Schools throughout the United States and NESA (Near East South Asia Council of Overseas Schools) use NWEA's MAP tests to measure student growth and better understand what each student is ready to learn. The results of this testing are shared with Middle School parents informing them of their individual student's) test performance.

TUTORING

Students who have academic and/or organizational challenges may need to receive special tutoring. Outside tutoring may also be recommended as part of a modification program or transition strategy to help students new to CAC. In all cases, parents are asked to communicate with the counselor when a child is being tutored. Middle School teachers at CAC make themselves available for extra help but are not allowed by school policy to tutor the students they teach. The services of a tutor are not affiliated with CAC and are privately paid for by parents (or may be supported by an employer). Teachers will work closely with tutors to provide feedback and clarification on assignments. For more information, please contact the Middle School Counselor.

Middle School CO-CURRICULAR

FIELD TRIPS

Living in a different country provides a unique setting for field trips. CAC offers many different school-sponsored trips and they are considered educational opportunities. Students need to remember that on these trips, they are representatives of CAC. Trips related to specific courses or school activities are not covered by tuition. Parents must cover expenses for these trips.

For all travels within Egypt, parents may be asked to provide proper documentation related to citizenship, residency, and diplomatic status, current visa and valid work permit as requested by the travel agent. If the proper documentation is not provided, then the school will not be able to obtain resident rates, and parents will have to pay the difference between the resident and non-resident rates and possibly the student may not be able to attend the trip.

PRIME Trips (Primary Resource in the Middle East)

PRIME Trips are an integral part of the Middle School curriculum where students at each grade level will travel outside of Cairo to participate in experiential learning, develop an understanding of what it means to work together with other people, challenge themselves, and enjoy the adventure of recreating in the great outdoors.

CAIRO BASED

We will also offer a Cairo Based option for all three grade levels whereby students will be involved in day excursions within Cairo and return to their homes each evening.

The cost of PRIME Trips is not built into CAC's tuition. This is an additional fee for parents and we are aiming to keep the cost of each of the out of Egypt trips to a maximum of \$1,000.00 per student. This fee would include all associated costs (airfare, ground transportation, accommodations, meals, etc.). We are also working with reputable trip providers for each of the three trips who will be taking care of most of the logistical components of these trips. We can assure you that each of these trips will be educational, fun, and most importantly safe.

Co-Curricular Activities and Athletics

The Middle School offers a wide variety of co-curricular activities throughout the school year; many of these are designed to be inclusive and to assist students in developing individual interests, confidence, "can-do" attitudes, and social skills.

Activities are a special part of the CAC Middle School Co-curricular Program that provides opportunities for students to explore interests and hobbies that they may not be able to investigate during the regular school day. Clubs are offered on Sunday, Monday, Wednesday, and Thursday afternoon. Most clubs run between the hours of 3:15 to 4:15 pm. Below is a list of clubs which have been offered in previous years:

Dance Club	Juggling
Golf	Ultimate Frisbee
Homework Club	Chess Club
MathCounts	Gifts for the Festive Season
MS Design Tech Club	Homework Club
MS Math Help Club	Runner's Club
Baking Club	Base/Softball
Electronics Club	Programming Club
Strings	Script Writing
Basketball	World Scholar Cup
Table Tennis	Games & More

An Activity is conducted at the beginning of each activity Season, providing students with the opportunity to find out information about each club, to meet the sponsor(s) and to sign up for the club(s) which may interest them. If space is limited for a particular club, the first come, first served rule applies. The Middle School Daily Announcements and weekly News and Views are the main source of information for each club. Students are strongly advised to read, listen to, and act on the information within this publication.

Athletics Program

This program offers the opportunity for the students to participate in a competitive sports program that consists of three seasons, each five weeks in length:

- Season 1: MS Basketball
- Season 2: MS Soccer
- Season 3: MS Volleyball

COMPONENTS of the Interscholastic Sports Program Include:

- Open to all Middle School students, Grade 6 – 8, interested in trying out for and possible selection to a competitive sports team.
- Program exists, first and foremost, to those students who desire a structured athletics program where the following aspects are emphasized:

- Basic skills developed under the guidance of qualified coaches.
- Commitment to a regular, weekly training program that consists of:
 - ✓ 15 to 18 sessions of 75 – 90 minutes each
 - ✓ Mix of practices and games
- Understanding of the value of **teamwork** and the **responsibilities** associated with **being part of a team**.
- Competition with other teams from schools throughout Cairo.

Additionally, some Middle School students may be eligible to compete in Junior Varsity athletics in Golf, Cross Country, Swimming, Track & Field, Tennis & Wrestling.

TRANSPORTATION

For further information regarding transportation, contact Mr. Mohamed El Ghalban in the Transportation Office at 2755-5567.

ELIGIBILITY for ATHLETICS and CO-CURRICULAR ACTIVITIES

MIDDLE SCHOOL TEAMS

The Middle School offers a variety of opportunities for its students of both a competitive and noncompetitive nature. Students are able to participate in both intramurals and non select activities as well as try out for the Middle School Select Teams. Students who are on **Academic Probation** or Academic Contract may be limited in their participation in this program in any given season until steps are in place to ensure improved academic performance. A student who is traveling for a sports event, misses school days and is not up to date with class tasks, assignments and/or homework, she/he may be required to make up work during break times.

Middle School students on **Behavioral Probation** must meet the probation requirements to participate in competitive teams. The administration has the final say on whether students who do not fulfill their behavioral contracts can join any co-curricular activities or athletics.

EXPECTATIONS OF STUDENTS

- Students must take the initiative to approach their teachers about homework at a time outside of class. Specifically, they should inform their teachers as soon as they know that they will be traveling. In addition, they must take the “School Work Assignment Sheet” received at their Pre-Travel Meeting to each of their teachers and request that teachers fill it in and sign it. Teachers are not required to give assignments more than one week before departure. If students experience any difficulties with teachers or are unsure of how to proceed, they should seek out their coaches or counselor for advice.
- If a student does not participate in PE class on a day, they may not participate in any

practices or games after school taking place on that same day.

- If a student is absent from school, he/she may not participate in After School Activities or athletics on that day.
- If a student is active during lunchtime and does not participate in PE class during the school day, they will receive a failing grade for class participation.

EXPECTATIONS OF TEACHERS

Teachers are expected to fill in and sign the “Notification of Student Absence” form presented to them by traveling students. Teachers are encouraged to assist students by providing a balance of homework due before and after the trip and by indicating the expected due date on the assignment sheet. Teachers are not to give tests or quizzes to students on the day that students return from a trip. If a test or quiz is scheduled for the first day back, a student may elect to reschedule it.

CAC FACILITIES AND SERVICES

BUS TRANSPORTATION

Bus transportation is available for Cairo American College students living in the following areas: Maadi, Giza, Dokki, Mohandessin, Zamalek, Heliopolis, Nasr City, and Katameya. Seats on the buses are limited and are filled on a first come first serve basis.

Pick-up and drop-off locations are defined and maintained by the school administration and are selected based on residential patterns of the children riding the bus, the safety of the pick-up/drop-off location, and the prevailing conditions of the area. Drop-off and pick-up locations are periodically reviewed to ensure that the conditions described above are met.

Please note: *The school does not provide a door-to-door service nor does it provide a one-way service.*

The morning service is designed to ensure that children arrive on campus by 7:45 a.m. in preparation for the 8:00 a.m. start of school.

The afternoon bus service (times and grade levels) is as follows:

- Buses for all grades leave at 3:20 p.m. for all service areas listed above.
- Grades 1-12 after school activities buses leave at 4:20 p.m. for all areas listed above.

If students are not in after school activities, or they are not staying at school for authorized school-related work, they must take the bus which departs at 3:20p.m.

Pre-Kindergarten and Kindergarten students who take the bus are collected from their classrooms by their classroom aides and taken to the school bus at 3:00 p.m. Students in all other grades proceed to the buses on their own.

It is the goal of the CAC Motor Pool Department that the service provided will be of the highest standard and will insure the safety of CAC students at all times.

NOTE: Should your address change after the initial application, we will make every effort to accommodate your new address given the space limitations on the route for the new address

TRAFFIC AROUND THE CAMPUS

If students are driven to school, please follow the procedures for traffic control. If a chauffeur drives your children to school, please see that he fully understands these procedures.

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 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 is departing. For safety reasons, please use only the passenger-side doors next to the curb for drop off and pick up of children. Cars may not wait in front of the gate. If you wish to accompany your child into school, you should park in a designated parking space.

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

We appreciate your cooperation and understanding in our effort to keep our children safe.

CAC LIBRARY

CAC MS/HS Library Introduction

The library program promotes both a lifelong love of reading and a curriculum of skills for the 21st century learner. In a world awash in information, we strive to teach our patrons how to find and use information and ideas effectively.

The guiding principles of this library are to eliminate obstacles to access rather than enforce restrictions on it, to be inclusive in our practices rather than exclusive, and generally allow a sense of mutual respect among staff and patrons to inform our interpretations of policy. Patrons who act in good faith by caring for materials and using them properly and by treating the library staff, patrons, and facilities with respect will be afforded every opportunity to do so. (We like to say that our policies are written in sand rather than etched in stone, i.e., the library staff will defer to our guiding principles over rigorous policy enforcement when possible and prudent.)

To serve the school community, the CAC MHS Library has a collection of 30,000 books, audio books, and DVDs, along with over 3,000 eBooks. We also maintain a large collection of newspapers, magazines and journals, along with a wealth of online resources. Please access our collection from the library webpage: <https://www.cacegypt.org/index.php/learning/library>

Library Hours

Middle/High School Library Hours	Student Hours	Community Hours
Sunday - Thursday	7:45 - 3:30	Before and after school.
Friday	Closed	
Most Saturdays	10:00 -2:00	10:00 – 2:00

Library Borrowing:

All patrons need valid CAC ID cards to borrow materials. The ID must be presented at check out. The loan period for books and magazines is two weeks. The loan period for DVD's is one week. Magazines and DVDs may not be renewed. Students in grades 6-12 may check out up to 10 items at a time. To renew items, they must be brought into the library. Students with overdue items will not be allowed to check out items until their record is cleared.

Accessing Your Library Account:

Students may log into their library accounts to see what is currently checked out to them, to view their check out history, to place holds on items they want that are currently checked out, and much more.

Students can visit the library catalog, library.cacegypt.org, and click on the MHS library collection. Login in with your CAC single sign on by clicking on the “login” button in the upper-right hand corner of the MHS library catalog. Parents enter via the ES library side, regardless of what grade/s their child/ren are in. (Please note that you must choose either the ES or the MHS library. Logging in as a district user will not work.)

Library Holds:

Students may place a hold on items that are presently on loan to another patron by logging into their account, navigating to the item record and selecting “place hold” on the page. When the item is returned, a notice will be sent to the student and his/her English teacher via email. These materials will be held at the circulation desk for one week. Students with overdue items may have materials held for them until the end of the next school day.

Overdue Items:

Students with overdue items may not check out additional material. Weekly overdue notices are sent to students and their parents through email. Any student receiving an overdue notice for an item he/she has already turned in should report the error to the circulation desk.

Payment of Lost Items:

Lost items will incur a charge equivalent to the library’s replacement cost of the item (if still available for purchase through our customary providers) plus a 5 dollar ordering and processing fee for each item, if applicable. Details regarding processing fees and default prices for items not available for replacement are available on the library website. To pay for a lost item, patrons are to request a form from the library circulation desk. All payments need to be made at the cashier’s office in the Welcome Center. Patrons need to show their receipt to the library staff, in person or via email, before their account can be cleared.

Library Photocopying:

Limited photocopying of library materials is free for students. Please note that CAC is a copyright compliant institution.

Lost and Found:

Items left in the library are usually turned in at the circulation desk and kept until the following Thursday, at which time they are sent to the main Lost and Found Office. Expensive items are sent to the high school office for secure storage.

Library Rules:

The library strives to be a place where all patrons can be comfortable and connected academically and socially - to each other, to information, and to technology; however, we do have a few basic rules for students and we would appreciate your compliance. Doing so sends a message to all that you support the environment the library staff is trying to cultivate:

- Respect others' right to enjoy a library environment that is conducive to reading and studying. Avoid loud or disruptive behavior and speak in a low voice. This last point includes avoiding crude language – not only in what you say, but also what you play – in terms of music, games or videos.
- No food or drink is allowed in the library, with the exception of water and covered drinks.
- Leave your area in as good, or better, shape as it was when you arrived. (Books removed from shelves may be placed on a nearby trolley rather than being replaced on the shelf.)

CONSEQUENCES for student behavior that does not follow these basic expectations:

- 1st offense – Warning
- 2nd offense – Students will be asked to leave the library.
- 3rd offense – Students will receive a temporary suspension of library privileges.

Divisional administrators will also be notified of the second and subsequent offenses.

Librarian's Statement Regarding Cairo American College Collection Development and Materials Selection Guidelines:

While the library collection is to be responsive to the community and cultural mores, the nature of a diverse population with a wide variance in age and maturity dictates that not all material in the collection will be suitable for every child; therefore, it is expected and incumbent upon a student patron's parent to monitor the patron's reading selection. To this end the CAC Libraries provide each patron with access to his/her library record wherein all items currently or previously checked out can be viewed.

The objective of this practice is to encourage student/parent communication regarding the student's choice of materials and places the onus of responsibility on the student and the parent for the student's exposure to the influences of our high quality, but highly varied collection in terms of its scope, interest levels and age-appropriateness.

The library believes that labeling or censoring books is not in the best interest of the students or the institution because it:

- Removes the onus of responsibility from the student and parents for making personal decisions,
- Can draw unwanted attention to books that are labeled or otherwise censored,
- Can create a stigma that may dissuade readers in the upper grades from selecting books that are not labeled for their level, thus denying them access to a wealth of high-quality YA literature that might be well suited for their interests or reading level or, conversely, dissuade high-ability readers in younger grades from selecting material that may be perfectly appropriate for them.

SCHOOL STORE

You will find all your school supply needs at the CAC School Store. PE uniforms, school supplies, and spirit gear are all in one place. The store is behind Cafe Greco.

Back To School Opening Hours (From Aug.11th to Aug.18th):

- 8:00 am - 12:30 pm
- 1:30 pm - 3:30 pm

Opening hours starting Aug. 19th are as follows:

- 7:45 am - 10:00 am
- 11:00 am - 12:30 pm
- 2:30 pm - 4:00 pm

Please note that the payment methods accepted are only EGP and USD cash.

No USD checks accepted.

LOST AND FOUND

It is important that students leave valuables at home, mark all belongings, including clothing, bags and books, and actively participate by reporting losses and turning in any items found.

There is one Lost and Found room located on the ground floor of the MS Building next to the elevator.

- Items collected from the MS building are taken to this location. Items marked with a name will be returned.
- After a period of time all unclaimed lost and found items, including valuables, will be donated to charity through the CAC community service program.

CAC SWIMMING POOL

The CAC pool is used for instructional purposes during school hours, swim team activities after school and is open for recreational swimming evenings and on weekends.

SWIMMING POOL MEMBERSHIPS

All enrolled CAC students and their immediate family members are eligible to apply for a pool membership, free of charge, which remains active so long as the student is enrolled at CAC.

Applications are available from the aquatics office upon showing a current CAC photo campus ID per application. A parent's signature is required for all applicants 18 years old and younger. A color-coded sticker will be placed on the back of the applicant's ID card. The ID card bearing the sticker must be presented at the pool entrance for admission to the pool.

Each person using the pool is responsible for all personal items (jewelry, towels, cameras, etc.). Registered pool users may bring houseguests. House guests must be visiting the member from outside Egypt. There is a small fee and the members should accompany their guests to the pool for registration and acquaint them with pool rules and regulations. For a complete listing of Aquatics programs and schedules, visit: <https://www.cacegypt.org/index.php/campus-life/aquatics> or call the aquatics office (ext. 5486).

POOL HEALTH AND SAFETY REGULATIONS

All students are required to become familiar with the health and safety regulations. Some of these safety regulations are listed below:

- No glass containers allowed on deck;
- Running, pushing, dunking, and horseplay is forbidden on the deck or in the water;
- Look before jumping or diving into the water;
- Diving is not allowed in the shallow water;
- Outside equipment, masks, fins, swimming aids or supports are not allowed;
- Do not use the starting blocks;
- Non-swimmers should stay in the shallow end of the pool;
- Children 7 years old and under must be accompanied by a person 18 years or older;
- Admission will be refused to anyone appearing to have a contagious or infectious condition.
No band-aids;
- Expecterating (spitting), blowing the nose, or urinating in the pool is strictly forbidden;
- No food, gum, candy or beverages are allowed on the pool deck;
- No street shoes allowed on the deck;

The complete listing of CAC Pool Health and Safety regulations can be found at the following

website: <https://www.cacegypt.org/index.php/campus-life/aquatics> .

Who to Contact?

If you have any further questions, please contact Mrs. Tatiana Petrovna at the pool office on 2755-5486 or 2755-5260 or email tpetrovna@cacegypt.org.

ID CARDS and FACILITY USE, FEES and REGULATIONS

In order for Cairo American College to ensure the security of the campus, and to limit congestion in the use of facilities, it is necessary that every person using the campus have a valid ID card. All adults must use their CAC ID card in order to access the campus through the security turnstiles. Community Hours are from 5:00 a.m. to 7:00 a.m. and from 5:30 p.m. to 10:00 p.m. on weekdays as well as all day on Friday, Saturday and holidays. The use of the campus between 3:15 p.m. and 5:30 p.m. on weekdays is restricted to CAC organized or sanctioned events or activities.

Students in grades 6–12 must use their valid CAC ID card when accessing the campus on weekends and between 5:30 p.m. – 10:00 p.m. on weekdays. Elementary school students may only access campus during community hours if they are in the company of an adult. Parents or a responsible adult must provide direct supervision of their elementary age (or younger) children while on campus. CAC does not provide supervision during community hours unless students are participating in a CAC sponsored/chaperoned activity/event.

The information below summarizes who is eligible for ID cards, the privileges extended to holders of various cards and the process to obtain a valid ID card. Cairo American College reserves the right to refuse or revoke an ID card.

Affiliate ID Cards are provided to:

- Students, their parents and siblings
 - Administrators, their spouses and children
 - Board members (current and former), their spouses and children
 - Current Faculty, their spouses and children
 - Current Support Staff, their spouses and children
 - Faculty and Support Staff who leave CAC and were employed by CAC for five years or more, their spouses and children
 - Alumni (graduates of CAC and students who attended CAC for two or more years) and their parents
-
- Provide holders with free use of all school facilities, including weight room and pool.
 - May be replaced (if lost) for a fee of \$25 or the local equivalent.

Non-Affiliate I.D. Cards are available, for a fee, to:

- Spouses and children of alumni (graduates of CAC)
- Spouses and children of former CAC students (who attended CAC for two or more years)
- Members of U.S. military forces assigned to the U.S. Embassy

- Employees of organizations who have sponsored children attending CAC. One Non-Affiliate card will be available for every two students the organization sponsors at CAC. Organizations eligible for Non-Affiliate cards must annually identify, in writing, those individuals who are eligible to acquire cards.

In exceptional cases, the Superintendent may issue Non-Affiliate cards to others.

Non-Affiliate Card(s):

- Provide free use of the library
- Provide access to the pool and weight room
- Are not permitted to bring guests on campus
- Will not be issued to nannies, drivers or any other employees of eligible individuals
- May be replaced (if lost) for a fee of \$25 or the local equivalent

Non-Affiliate ID cards will be issued to eligible individuals upon payment of an annual fee of \$500 (for the period of August 1–July 31 of any given year). The annual fee for alumni families is \$100 per family member or \$500 for the whole family.

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.

CAMPUS ADMITTANCE & GUESTS:

- It is necessary for adults to use a valid ID card for admission to the campus and for CAC-sponsored events. The card contains an electronic chip that will activate the entry turnstiles. The chip will be deactivated and reactivated on an annual basis, depending on continued CAC enrollment, payment of relevant fees, and/or status of the cardholder.
- Students in grades 6–12 must use their valid CAC ID card when accessing the campus. Failure to present an ID card will require the student to sign in during regular school days and prevent entry on weekends and between 5:30 p.m. – 10:00 p.m. on weekdays. Elementary school students may only access campus during community hours if they are in the company of an adult.
- The CAC campus is exclusively for school use from 7:00 a.m. to 5:30 p.m., Sunday through Thursday with the exception of the library, which is open to eligible community members from 3:00 p.m. until closing.
- ID cardholders who are not students or employees are welcome on campus on weekends and school holidays from 5:00 a.m. to 10:00 p.m. and on school days from 5:00 a.m. to 7:00 a.m. and 5:30 p.m. to 10:00 p.m.
- CAC Affiliate ID cardholders are entitled to bring guests on campus, provided they have received prior approval from a ranking administrator. Guests are generally considered to be visitors from out of Egypt and guest privileges are not intended for Cairo residents. Guests

must be signed in at the security gate by their host. Note: Nannies, drivers, private coaches and other employees of CAC ID cardholders may not be signed in as guests.

- Cardholders are to accompany their guests at all times on campus and will be held responsible for the behavior of their guests on campus.
- Holders of non-affiliate ID cards and authorized visitor ID cards are not allowed to bring guests on campus.
- Visitors are limited to CAC fields, pool, library, and athletic facilities and are not permitted to enter other CAC facilities or buildings. Guests and authorized visitors may not check out library materials.

CAMPUS RULES & REGULATIONS:

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

CAC Community Usage of Facilities **Philosophy and Parameters**

Philosophy:

“We collaborate through a partnership of motivated students, exemplary and caring staff, and involved families within a dynamic American educational model, enriched by our multicultural and diverse student body and the school’s unique location in Egypt.”

It is our belief that “Embracing diversity strengthens community and enriches life,” and that, “The well-being of the community depends upon the peaceful actions and contributions of every member.” (CAC Mission Statement, 2009)

Parameters:

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

**Please check the CAC dashboard for campus and facilities
community hours**

SAFETY AND SECURITY EMERGENCY DRILLS

CAC conducts five kinds of safety drills. Drills will be held intermittently throughout the instructional school year to ensure student and faculty awareness of procedures. They are as follows:

- Fire or Bomb Drill
- Drop and Cover/Earthquake Drill
- Code Red (Lock Down--Shelter in Place) Drill
- Hardened Shelter “Safe Haven” Drill
- Phone Tree Drill

Fire Drill / Bomb Drill

(Constant Siren) Students, staff and faculty are to follow the building evacuation procedures distributed by the Principals and posted in each classroom. In this drill, all students, staff, and faculty are evacuated to positions within the playing field. This is a silent exercise. When the “all clear” signal is given, students and faculty return to their classrooms.

Earthquake Drill

(Announcement) Students, staff and faculty will drop to the floor and are to take cover under desks and tables and other protective areas, and stay away from windows. In this drill, all students, staff, and faculty remain within the buildings until the “all clear” signal.

Code Red (Lockdown) Drill

(Announcement) Students, staff and faculty will drop to the floor and are to take silent cover inside classrooms or other protective areas with locked doors and stay away from windows. In this drill, all students, staff, and faculty remain within the buildings until the “all clear” signal.

Hardened Shelter “Safe Haven” Drill

(Announcement) Students, staff and faculty move silently to designated hardened shelters around campus. They remain in the locked shelter until the “all clear” signal.

Phone Tree Test Drill

The Head of School will communicate a test message to be sent to parents via phone calls and/or texts. Parents who cannot be reached will be contacted to confirm their contact information is correct in the school database and directory.

ADDITIONAL POLICY REFERENCES - THE BOARD OF TRUSTEES

STUDENT TRANSPORTATION

Bus transportation may be provided for Cairo American College students under a schedule and conditions as determined by the school administration. Transportation is provided to major areas with defined stops according to prevailing residence patterns. This may be reviewed periodically if there are substantial changes in the pattern of resident distribution. The school does not provide a door-to-door service, nor does it provide a one-way service.

The primary goal of the Motor Pool Department is to safely transport students to and from school. Riding the school bus is a privilege which can be revoked if a student fails to abide by any of the following safety rules:

1. Fasten their seat belts at all times.
2. Refrain from sticking their heads or hands out of the windows. All windows must stay closed.
3. Refrain from eating, drinking or chewing gum on the bus.
4. Hand over to the Bus Monitor any dangerous objects required for school projects (i.e. glass, jars, wood ... etc).
5. Refrain from any action that may distract the driver. This includes gestures, the use of loud music, and inviting attention from pedestrians and motorists.
6. Depart the bus only at their assigned stops unless they have written permission from their parents to do otherwise.
7. Remain seated until the bus stops.

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 and met upon their return (otherwise will be taken back to school). 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. Elementary students are not allowed to take the 5:30pm buses unless approved by the principal.

Use of School Buses

1. Consistent pick-up and drop off locations are required.
2. All MS Students who are not in after school activities, and are not staying on campus for authorized school-related work, must take the bus which departs at 3:20pm.
3. PRE K students can ride the bus with extended care by the bus monitor. They will be seated at the front next to the bus monitor and if their number exceeds two on the same bus we will consider adding a second bus monitor to the bus. If the seat belts are loose because of their size, parents should provide a car seat for their kids to use the bus.
4. PRE K & KG students who take the bus are collected from their classrooms by their classroom aides and taken to the school bus at 3:00 p.m. In the morning, the bus monitor will take them from the buses and hand them to the teacher aide. Students in all other grades proceed to and from the buses on their own.
5. Parents should inform the transportation office when enrolling their kids in any of the after school activities at school or when changing their dismissal plan at any day.

6. 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.
7. School personnel may ride the school bus with permission of the Superintendent.
8. CAC school buses are not available to outside groups or organizations.
9. In unusual or emergency situations, the Superintendent may authorize the use of the buses for any purpose.

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

File: 5.2012

STAFF GIFTS AND SOLICITATIONS

Staff 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.

The following guidelines apply to the acceptance of gifts:

1. Small gifts or tokens of appreciation may be accepted, provided their monetary value, if any, is small.
2. Larger gifts may not be accepted by individual Staff Members, although they may be accepted **on behalf of the school** under the Board’s policy on gifts and bequests to the school (see Policies 3.403 and 9.701, Gifts and Bequests). If accepted under that policy, gifts will be used in a manner that benefits the school rather than an individual.

Nothing in this policy is meant to prevent members of the school community from presenting spontaneous tokens of friendship or sympathy to a Staff Member who is, for example, leaving the school or who is ill. It is meant to avoid situations that could be compromising or embarrassing to an individual or to the school as a whole.

Staff Solicitations

No employee of the school shall, either in the name of the school or in the name of any activity, solicit contributions or donations from institutions or companies without the approval of the Superintendent, or, if the Superintendent deems it necessary, without the approval of the School Board itself.

ASSESSMENTS

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 academic counseling. The administration shall periodically report external assessment results to the Board and/or community members.

File: 7.902

HOMEWORK

In accordance with the published CAC homework philosophy and divisional guidelines, homework will be given. Principals are responsible for working with faculty and parents/guardians to ensure the guidelines are adhered to. The philosophy and guidelines are published in the student handbook.

File: 8.30

STUDENT 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.

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

Absences will be classified as either 'excused' (meaning that the work missed can be made up) or 'unexcused' (meaning that the work missed cannot be made up and that no credit will be given for work or tests missed).

File: 8.40

STUDENT RIGHTS AND RESPONSIBILITIES

The Board of Trustees believes that students have rights that should be recognized and respected. The Board also believes that every right carries with it certain responsibilities for students and parents, as described in the Parent and Student Handbooks. 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.

It is the Board of Trustees belief that as part of the educational process students should be made aware of their legal and community rights and responsibilities, and also of the Board of Trustee's right to make and delegate authority to the administration to make--rules regarding the orderly operation of the school.

Because students have a right to know the standards of behavior expected of them, the school's student conduct rules and disciplinary rules will be made available to students and their parents/guardians through handbooks distributed annually.

File: 8.4023

DRUGS, TOBACCO AND ALCOHOL

The use of illegal drugs and the abuse of legal drugs by any individual and the consumption of alcohol by any individual under the age of 21 is illegal under Egyptian law. Based on this fact and in order to provide a comprehensive, quality education, Cairo American College is committed to providing a drug and alcohol-free environment and to promoting a healthy lifestyle for all its students. Therefore, CAC's drug and alcohol program shall be comprehensive and aimed at prevention through education, deterrence through testing, counseling, and disciplinary actions.

Students are not permitted to use tobacco products on school property, at school-sponsored activities or on school-sponsored trips.

CAC prohibits the possession, sale or distribution of illegal drugs, legal drugs used in an abusive manner, drug-paraphernalia or alcohol on the CAC campus and on any CAC-related trip or activity. CAC also prohibits the use or being under the influence of illegal drugs, legal drugs used in an abusive manner, or alcohol on the CAC campus and on any CAC-related trip or activity.

Any sale or distribution of illegal drugs, legal drugs intended for inappropriate use or alcohol on the CAC campus and on any CAC-related trip or activity will result in automatic expulsion.

A first positive test, admission of use, and/or evidence of possession of legal drugs intended for inappropriate use, drug paraphernalia or alcohol on campus and/or on any CAC-related trip or activity will result in a non-punitive support based intervention. A second positive test, admission of use, and/or evidence of possession in the same academic year will result in expulsion. A second positive test, admission of use, and/or evidence of possession in a subsequent academic year will result in a three-day in-school suspension. Likewise, three positive tests, admission of use, and/or evidence of possession in the course of a school career will result in expulsion. The administration's decision in an individual case may be appealed to the Board.

CAC will incorporate appropriate drug and alcohol education in its curriculum. In addition, it will provide special programs and emphases on drug and alcohol education to students, faculty, administration, and parents/guardians.

Upon establishing a violation of CAC's drug and alcohol policy, a student and his/her family must enter into an appropriate counseling program at their own expense in order for the student to continue to attend CAC. The student must complete counseling sessions and other steps directed by an Individual Action Plan.

At its discretion, CAC may search any item on its campus and property, including all lockers.

Regardless of the student's age or grade level, in circumstances where the administration has reason to believe that a student is in violation of CAC's drug and alcohol policy, CAC may conduct a personal search of the student, including a physical search, drug test, and/or breathalyzer test. If possible, all tests will be done in the presence of the student's parents/guardians.

Grounds for testing include, but are not limited to:

1. A student displays commonly accepted symptoms of being under the influence of drugs or alcohol.

2. A student displays patterns of at-risk behavior such as failure to attend school regularly, frequent tardiness, unacceptable behavior, deterioration of academic performance, frequent sleeping in class, negative changes in attitude, etc.
3. The administration determines that credible information about the violation of CAC's Drug and Alcohol policy exists regarding an individual student, a group of students, or a specific CAC-sponsored trip or activity.

In addition to testing for suspicion in all grade levels, CAC will conduct random testing for all students in grades 8-12.

Every CAC student and his/her parents/guardians shall abide by this policy. As a prerequisite to a student's enrollment and annually thereafter, all parents/guardians of students in grades K-12, and every student in grades 6-12 will sign an agreement to abide by the terms of this policy and its procedures. Refusal to sign this agreement will result in dismissal from CAC.

The REACH committee will support CAC's commitment to helping students make healthy life choices. The committee membership shall be representative of the school community and interested parties such as Board of Trustees members, PTO board members, curriculum coordinator, and counselors from all levels, faculty, health professionals, and Student Council representatives. The committee shall meet not less than twice per semester.

This policy does not preclude the implementation of other consequences and/or sanctions for students involved in additional curricular and extracurricular activities whose specific rules prohibit drug and alcohol use, possession, distribution and/or sale.

File: 8.404

INTERROGATIONS AND SEARCHES

Interrogations

The Principal or Head of School will make every reasonable attempt to notify parents/guardians prior to permitting any person from outside the school--including law enforcement officials--to question or detain a student. In no circumstances will a student be questioned or detained without the presence of either a parent/guardian or a school official; the school, having legal custody of the student during the school day and during approved extra-curricular activities, must ensure that each student's rights are protected.

Searches

1. **School Property:** All school property is under the control of the Board of Trustees and its officials, and a search of school property--including but not limited to lockers--may be made at the discretion of the Head of School or the Principal for any reason at any time in order to protect school property, the education process and the health, safety and welfare of CAC students and CAC staff.
2. **Personal Searches:** When a faculty member or administrator believes that a student on campus or at a school-sponsored activity may be in possession of weapons, explosives, other dangerous substances or contraband of any kind, any administrator or faculty member shall be empowered to require such student to empty pockets and surrender purses, bags, packs, satchels, suitcases and other personal containers or possessions to be searched in an effort to discover such items. If the faculty member or administrator reasonably believes that a further personal search is warranted, the parents/guardians shall be contacted and such a search shall be conducted in their presence; provided, however, that if a faculty member or administrator reasonably believes that a student is in possession of an item which constitutes a clear and imminent danger to the student, other persons or to school property, a personal search may be conducted forthwith and with reasonable force to the extent necessary. Any further

personal search shall be carried out in the presence of two adult CAC staff members of the same gender as the person being searched.

3. Failure to comply with any search request made pursuant to this policy shall be grounds for the school administration to impose disciplinary action including suspension and/or expulsion.
4. Searches for drugs or alcohol shall be governed by Policy 8.4023, Drug and Alcohol Abuse by Students.

File: 8.406

INTERNET USAGE

This policy applies to all users accessing CAC Internet accounts, networks or equipment.

The purpose of participation in the Internet at CAC is to assist in the gathering and exchange of information between individuals, schools and other institutions. Should a conflict arise between personal use and educational/student use of the Internet, priority will be given to educational/student use.

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.

Privileges

The CAC Board of Trustees grants authorized users access to the school's Internet facilities to facilitate information gathering, collaborations with other individuals, and personal growth. These users have the conditional privilege to use all Internet services available at CAC.

Responsibilities

Users accessing CAC's Internet services will maintain the privacy and integrity of the school's Internet accounts. Each user is also responsible for all material sent and received under his or her control. Hate mail, harassment, discriminatory remarks, sexually explicit material and other inappropriate conduct on the Internet will not be tolerated. The user is solely responsible for ensuring all files, including electronic mail, sent or accessed, do not contain these materials. Users shall not obtain copies of passwords, modify files or other data belonging to other users, or knowingly misrepresent other users on the Internet. It is the responsibility of each Internet user to secure all passwords.

If the system is misused, it will, at a minimum, result in a loss of Internet access privileges.

File: 8.50

ACADEMIC INTEGRITY

Cairo American College has a strong commitment to academic integrity and expects its students to exhibit the highest standards of character and trust with respect to academic honesty. Plagiarism, cheating on homework, classwork, quizzes and examinations, theft of examinations, and other acts of academic dishonesty are considered serious infringements upon the integrity of the school and the student. In such cases, the Principal in consultation with the teacher may impose a reduction in grade, loss of credit, probation and/or suspension. In very serious cases, the Head of School acting upon the recommendation of the Principal, may impose restrictions on graduation from CAC or the student's records, and/or expulsion. The Head of School will develop specific guidelines to implement this policy.

STUDENT PROBATION

Academic Probation

Any Middle or High School student who has a quarter grade point average below a 1.7 or two failing grades on the quarter report will be placed on academic probation. By the end of the following quarter, the student must earn a grade point average of 1.7 or above and not have more than one failing grade. If these criteria are not met the student may be required to withdraw from school. In addition, a student who has been placed on academic probation for two quarters in one school year may also be required to withdraw from school.

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.

File 8.401

Suspension and Expulsion Policy

This policy sets out required procedures for suspension or expulsion at CAC. Attendance at Cairo American College is a privilege based on our status as a private, independent school. All students and staff have the right to be treated fairly and with dignity in an environment free from disruption, intimidation, harassment and discrimination. Students whose behavior is unacceptable, as judged by the administration in accordance with school policy, may be subject to disciplinary actions. These may include suspension or expulsion if such is thought necessary by the Head of School, on recommendation of a Principal.

- It is the responsibility of the Principals, under the direction of the Head of School, to establish rules of conduct and disciplinary actions, and to make these available to students and parents/guardians via the school Handbooks.
- It is the responsibility of parents and students to read and adhere to the rules of conduct and to understand the possibility of disciplinary actions.
- Communication between school staff, students and parents is an important feature of discipline. Parents and Students should be fully aware of the suspension and expulsion procedures and their place in the context of the school's policies.
- All students have the right, in cases of disciplinary action, to a process that is respectful and implemented consistent with school's Core Values.

- Disciplinary actions will be carried out with procedural fairness at all times. Procedural fairness is generally recognised as having two essential elements: the right to be heard, and the right to a fair and impartial decision.
- In implementing these procedures, the Principal must ensure that no student is discriminated against on the basis of race, color, religion, sexual orientation, gender identity, national origin or disability. The Principal must also ensure that the implementation of these procedures takes into account additional relevant factors such as the age, any disability and developmental level of students.
- The Principal must ensure that records are written and retained of any action taken in relation to the implementation of CAC disciplinary procedures.
- These procedures apply to the behaviour of students at school, on the way to and from school, and while away from the school site on school sanctioned activities. They can apply outside of school hours and off school premises, when there is a clear connection between the school and the conduct of students. This includes the use by a student of social networking sites, mobile phones and/or other technology to threaten, bully or harass another student or a staff member.

Suspension

Suspension is intended to allow time for the student to reflect on his/her behaviour, to acknowledge and accept responsibility for the behaviours which led to the suspension, and to accept responsibility for changing his/her behaviour to meet the school's expectations in the future.

Suspension is one strategy for managing inappropriate behaviour within a school's student welfare and discipline policies. The school's expectation is that parents will take an active role in partnership with the school in modifying inappropriate behavior of a child. The school will work with parents with a view to assisting a suspended student to re-join the school community.

In most circumstances, before a suspension is imposed, certain prior steps-- as outlined in the Handbooks-- must be taken. In some circumstances, the Principal may determine that a student should be suspended immediately (without any notice, hearing or prior record of misbehavior). This will usually be due, but not limited, to reasons such as the safety and welfare of student, staff and other students.

Expulsion

There may be instances in which a student's behavior clearly demonstrates either unwillingness or inability to live within CAC community expectations. This is most often demonstrated by repeated, cumulative disciplinary incidents. In such cases, the Head of School may expel a student from the school. In all cases where consideration is being given to expelling a student, the gravity of the circumstances requires that particular emphasis be given to procedural fairness.

Having completed all necessary prior steps (as set out in the Handbooks), and having reached a decision to expel a student from the school, the Head of School will inform the student and the parents of this decision in writing. This formal notice should state the right to appeal the decision.

In some serious circumstances, the Head of School may determine that a student should be expelled immediately (without any notice or hearing, or prior record of misbehaviour). This will usually be due, but not limited, to reasons such as the safety and welfare of the student, staff, and other students.

Any student who is expelled may apply for readmission after two semesters, not including the semester in which the infraction occurred. The school may offer re-enrollment to a student whose interval away from Cairo American College, in the sole discretion of the Head of School, provides clear and convincing evidence that a material change in the student's attitude, behavior, and character is satisfactory and such academic achievement that the student qualifies for return to Cairo American College.

Appeals

Students and parents may appeal an expulsion decision if they consider that correct procedures have not been followed, and/or that an unfair decision has been reached.

File: 8.6011

STUDENTS LEAVING SCHOOL GROUNDS

The school is responsible for the safety and adequate supervision of students while they are on school property or engaged in school-sponsored activities. In keeping with this policy:

1. Students will be allowed to leave school during the school day only with the permission of a parent/guardian.
2. Adults other than parents/guardians who remove students from campus must be approved by the parents/guardians and made known to the Principal and/or his/her designate.
3. Provisions for student off-campus privileges will be clearly stated in divisional handbooks and other school communications.

File: 8.6012

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.

File: 8.6013

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 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. File: 8.6023

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.

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

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

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

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*

File: 8.70

STUDENT ORGANIZATIONS AND CLUBS

Students may organize groups that will enrich and extend their educational experience. Student organizations must be established and maintained under staff authorization and with a staff advisor.

The school has set standards of eligibility to encourage respect for academic quality and to motivate students who wish to participate in school clubs to maintain their academic standing and attendance record.

File: 8.704

STUDENT PUBLICATIONS

Students' rights to freedom of expression will be observed in regard to all publications, whether they are officially school sponsored or not. The school encourages students to express their views in school-sponsored publications, but they must observe rules for responsible journalism. This means that libelous statements, obscenity, defamation of persons, false statements, material advocating racial or religious prejudice, hatred, violence, the breaking of laws or school regulations, or material designed to disrupt the educational process, will not be permitted.

The school also encourages school-sponsored publications as an educational activity through which students can gain experience in reporting, writing, editing, and an understanding of responsible journalism. The sponsors of student publications have a responsibility to review the contents of these papers before

publication and to assist students in improving their skills and modes of expression, and to recognize material that is in poor taste, misleading, false, ill-advised, prejudiced, or even libelous.

Students' right to speak freely within the parameters set above should be seriously considered and protected. For that reason, the emphasis in the publication process should be on review, not on "official approval"; any decision by a school official to withhold approval must be based only on the standards set forth in the first paragraph of this policy. (Material that is merely considered to be in doubtful taste, or that may be unflattering to the school, does not in itself warrant the withholding of approval.) In addition, a definite brief time limit of usually not more than one day should be set within which school officials should give their approval. A clear appeal procedure should be set whereby students can appeal a decision. An appeal may be submitted to the Head of School whose decision shall be final.

Non-School-Sponsored Publications

The observance of these rights must, of course, be balanced against the duty of the school officials to educate students in an orderly manner, and to protect the rights of all.

The standards set in the first paragraph will apply also to non-school sponsored publications, except that the Principal or a person designated by him/her may prohibit the distribution of non-school sponsored literature on school grounds. The Principal may require that no literature be distributed unless a copy is submitted to his office in advance.

File: 8.90

STUDENT RECORDS

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

Student record data are designed to promote the welfare of the 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.

Parent(s)/guardian(s) of minor students have the right of access to most information about their children in school record-keeping systems. Minor students accompanied by parent(s)/guardian(s), adult students of the school (18 years or older) and their parents/guardians, and former students of adult age have the same right of access to information about themselves.

Appropriate school personnel have the right to view student records. Those other than appropriate school personnel may view or obtain copies of student records only after securing parental or adult student permission in writing.

Parents, legal guardians, or adult students may challenge the content of these records to correct or amend inaccuracies.

Surveys, questionnaires, and study proposals submitted to the school by outside organizations or individuals must be referred to the Head of School for review, recommendation, and coordination.

All school fees must be fully paid and all charges assessed for damages to the school must be settled to the school's satisfaction in order for student records or transcripts to be released. File: 8.902

STUDENT I.D. CARDS

CAC issued photo identification cards to all students. The I.D. will indicate any special privileges pertaining to the student. MS and HS students are required to carry their I.D. cards at all times and to show them to any person in authority upon request.

File: 9.301

COMMUNITY INVOLVEMENT IN DECISION MAKING

The School Board endorses the concept that community participation in the affairs of the school is essential if the school is to attain and sustain the high level of educational excellence our students deserve. For that reason, the community is encouraged to express ideas, concerns, and suggestions about the school to the staff, the administration, existing advisory bodies, and to the Board itself, following established channels.

Community members can be elected or appointed to the CAC Board of Trustees. (see policy 2.101, School Board By-Laws/Powers and Duties). In addition, the CAC PTO (Parent Teacher Organization) and the Community Advisory Teams (CAT) are two channels designed to enable parents to share responsibility for the school. (see policy 9.302, Parent Teacher Organization, and Policy 9.303, Community Advisory Team.)

Suggestions from all community members will be given careful consideration. In so doing, the School Board must always be guided first by the CAC Mission and Beliefs. Board Policy, goals, and the quality and continuity of the educational program.

File: 9.302

PARENT GROUPS

The CAC Parent Teacher Organization (PTO) is a multicultural organization open to all parents/guardians, faculty, and administrators. The PTO's mission is to work together to enhance the quality of life at CAC by: a) improving and advocating communication within the CAC community, b) providing programs, activities and services that strengthen and support the CAC community, and c) supporting the mission of CAC. It is an important source of support, advice and practical resources for the school's instructional and co-curricular programs.

The School Board encourages parents/guardians and teachers to serve as active members of the PTO.

File: 9.303

COMMUNITY ADVISORY TEAM

Each division of the school – elementary, middle, and high – has a Community Advisory Team (CAT). Each CAT is comprised of parents/guardians, faculty, and administrators. The primary purpose of each CAT is to provide the Principal with advice and counsel on current and long-range issues.

The Community Advisory Team:

1. Is an advisory rather than a decision-making body.
2. Is a forum for addressing general concerns and issues rather than problems of individual families or students.
3. Considers the perspectives of parents/guardians, teachers, staff, and most importantly students, in resolving issues and setting a direction for the school.

4. Is led by the Principal, who is accountable for the school and team's success and therefore has the authority to determine how decisions will be made.
5. Exercises its function only when the team is convened. Individual members possess no more authority or rights than do other teachers or parents/guardians.

The Board encourages parents/guardians, teachers, and administrators to participate in and/or support the work of the Community Advisory Teams.

File: 9.40

COMMUNITY CONCERNS AND COMPLAINTS

Constructive criticism of the school, its programs, its employees, and the Board of Trustees is welcome. In the spirit of openness and willingness to improve, the staff, the school administration, and the Board of Trustees will listen to students, parents/guardians and other community members who have concerns or suggestions for improvement.

The school seeks to create a climate of trust among students, parents, and school personnel. Should disagreements arise, they are best resolved promptly and at the level of the concern, often initially between student and teacher or parent and teacher at the classroom level, or between parent and administrator.

If an issue between students and/or parents and faculty members is not resolved, the concern may then be referred to the appropriate division administrator. Should the issue still not be addressed to the community member's satisfaction, the matter may be directed to the Head of School. If still unresolved, the community member may contact the Board Chair through the Head of School. If unresolved, the Board Chair will convene the Executive Committee. If still unresolved, the community member may request a final confidential hearing with the full Board.

Throughout the process of addressing a concern or complaint, every effort will be made to give everyone a fair and unbiased hearing and to protect all parties' personal and professional rights.

File: 9.401

APPEALS TO THE BOARD

If, after conversations with appropriate school personnel, an issue remains unresolved, community members have the right to appeal a decision to the Board. The Board will deal with the appeal within 20 school days of its lodgment and the Board will ensure that communication lines are maintained with the person(s) making the appeal and that they are kept aware of the progress of the appeal.

In considering the appeal the Board will:

- Inform the administration and the parties involved of the considerations in the appeal process
- review all relevant material and verify that appropriate material has been made available to all parties.
- If the Board needs additional information, it can meet with the parties making the appeal and any other parties to discuss relevant issues.
- Advise all the parties of the decision and the specific reasons for reaching the decision.

In coming to a decision the Board will consider 'procedural fairness' which does not include "rights and wrongs of the situation" except in extreme and demonstrable circumstances. Procedural fairness is generally recognized as having two essential elements:

- The right to be heard, which includes the right:

- o to know why the action is happening
- o to know the way in which the issues will be determined
- o to know the considerations or allegations in the matter and any other information which will be taken into account
- o to respond to the considerations / allegations.
- The right of a person to an unbiased decision which includes the right to:
 - o impartiality/'fairness' in the investigation and decision making phases
 - o an absence of bias by the decision maker

Though the right to appeal is not necessarily an essential element of procedural fairness, it is considered appropriate to incorporate such rights.

File: 9.502

COMMUNITY ATTENDANCE AT BOARD MEETINGS

The Board of Trustees, as a representative body of the community, encourages community members to attend Open Board Meetings where the Board conducts the school's business in a transparent manner. While these meetings are held in public, they are not public meetings. However, at the end of each Open Board Meeting, there is an opportunity for community members to make comments from the floor and informally express their interest in and concern for the school.

A community member may bring an issue to the Board of Trustees for formal discussion during an Open Board Meeting (see Policy 9.503, Formal Interaction between the Community and the Board).

File: 9.503

FORMAL INTERACTION BETWEEN THE COMMUNITY AND THE BOARD

The Board of Trustees, as a representative body of the community, shall provide a formal avenue for any member of the community to express his/her interest in and concern for the school.

Community Suggestions For Board Meeting Agendas

Community members who would like an issue to be addressed by the Board at its next Open Meeting should submit the proposed agenda item in writing to the Head of School or to the Chair of the Board of Trustees at least ten days prior to the next scheduled Open Board Meeting. The Executive Committee will determine whether it is within the purview of the Board to address the proposed agenda item and will respond to the Community member.

Community Suggestions For Board Policy Changes

A community member may suggest the creation of a new policy or the revision of an existing policy. Suggestions for policy changes shall include the language of the proposed policy together with references to existing policies related to the subject. The written proposal must contain any pertinent background information and describe the benefit to CAC. Each proposal must bear the name(s) of the petitioner(s). A proposed item must be received by the Chair of the Board of Trustees or the Trustee Committee Chair at least 15 days prior to the Trustee Committee meeting in order to be considered for placement on the agenda for that meeting.

The Trustee Committee will discuss the policy proposal. If the proposal is an item which is not appropriate for Board consideration, or if the proposal has recently been reviewed by the Board, or is in conflict with law or cannot be placed on the agenda for other reasons, the petitioner(s) will be notified in writing by the Chair of

the Board of Trustees. When a proposed item is placed on the agenda for a Regular Board meeting, the petitioner(s) will be notified in writing by the Board Chair.

Addressing Formal Concerns to the Board

Community members who wish to address formal concerns, complaints, or requests to the Board of Trustees are encouraged to do so.

In order that the Board of Trustees may fairly and adequately discharge its overall responsibility, these issues should first be addressed in writing to the Head of School, who will deal with them according to the regulations adopted by the Board of Trustees.

The intent of the regulations is:

1. To allow a fair and adequate hearing within Board policy and procedural guidelines to everyone who wishes it;
2. To allow the Head of School to take direct action on the issue, or when such direct action is not possible, to recommend action to the Board;
3. To ensure that the Board is provided with enough information and time to study the issue and act responsibly within policy guidelines;
4. To see that time devoted to public participation does not interfere with the scheduled business of the Board of Trustees.

File: 9.601

CLASSROOM VISITS

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.

WHISTLEBLOWING: REPORTING SUSPECTED MISCONDUCT

This Whistle Blowing Policy is intended to encourage and enable employees and others to raise serious concerns within the school and obtain internal resolution rather than seeking resolution outside the school.

The school has adopted this policy on whistleblowing to enable members of the staff and other school stakeholders to report suspected violations in a confidential manner regarding accounting, financial statement disclosures, internal controls, auditing matters, fraud, malpractice, health and safety violations, criminal offenses, sexual harassment, miscarriages of justice, failure to comply with legal obligations or unethical conduct. The policy also provides for such concerns to be raised from outside the organization, including prospective members of the school community and/or members of the public.

Reporting Responsibility

It is the responsibility of all staff to report violations or suspected violations in accordance with this Whistle Blowing Policy.

No Retaliation

No person who in good faith reports a violation of such nature shall suffer harassment, retaliation or adverse employment consequence. An employee who is found to have retaliated against someone who has reported a violation in good faith may be subject to discipline, which may include termination of employment.

Protocols

The protocols for implementation of this policy are stipulated in the PSM and Support Staff Handbooks.

Added: May 2018 (Policy 5.211)

SEXUAL HARASSMENT

CAC condemns and does not tolerate any form of sexual harassment involving employees, students or affiliates who enjoy permanent or temporary roles of trust or compensation. CAC is committed to the creation and maintenance of a learning and work environment where all persons who participate in school programs and activities, whether on or off of CAC premises or facilities, can do so in an atmosphere free of all forms of harassment, exploitation or intimidation. Definitions and protocols for the implementation of this policy are stipulated in the appropriate Handbooks.

Added: May 2018 (Policy 5.211.1)