



PARENT TEACHER ORGANIZATION

**NEWCOMER'S INFORMATION
A QUICK GUIDE TO ESSENTIALS**

2012 – 2013

CAC PTO.....	5
A word from our CAC PTO Chair.....	5
PTO information.....	6
CAC PTO Board For 2012 -13.....	7
PTO Executive Board.....	7
PTO Standing Committees.....	7
Other Non-PTO Committees.....	7
Activities Calendar.....	8
Board meetings.....	8
Calendar.....	8
Committees.....	9
Fundraising Committees.....	9
Service/Support Committees.....	9
GENERAL SCHOOL INFORMATION.....	10
CAC - Administration Team 2012-13.....	11
CAC - Chain Of Command: Who To Call And When?.....	11
CAC Telephone Contact Information:.....	12
CAC - Board Of Trustees 2012-13.....	12
CAC - Directions To School In Arabic With Phonetic Spelling.....	12
CAC - Community Wide Services.....	13
ID Cards students and family / Visitors to the campus.....	13
Security.....	13
Libraries.....	13
IT/Computer/Printer Use.....	13
Personal Computer Use.....	14
Lost and Found.....	14
School Store.....	14
Weight Room.....	14
Swimming Pool.....	15
Private Parties.....	15
Food and Beverage Outlets:.....	16
Health Office.....	16
Air Quality.....	16
CairoGlyphics.....	16
CAC ELEMENTARY SCHOOL INFORMATION.....	17
CAC -Elementary School Administration.....	18
CAC - Elementary School: Where Do I Go? Who Do I Ask?.....	19
Curriculum Issues.....	19
Attendance.....	19
Academic Advising.....	19
Health Services.....	19
Visitors to Campus.....	19
School Buses.....	19
CAC - Elementary School Communications.....	20
Parent/Student Handbook.....	20
CAC WEBSITE.....	20

Moodle	20
Elementary Express	20
Community Advisory Team (CAT).....	20
POLAR	20
CAC - Elementary School After School Activities - Free.....	21
After school activities Office	21
Age Group Swim Team	21
CAC - Elementary School After School Activities: Fee Based.....	21
Cairo Youth Soccer League.....	21
Girl Scouts of America	21
Boys Scouts of America Scout: Troop 701.....	22
Maadi Little League Baseball Association	22
Cairo Rugby	22
CAC - Elementary School Food Outlets, Lunch And Break	23
CAC - Elementary School Miscellaneous Information	23
CAC MIDDLE SCHOOL INFORMATION.....	24
CAC - Middle School Administration	25
CAC - Middle School: Where Do I Go? Who Do I Ask?	25
Curriculum	25
Visitors to Campus.....	25
Attendance and Tardies.....	25
Health Services	25
Student Discipline.....	25
Academic Advising.....	26
School Buses.....	26
CAC - MIDDLE SCHOOL COMMUNICATIONS	26
Parent/Student Handbook	26
CAC Website	26
Morning Announcements.....	26
News & Views	26
Moodle	27
CAC Telephone Directory	27
Middle School Community Advisory Team (CAT).....	27
Community Advisory Forums	27
Principal Coffee Mornings.....	27
POLAR	27
CAC Middle School After School Activities (Co-Curricular Clubs).....	28
CAC Middle School Athletics	28
Age Group Swim Team	28
Junior Varsity Athletics: appointment to High School Junior Varsity	28
Transportation.....	29
CAC Middle School After School Activities: Fee Based.....	29
Girl Scouts of America	29
Boys Scouts of America Scout: Troop 701.....	29
Tae Kwan Do	29
Cairo Youth Soccer League	29
Cairo Rugby	29

CAC - Middle School Food Outlets Lunch And Break	30
CAC Middle School Miscellaneous Information	30
Middle School “Houses”	30
CAC Middle School Supplies List 2012-13	30
CAC Middle School Socials	30
CAC HIGH SCHOOL INFORMATION	31
CAC High School Administration	32
CAC High School: Where Do I Go? Who Do I Ask?	32
Curriculum	32
Visitors to Campus.....	32
Attendance and Tardies.....	32
Health Services	33
Academic Advising.....	33
Athletics & Activities Office	33
POLAR	33
IB or AP	33
Transportation.....	33
CAC HIGH SCHOOL COMMUNICATIONS	34
Parent/Student Handbook	34
CAC Website	34
High School Profile.....	34
Highro-Glyphics	34
HS Morning Announcements	34
CAC Telephone Directory	34
POLAR	34
Community Advisory Team (CAT).....	34
Community Advisory Forums	35
Principal Coffee Mornings.....	35
CAC High School Activities (Co-Curricular Clubs)	35
High School: Week Without Walls (Www)	35
High School Athletics	35
CAC High School Food And Drink Outlets	36
Off-Campus Lunch Privileges	36
HS Social Events.....	36
OTHER USEFUL INFORMATION	37
CAC Acronyms – A List of abbreviations used in the school.....	38
Useful organizations and websites.....	41

CAC PTO

A word from our CAC PTO Chair

On behalf of the CAC-Parent Teacher Organization (PTO), we welcome you to Egypt and to the CAC. We are a volunteer organization made up of parents, teachers, administrators and support staff who are all dedicated to the successful education of our children.

CAC is a truly international community where many of us have gone through the (e)motions of moving internationally. The PTO Welcome Committee is here to help you settle in. If you like we can link you to a 'CAC Buddy' family, who can help with practical questions, meet with and support you. From the first day of school, you and your children will have a friendly face on campus...huge steps to easing those first day jitters.

If you want to have a buddy, or just have questions about school, life in Cairo or settling in, please fill out the form on the CAC website and PTO link: <http://parents.cacegypt.org/PTO/ContactPTO.php> or send an email to: newfamily@g-cacegypt.org. We'll do our best to make contact and help you!

We invite you to our meetings, they are open to all parents and staff. We usually get together on the first Tuesday of each month from 1-2pm in the PTO Office. You can just come in and listen to learn about us, or about the school and the activities we organize.

Of course we would love if you want to get involved with the PTO this year! Everything we do is based on volunteers and we are always looking for those of you to help make a difference in the lives of our children. Every positive imprint we make on our children can go a long, long way. If you are able to give some time, either one-off or on a regular basis, PLEASE JOIN US!

And finally, let us hear from you! Your PTO is available to you through the following channels:

- Facebook: Cac Pto
- The CAC website: www.cacegypt.org and click on our PTO link
- Email us: cacpto@g-cacegypt.org.
- Monthly meetings: the first Tuesday of each month

We are here to help. Reach out to us!

On behalf of the PTO,
Moya Ross, PTO Chair

PTO information

What is the PTO?

Who are members of the PTO?

Who is responsible for running the PTO?

Who are members of the PTO Board?

How are the PTO Board members elected?

What is the aim of the PTO?

How does the PTO Board work to achieve this?

What happens to the money raised by the PTO?

The Parent Teacher Organization.

All parents, faculty and administration at CAC and is FREE to all.

The PTO Board, chaired by the PTO Chairman.

Board members are: Chair, Vice-Chair, Treasurer, Secretary, and Community Advisory Liaisons for the High, Middle and Elementary Schools. Positions are filled by volunteering parents who represent the interests of all CAC parents, staff and students. The Board is supported by numerous committees (see: CAC-PTO Fundraisers and Service/Support Committees).

An annual Nominating Committee is formed to slate candidates nominated by members of the CAC community. Candidates may also nominate him/herself for a Board position. After a vote by members at the Annual General Meeting (typically in April), the next year's Board is elected.

The PTO supports CAC with two primary objectives:

- Provide communication between the community and administration and faculty,
- Organize fun and interesting community events throughout the year.

In many different ways, but only by working together with a very large number of volunteer parents and staff who help to achieve our goal. We do both fundraising and non-fundraising events and services throughout the year.

The majority of our revenues are given to the three schools to pay for both large and small items and projects that fall outside of our administration's budget. Examples are p24 X SMART response system for ES, playground equipment for the new Pre-K/Kindergarten playground, ping-pong, foosball and air hockey tables for the MS recreational facilities, MS House t-shirts, display television screens for the HS reception and counseling offices, the welcome/farewell programs of the HS counseling department and decoration of the new student lounge. We also donate a minimum of 10% of our monies to chosen charities.

We invite you to join us.

We cannot meet our goals without your help!

Email: cacpto@g-cacegypt.org

CAC PTO Board For 2012 -13

PTO Office – Room 609 First floor Administration Building

PTO Executive Board

Chair	Moya Ross	moyaross@yahoo.com
Vice Chair	Karen Purinton	karenpurinton@gmail.com
Secretary/Publicity	Suzanne van Harten	sanvanharten@gmail.com
Treasurer	Neena Mehrotra	neenamehrotra@outlook.com
ES CAT Liaison	Suzanne Harrison	ssamoharrison@gmail.com
MS CAT Liaison	Dalia Radwan	dradwan@CACEgypt.org
HS CAT Liaison	Allison Howes	tahowes@gmail.com

PTO Standing Committees

Book Fair	Suzanne Harrison Sherine ElBanhawy	ssamoharrison@gmail.com sherine.elbanhawy@gmail.com
Calendars	Helga Meinardus	helgameinardus@gmail.com
Egypt Culture Committee	Sherine El Banhawy Hala Youssef Mona Madi	sherine.elbanhawy@gmail.com halayl@yahoo.com monamadi@hotmail.com
ES Pizza Lunch	Kathleen Jones	kathleenjones50@gmail.com
Faculty/Staff Appreciation	Verna Pinto	verna.pinto@yahoo.com
Gala Dinner	Flavia Makram-Ebeid Dalia Radwan Mashelle Zeolla Hala Youssef	flaviame53@hotmail.com dradwan@CACEgypt.org mashellezeolla@gmail.com halayl@yahoo.com
Garage Sale	Vacant	
International Festival	Moya Ross Vacant – 1 pax needed	moyaross@yahoo.com
MS Pizza Lunch	Suzanne Harrison	ssamoharrison@gmail.com
Publicity	Helga Meinardus	helgameinardus@gmail.com
Welcome Committee	Marijke van Liemt	marijkevanliemt@yahoo.com

Other Non-PTO Committees

Booster Club	Ineke Hodder Stephanie Butter	imhodder@mac.com fam_butter@hotmail.com
--------------	----------------------------------	--

Activities Calendar

Board meetings

PTO Board meetings are the 1ST TUESDAY of every month: OPEN TO ALL.

Location: PTO ROOM 1ST FLOOR, ADMINISTRATION BUILDING

Calendar

2012

28 August	Board Meeting, PTO Room, 100 pm – 300 pm
30 August	Welcome Back Coffee, Captain Amr Room, 830 am – 1000 am
4 September	Board Meeting, PTO Room, 100 pm – 300 pm
12 September	Newcomers Felucca Cruise/Lunch: 1100 am – 200 pm
18 September	ECC (Egyptian Culture Committee) Event
2 October	Board Meeting
16 October	ECC Event
18 October	PTO lunch
6 November	Board Meeting, PTO Room, 100 pm
20 November	ECC Event
25 to 29 November	Book Fair, Captain Amr Room
4 December	Board Meeting, PTO Room, 100 pm

2013

15 January	Board Meeting, PTO Room, 100 pm
17 January	Welcome Back Coffee, Captain Amr Room, 8.00 am
5 February	Board Meeting, PTO Room, 100 pm
7 February	Faculty Appreciation Lunch, Teacher Lounges
5 March	Board Meeting, PTO Room, 100 pm
7 March	PTO lunch
9 March	International Festival, Campus Grounds, 1100 am – 300 pm
12 March	ECC Event - Day out
9 April	Board Meeting, PTO Room, 100 pm
18 April	PTO Annual General Meeting lunch
23 April	ECC Event
7 May	Board Meeting, PTO Room, 100 pm
10 May	Gala
23 May	ECC lunch

TBC - Garage Sale

Although we have done our best to secure these dates, changes do occur. All changes will be posted on our Facebook page and website, as well as noted in the schools' individual communications.

Committees

Fundraising Committees

Pizza - Elementary School:	Order and serve a pizza meal sold at the Elementary School every second Monday.
Pizza - Middle School:	Order and serve a pizza meal sold at the Middle School every second Wednesday.
Calendars:	Organize the printing of a pocket diary and desk calendar with all the important CAC dates in place: available for sale from the beginning of the school year.
Book Fair:	Everybody loves a Book Fair, especially this MOST popular CAC event! The Fair is evolving...new ideas wanted! November 25 – 29.
Garage Sale:	Table space is sold to the CAC community to sell new and used household items, toys, furniture, etc. to the community at large. Date to be announced.
International Festival:	Celebrates the rich multinational diversity of our school, showcasing food, culture, performances, games and activities. Inspiration and manpower springs from our community sharing their “homes” in the form of a Country Booths. March 9.
Gala Dinner:	A formal evening out to celebrate the CAC community; wonderful entertainment, exquisite dining, dancing under the stars and amazing raffle prizes: May 3.

Service/Support Committees

Egyptian Culture Committee (ECC):	Promotes Egyptian culture through regularly scheduled activities (see CAC-PTO calendar) including: cooking classes, arts and crafts, field trips, belly dancing lessons, guest speakers, and Egyptian Festival support.
Welcome Back Coffee:	In August and January, we bring our community together, following the extended holiday breaks, to meet new people, have a campus tour, enjoy refreshments and learn what our school and PTO have to offer: August 30 and January 17.
Welcome Committee:	New this year! Providing a wide range of services, events and support to make your move to Cairo and CAC easier and more relaxing. Contact us! Our email is: newfamily@g-cacegypt.org .
Faculty and Staff Appreciation Lunch:	To say “thank you” to our exceptional staff, parents prepare a favorite dish and deliver it to school. Volunteers collect, distribute and serve the culinary wonders to the three schools’ staff: February 7.

Booster Club

Though not a part of the PTO, the Booster Club is like the PTO an organization that supports the school. By selling ‘spirit wear’ (clothing with school logo on it), the Booster Club raises funds for the Athletics and Activities Programs at CAC. Please check the newsletters for their meetings and sale dates.

We welcome your help! Email us: cacpto@g-cacegypt.org

GENERAL SCHOOL INFORMATION

CAC - Administration Team 2012-13

TITLE	NAME	EMAIL ADDRESS
Superintendent	Wayne Rutherford	wrutherford@cacegypt.org
High School Principal	Joelle Basnight	jbasnight@cacegypt.org
High School Assistant Principal	Michael Schuetze	mschuetze@cacegypt.org
Middle School Principal	Andy Ferguson	aferguson@cacegypt.org
Middle School Assistant Principal	Courtney Bailey	cbailey@cacegypt.org
Elementary Principal	Julie Jackson-Jin	jjackson@cacegypt.org
Elementary Assistant Principal	Marci Carrel	mcarrel@cacegypt.org

CAC - Chain Of Command: Who To Call And When?

Call the TEACHER

- If it is about your child or the instruction program in your child's classroom

Call the PRINCIPAL

- If the teacher's response to your first call did not meet your needs or if your concern is at the school level

Call the SUPERINTENDENT

- If the first two channels do not work or it's a matter of policy

Call a BOARD OF TRUSTEES member

- On a matter of policy or to indicate that your communications are not being heard

The Community Advisory Team (CAT) is designed to enhance communication between and among parents, teachers and administrators. There is a CAT team for each school. They consist of the School administrators, teacher representatives and grade parent representatives. Please see each individual school section for more information.

A note about CAC Staff Emails

- ALL staff have their own email address
- The emails are typically the first initial followed by the last name [@cacegypt.org](mailto:jsmith@cacegypt.org). Example: Jack Smith is jsmith@cacegypt.org

CAC Telephone Contact Information:

Switchboard	+(20-2) 2755-5555
Superintendent's Office	+(20-2) 2755-5505
Admissions Office	+(20-2) 2755-5507/08
Elementary Office	+(20-2) 2755-5202
Middle School Office	+(20-2) 2755-5301
High School Guidance Tel/fax	+(20-2) 2755-5412
Fax Number:	+(20-2) 2519 6584

CAC - Board Of Trustees 2012-13

Email: board@cacegypt.org

Monthly Open Board Meeting - 3rd Tuesday of the month, 6.00 pm

All members of the CAC community are welcome.

Location: Boardroom – 3rd floor of the Administration.

To access Open Session Agenda, Meeting Minutes, and Board News: www.cacegypt.org

Albert (Al) Fitts	albert.fitts@omceg.centcom.mil
Bobbi Villella	bbvillella@yahoo.com
Fredrick Landro	Frederick.Landro@med.navy.mil
Iman Bishara	ibishara@cacegypt.org
Jeff Wedgwood	jeff.wedgwood@bp.com
John Beed	jbeed@usaid.gov
Maha ElShinnawy	mshinnawy@aucegypt.edu
Mark Avery	Mark.Avery@apachecorp.com
Nora Jarrah	nowara@gmail.com
Susan Thomas	thomasesinsa@hotmail.com

CAC - Directions To School In Arabic With Phonetic Spelling

ElKolleya ElAmrikiya

بالقاهرة الامريكية الكليية

Emtedad Share3 253 ba3d Seoudi Nasseyet 212 Elbab Elra'essi

الرئيسي سي الباب) ٢١٢ ناصية سعودي بعد ٢٥٣ شارع امتداد

Main Gate is the Extension of the street with Seoudi Road 253 corner of 212

Elbab ElKhalfi 206 weh 213

٢١٣ و ٢٠٦ ي الخلف الباب

Back Gate 206 and 213

PLEASE TEAR THIS PAGE FROM THE BOOKLET AND KEEP IT WITH YOU AT ALL TIMES FOR USE WITH LOCAL TRANSPORTATION

CAC - Community Wide Services

ID Cards students and family / Visitors to the campus

All students and parents must hold a CAC ID card to enter and leave the campus. Cards are issued on admission. The 1st ID card is free. A150LE replacement fee is due for all lost or stolen cards. The Elementary students do not require daily use of IDs. All others are required to have their cards with them. All visitors must obtain a visitor's pass. Please send an email to the Principal of you child's school requesting access with each visitor's name, ID (Passport) Number and birth date to the Principal. Your visitors will require their ID to enter the campus.

Hours: Opening from August 9
Sunday - Thursday 800 am – 330 pm
Closed for break 130 pm - 230 pm

Location: ID office 1st floor of Administration Building

Contact: ID Office Coordinator, Ms. Susan Mohsin, smohsin@cacegypt.org, 02 2755 5518

Security

The guards at the front and back gates are eager to assist you with any security concerns. Please ALWAYS have your ID.

Hours Front Gate: Daily: 500 am – 1000 pm

Location: Road 253

Front Gate Contact: 02 2755 5581

Hours Back Gate: Sunday – Thursday: 700 am – 530 pm
Closed on Friday and Saturday

Location: Road 206

Back Gate contact: 02 2755 5582

Libraries

The libraries have community hours. Please check the information in the Elementary and Middle School section for opening hours.

IT/Computer/Printer Use

For all parents: computers and printers are available for use in the MS/HS Library. Priority is to the students. This is vital for new parents to stay connected they are without home internet. Opening hours see above MS/HS library in MS section

Personal Computer Use

Families may register a computer to use on campus. This allows new parents to use the internet immediately. An email will be sent to all parents at the beginning of the school year with a link to allow you to register your devices. No family owned computer can be linked to CAC printers for security reasons.

Contact: CAC intranet, Mona Abdel Hady, mabdelhady@cacegypt.org

Lost and Found

Elementary School:

All items are stored in this room and are not monitored. Parents and students are responsible for checking the room for lost items. Found Items should be turned into the proper School Office.

Hours: Sunday – Thursday: 800 am – 430 pm

Location: Ground level, Elementary School next to Activities office, near to elevator.

Middle School:

Check with the Middle School Office for new location and hours.

High School:

If items are found on campus, they will go immediately to the lost and found office. If you have lost an item, please fill out a lost property form. This form is available in the high school office. The completed form is reviewed by the assistant principal who then signs it, and passes the form to the school's security manager. The security manager begins an extensive search within school grounds for the missing item(s). Once found, the security manager will contact the student and return the lost item(s).

School Store

A wide range of very useful items, such as specific classroom items requested by teachers, PE uniforms, IT calculators, CAC logo bags, mugs etc.

Opening Hours Sunday – Thursday: 730 am – 1200 pm and 100 pm – 330 pm

Extended hours at the beginning of the school year; check the school communications.

Location: Near the back gate, in the building to the left as you exit, up the small flight of stairs. Look for signs.

Contact: School Store Coordinator, Ms. Wafaa Sokary, wsokary@cacegypt.org or 02 2755 5386

Weight Room

Full service gym with treadmills, ellipticals, free weights and machines. No one under Grade 8 admitted.

Opening Hours – School year CAC staff, High School Students and Eighth Graders

Sunday – Thursday: 330 pm - 600 pm

CAC staff and adult community

Sunday – Thursday: 600 pm – 1000 pm

Saturday: 300 pm – 900 pm

Closed Friday

Opening Hours – Summer June 2 – September 2, 2012
Saturday – Thursday: 300 pm – 900 pm
Closed Friday

Location: 3rd floor of gym

Contact: Athletics Director, Mr. Fred Koval, fkoval@cacegypt.org, 02 2755 5516

Swimming Pool

All 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 available upon showing a current CAC photo campus ID per application. 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 house guests. 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.

Opening Hours – School year Sunday - Thursday:
730 am - 830 am depending on quarter.
300 pm – 700 pm for 1st 2 weeks of school.

Early morning conditioning classes (lap swimming) for parents
Sunday, Tuesday and Thursday: 500 am – 630 am

Weekend swimming:
Friday: 200 pm – 600 pm & Saturday: 100 pm – 600 pm

Opening Hours – Summer June 2 – September 2, 2012 - Daily 300 pm – 900 pm

Location: Next to gym

Contact: Aquatics Director Mr. Sayed Hassan, shassan@cacegypt.org, 02 2755 5486 or
Assistant Director, Ms. Char Webb, cwebb@cacegypt.org, 02 2755 5260,
[www.cacegypt.org/ Aquatics/home.html](http://www.cacegypt.org/Aquatics/home.html)

Private Parties

It is possible to use the CAC facilities for private parties if everyone attending has a CAC ID. You can book the CAC Pool directly with the Aquatics Director, Mr. Sayed Hassan 02 2755 5486, or you can arrange your own party on the grounds. There is no system of booking a spot, so you might find others have the same idea. Please share with consideration. Food delivery to CAC such as pizza is simple, but please let the guards know that it is coming.

Food and Beverage Outlets:

There are three outside vendor at school that provide food and beverages. Payment is in Egyptian Pounds

Coffee Corner Richoux	Outdoors, Ground floor Administration building (next to ES lunch room) <i>Please note: Elementary students cannot purchase from Coffee Corner during school hours.</i>	Sunday - Thursday 730 am – 1100 am 315 pm – 500 pm
Richoux	Eagle’s Nest, top floor of the main high school building, Cafeteria Middle School (basement MS building) and ES cafeteria	Sunday – Thursday 800 am - 300 pm
Coffee Bean & Tea Leaf	kiosk outside High School, in front of the music building	Sunday - Thursday 800 am - 300 pm
Fino	Small kiosk next to HS building	Sunday - Thursday 800 am - 300 pm

Health Office

Mandatory health forms are available in the office and are due on the 1st day of school. Please be aware that CAC follows the CDC (Center for Disease Control) standard for immunizations. If a student is out sick for more than 3 days, has lice or a contagious disease such as chickenpox or strep please let the nurse know immediately. Doctor recommendations are available. Please inform the nurse if your child needs any medications during school hours.

Hours: Sunday – Thursday: 730 am – 330 pm (no after school activities)
Sunday – Thursday: 730 am – 500 pm (after school activities)
Location: Ground Level, Elementary School, near ramps.
Contact: Nurse Claire Gallagher cgallagher@cacegypt.org or 02 2755 5533/5532

Air Quality

The Health office measures the air quality several times a day, every day. If the air quality falls below the acceptable level outside activities are restricted. All after school activities will be cancelled, especially any outdoor activities. This is normally communicated by a school wide email or SMS.

CairoGlyphics

A CAC quarterly newsletter, the CairoGlyphics and other relevant information for the entire school, on the CAC website: www.cacegypt.org. Contact: Ms. Nagla Rezk, nabdelrazek@cacegypt.org, 02 2755 5302

CAC ELEMENTARY SCHOOL INFORMATION



CAC -Elementary School Administration

Office Phone: 02 2755 5202 or 5203

Title/Name	Email	Office Phone
Principal - Ms. Julie Jackson-Jin	jjackson@cacegypt.org	02 2755 5222
Assistant Principal - Ms. Marci Carrel	mcarrel@cacegypt.org	02 2755 5201
Counselor - Ms. Kim Cain	kcain@cacegypt.org	02 2755 5204
Counselor - Ms. Denise Granai	dgranai@cacegypt.org	02 2755 5205
Secretary - Ms. Fides Urbiztondo	furbiztondo@cacegypt.org	02 2755 5203
Secretary - Ms. Mary Greiss	mgreiss@cacegypt.org	02 2755 5202

CAC - Elementary School: Where Do I Go? Who Do I Ask?

Curriculum Issues

- My child has an unresolved issue with a teacher
- I have a curriculum question

Contact: Principal Mrs. Julie Jackson-Jin jjackson@cacegypt.org, 02 2755 5202

Attendance

Contact: Elementary Office on 2755 5202 or 2755 5203 or send an email to your classroom teacher

Academic Advising

- Schedule a conference with a counselor
- Advice and guidance
- My child may need learning support

Contact: Counselor Kim Cain kcain@cacegypt.org 02 2755 5204
or Denise Granai, dgranai@cacegypt.org, 02 2755 5205

Health Services

- My child has an infectious disease or is ill
- I need to update my child's medical files
- My child must have medicine administered during the day

Contact: Nurse, Ms. Claire Gallagher, 02 2755 5533

Visitors to Campus

- Must be approved to come on campus

Contact: Principal, Mrs. Julie Jackson-Jin jjackson@cacegypt.org, 02 2755 5202

School Buses

- I have a new address
- Bus didn't come for a student
- My child wants to bring a friend home or go home with a friend
- Behavior on the bus

Contact: Bus Supervisor, Mr. Gamal Abdel Nasser, 02 2755 5562

CAC - Elementary School Communications

Parent/Student Handbook

The most comprehensive literature on Elementary School. Available to all parents and students. It can be downloaded from the CAC website: www.cacegypt.org

Contact: Secretary, Ms. Fides Urbiztondo, furbiztondo@cacegypt.org, 02 2755 5203

CAC WEBSITE

Offers a wide array of information for students, parents, faculty, and the greater community.

Contact: <http://www.cacegypt.org>

Moodle

Classroom device used to communicate assignments and student learning resources. Each teacher has his/her own Moodle page. Students “enroll” and are given a password by the teacher. Parents may access through their child.

Contact: Individual teacher

CAC Telephone Directory is published annually by the parent teacher organization (PTO). It lists contact information, community emergency numbers, student and family information, as well as faculty email addresses.

Contact: cacpto@g-cacegypt.orgoffice, 02 2755 5223

Elementary Express

Elementary school sends out a weekly newsletter with the highlights of the week, and upcoming events. It is sent to parents via email every Thursday, and you can also find it on the CAC parents’ intranet. Information to be included must be received by Tuesday of the week.

Contact: Secretary, Ms. Fides Urbiztondo, furbiztondo@cacegypt.org, 02 2755 5203

Community Advisory Team (CAT)

The ES Community Advisory Team (CAT) provides the Elementary School Administration with advice and counsel on current and long-range issues while working collaboratively toward a shared vision for the Elementary School. They meet on a monthly basis, and each grade has one CAT representative. Please check the Elementary Express weekly newsletter for an updated list of CAT representatives and their contact information.

POLAR

Report cards are put in POLAR, and you need access to be able to download your child’s report card. There will be announcements by the teachers and in the ES newsletter when reports will be available. To access POLAR you will need a username and pin.

Contact: Administrative Systems Coordinator, Mr. Samer Boulos, sboulos@cacegypt.org, 02 2755 5495 or POLAR helpdesk, polar@cacegypt.org

CAC - Elementary School After School Activities - Free

After school activities Office

Fun activities that start after the school day are offered periodically throughout the year. Notification of the current offerings will come to parents in an informational email. Links within the email will take you to the activities list and descriptions and registration.

Contact: Ms. Ereeny Gawdat, egergess@cacegypt.org, 02 2755-5208

Website: <http://www.cacegypt.org/ActivitiesWeb/ActivitiesMain.html>

Age Group Swim Team

There are two seasons for Fall Age Group Swim Team, one in the fall and one in the spring. During the winter the Aquatics Department offers 'Softies', a training program.

Age groups for boys and girls are determined by swimmer's age on September 1, 2012: 5&6, 7&8, 9&10, 11&12, and 13& over. At the start of the seasons there will be tryouts for new swimmers. Please check the newsletters for announcements on Try Outs and Practice times.

Contact: Aquatics Director, Mr. Sayed Hassan, shassan@cacegypt.org, 02 2755 5486 or Assistant Director, Ms. Char Webb, cwebb@cacegypt.org, 02 2755 5260

CAC - Elementary School After School Activities: Fee Based

Cairo Youth Soccer League

Please bring player (with soccer shoes) to registration for skills assessment (required).

Boys and girls aged from 5 – 14; birth dates as of September 30, 2012.

Season will run Saturday, September 15 to December 12, 2012.

Registration: Saturday, August 25, 900 am -1200 pm / September 1, 900 am -1200 pm

Location: CAC Campus

Website: www.cairoysl.org

Girl Scouts of America

Discover the fun, friendship, and power of girls together. Open to all girls aged 5 through 18; organized by grade level. Parent volunteers wanted. Fees payable in US Dollars or Egyptian Pounds.

Registration: Saturday, September 1, 900 am - 1200 pm

Location: Elementary School Lunchroom

Contact: Kriss Boucher, krissboucher@gmail.com or David Ogden, david.ogden@sohoprint.net or Heba Elbadaway, heba13@aol.com

Boys Scouts of America Scout: Troop 701

Scouting is for boys 7-10 years of age and 1st through 5th grades. In Cub Scouting, you'll have lots of fun, adventure and activities with your den and pack. We are a direct service charter of the United States, therefore one parent must provide a copy of a non-Egyptian passport. Fees payable in USD or Egyptian LE.

Registration: Friday, August 31, 900 am -1200 pm

Location: Elementary School Lunchroom.

Contact: Angela Dillon at adillon@cacegypt.org, Tom and Kirsten Kasper ockaspers@gmail.com, 02 2797-2145 or Amelia and Jim Lantz , lantzquinta@yahoo.com, 01066607963.

Maadi Little League Baseball Association

Maadi Little League is for children to play and learn the game of baseball. Little League is a recreational youth sports program to be enjoyed by all players in the program.

Contact: <http://maadilittleleaguebaseball.wikispaces.com/>

We need **volunteers** this year in order to continue. If we get 8-10 people helping (in addition to coaches) it would be easier to share the workload. Season runs December to March each year for English speaking children from 3rd to 8th grade (must be 8 years old as of Sept. 2012). **NEEDED:** a league commissioner to organize and coordinate the league. In addition we will need division coordinators (help set up teams and coordinate), a treasurer, registration volunteers, data entry help, coordinator to organize referees and scorekeepers, coordinator for ordering and distributing uniforms and basketballs, nurses/doctors on duty/call, and of course coaches. If you can help, please indicate your interest to the Elementary School Office. Check the Elementary Express Newsletter for more information.

Cairo Rugby

Cairo Rugby provides a junior league for boys and girls ages 5 to 15. The season is from September to April and is played on Thursdays from 600 pm – 730 pm at Victory College field in Maadi.

Registration: Please look for more information in school information emails.

Contact: Suzanne Harrison ssamoharrison@gmail.com

Website: www.cairorugby.com

CAC - Elementary School Food Outlets, Lunch And Break

Daily Schedule School: 805 am – 305 pm

Please note: Elementary students cannot purchase from Coffee Corner (located next to the ES lunch room) during school hours.

Recess: Outdoors

Location: ES grounds

Time: Vary by grade. Check with your class teacher for correct times.

Snacks for sale: Egyptian Culture Department. Monitored by the ES administrators.

Healthy snacks from home welcomed.

Lunch: ES Cafeteria (Lunchroom)

Location: Ground level of Administration Building

Time: Vary by grade. Check with your class teacher for correct times. Students spend the first 15 to 20 minutes in lunch with the second 20 minutes outside.

ES children can either bring their own lunch or buy lunch at school. There are no facilities to heat food, or to keep it cooled. Richoux provides hot lunch every day except on Mondays. The cost is 20 LE and includes a drink. Vouchers are available in the ES office, but cash payment is also possible (in LE). The menu is set on Thursday for the following week.

Richoux welcomes feedback; form available for feedback from Richoux.

On Mondays is the PTO or Egyptian Culture sponsored lunch

- Pizza (1 slice = 9 LE, 2 slices = 12 LE and 3 slices = 15 LE)
- Koshari or chicken shawerma is 15 LE for the meal
- Meals include a drink

CAC - Elementary School Miscellaneous Information

PE Uniform - Elementary students are required to wear a PE uniform. The uniform is available at the CAC School Store. Students wear their uniform all day on PE days.

Native Language Classes - The only language offered in Elementary School is Arabic at various competency levels. Parents who wish to teach their child their home language may discuss this option with the administrators. Foreign language will be 4 times a week at the same time every day in the timetable.

CAC MIDDLE SCHOOL INFORMATION

CAC - Middle School Administration

Title/Name	Email	Office Phone
Principal - Mr. Andrew Ferguson	aferguson@cacegypt.org	02 2755 5303
Assistant Principal - Mr. Courtney Bailey	cbailey@cacegypt.org	02 2755 5300
Counselor (A-K) - Ms. Jo Jean Schulte	jschulte@cacegypt.org	02 2755 5304
Counselor (L-Z) - Ms. Tish Duke	tduke@cacegypt.org	02 2755 5305
Principal's Administrative Assistant - Ms. Nagla Abdel Razek	nabdelrzaek@cacegypt.org	02 2755 5301
Counselor's Executive Secretary - Ms. Wegdan Shahwan	wshahwan@cacegypt.org	02 2755 5306

CAC - Middle School: Where Do I Go? Who Do I Ask?

Curriculum

- My child has an unresolved issue with a teacher
- I have a curriculum question

Contact: Principal, Mr. Andrew Ferguson, aferguson@cacegypt.org, 02 2755 5301

Visitors to Campus

- Must be approved to come on campus

Contact: Principal, Mr. Andrew Ferguson, aferguson@cacegypt.org, 02 2755 5301

Attendance and Tardies

- How many absences or tardies does my child have
- My child is sick and will miss school
- My child will be late to school
- I need to take my child out of school before the end of the day

Contact: Attendance Coordinator, Ms. Nagla Rezk, nabdelrazek@cacegypt.org, 02 2755 5302

Health Services

- My child has an infectious disease or is ill
- I need to update my child's medical files
- My child must have medicine administered during the day

Contact: Nurse, Ms. Claire Gallagher, 02 2755 5533

Student Discipline

- Discipline
- Hot Spot assignments

Contact: Assistant Principal, Mr. Courtney Bailey, cbailey@cacegypt.org, 02 2755 5303

Academic Advising

- Schedule a conference with a counselor
- Advice and guidance for adolescents
- Course scheduling
- My child may need learning support

Contact: Counseling Team, Tish Duke tduke@cacegypt.org or JoJean Schulte jschulte@cacegypt.org, 02 2755 5411

English Language Learners (ELL)

- Who helps my child and how

Contact: ELL Specialist, Ms. Arline Didier, adidier@cacegypt.org, 02 2755 5479

School Buses

- I have a new address
- Bus didn't come for a student
- My child wants to bring a friend home or go home with a friend
- Behavior on the bus

Contact: Bus Supervisor, Mr. Gamal Abdel Nasser, 02 2755 5562

CAC - MIDDLE SCHOOL COMMUNICATIONS

Parent/Student Handbook

The most comprehensive literature on Middle School. Available to all parents and students. Can be downloaded from the CAC website: www.cacegypt.org

Contact: Principal, Mr. Andrew Ferguson, aferguson@cacegypt.org, 02 2755 5301

CAC Website

For current information on Middle School and all CAC matters: www.cacegypt.org

Morning Announcements

Student information read each morning and e-mailed home to families. Students may include notices by filling out a form in the office before noon the day before.

Contact: Ms. Nagla Rezk, nabdelrazek@cacegypt.org, 02 2755 5302

News & Views

The News & Views is the Middle School weekly bulletin intended for parents, available on the CAC website. It is also e-mailed to parents on a weekly basis. Hard copy is available in the Middle School Office.

Contact: Ms. Nagla Rezk, nabdelrazek@cacegypt.org, 02 2755 5302

Moodle

Classroom device used to communicate assignments and student learning resources. Each teacher has his/her own Moodle page. Students “enroll” and are given a password by the teacher. Parents may access through their child.

Contact: Individual teacher

CAC Telephone Directory

Published annually by CAC Administration. It lists contact information, community emergency numbers, student and family information, as well as faculty email addresses.

Contact: Superintendent's Office +(20-2) 2755-5505

Middle School Community Advisory Team (CAT)

- Is an advisory body
- Participates in a Community Advisory Forum that brings forth concerns, issues and perspectives from the CAC community for each division.
- Is led by the principal who has the authority to set agendas and determine final decisions on issues and concerns.

Community Advisory Forums

This Forum is hosted by the Principal to discuss topics and issues from the CAT meetings.

Location: Middle School Auditorium located in the Lower Level building.

When: Alternating months with the Principal’s Coffee Morning.

Time: 330 pm – 500 pm

Principal Coffee Mornings

The Coffees are hosted by the Principal and address specific topics brought forth by Parents and/or Staff.

Location: Middle School Auditorium located in the Lower Level building.

When: Alternating months with the Community Advisory Forum.

Time: 930 am -1100 am

POLAR

Report cards are put in POLAR, and you need access to be able to download your child’s report card. There will be announcement in the News & Views when reports will be available. To access POLAR you will need a username and pin.

Contact: Administrative Systems Coordinator, Mr. Samer Boulos, sboulos@cacegypt.org, 02 2755 5495 or POLAR helpdesk, polar@cacegypt.org

CAC Middle School After School Activities (Co-Curricular Clubs)

CAC Middle School Athletics

Contact: Activities and Sports Director, Mr. Fred Koval, for grades 6 – 12, fkoval@cacegypt.org, 02 2755 5416 or Middle School Activities and Athletics Coordinator, Mr. Karl Zigmand, kzigmand@cacegypt.org, 02 2755 5331

For the current offerings of the following activities: contact Mr. Zigmand and refer to your Morning Announcements and News & Views email communications or to the website:
<http://www.cacegypt.org/ActivitiesNew/index.htm>

Age Group Swim Team

There are two seasons for Fall Age Group Swim Team, one in the fall and one in the spring. During the winter the Aquatics Department offers 'Softies', a training program.

Age groups for boys and girls are determined by swimmer's age on September 1, 2012: 5&6, 7&8, 9&10, 11&12, and 13& over. At the start of the seasons there will be tryouts for new swimmers. Please check the newsletters for announcements on Try Outs and Practice times.

Contact: Aquatics Director, Mr. Sayed Hassan, shassan@cacegypt.org, 02 2755 5486 or Assistant Director, Ms. Char Webb, cwebb@cacegypt.org, 02 2755 5260

Junior Varsity Athletics: appointment to High School Junior Varsity

Some Middle School students may be eligible to compete in Junior Varsity athletics in Basketball, Cross Country, Soccer, Swimming, Track & Field, Volleyball & Wrestling. Try-outs for these sports are held in conjunction with the High School Athletics Program.

Contact: Athletics Director, Mr. Fred Koval, fkoval@cacegypt.org, 02 2755 5516

Travel for sports competition has extra fees.

After School Clubs Program - vary each semester

Clubs are offered on Sunday, Monday, Wednesday, and Thursday afternoon. Hours are normally 315 pm to 415 pm. A Clubs Fair is conducted at the beginning of each trimester, providing students comprehensive club information.

Intramural's Program: vary each semester

The Intramural Programs are open to students of all skill levels. Offered on Sunday, Monday, Wednesday and Thursday afternoon. Hours are normally 315 pm to 415 pm.

Transportation

School bus transportation is available for those students who attend after school programs. The late busses depart from the CAC campus at 415 pm and again at 530 pm.

Contact: Bus Supervisor, Mr. Gamal, 02 2755-5562

CAC Middle School After School Activities: Fee Based

Girl Scouts of America

Discover the fun, friendship, and power of girls together Open to all girls aged 5 through 18; organized by grade level. Fees payable in US Dollars or Egyptian Pounds. Parent volunteers wanted.

Registration: Saturday, September 1, 9 am - 12 pm

Location: Elementary School Lunchroom

Contact: Kriss Boucher, krissboucher@gmail.com or David Ogden, david.ogden@sohoprint.net or Heba Elbadaway, heba13@aol.com

Boys Scouts of America Scout: Troop 701

Open to boys aged 12 to 18. In Scouting, you'll have lots of fun, adventure and activities with your den and pack. We are a direct service charter, therefore one parent must provide a copy of a non-Egyptian passport. Fees payable in US dollars or Egyptian Pounds. Parent volunteers wanted.

Registration: Saturday, September 1, 900 am – 1200 pm

Location: Elementary School Hall (down the big set of stairs, next to Nurse's office)

Contact: Tom and Kirsten Kasper ockaspers@gmail.com, 02 2797-2145 or Amelia and Jim Lantz, lantzquinta@yahoo.com, 01066607963.

Tae Kwan Do

Contact: Middle School Activities Coordinator, Mr. Karl Zigmand, kzigmand@cacegypt.org, 02 2755 5331

Cairo Youth Soccer League

Please bring player (with soccer shoes) to registration for skills assessment (required).

Boys and girls aged from 5 – 14; birth dates as of September 30, 2012.

Season will run Saturday, September 15 to December 12, 2012.

Registration: Saturday, August 25, 900 am -1200 pm

Saturday, September 1, 900 am -1200 pm

Location: CAC Campus

For further registration information: www.cairoysl.org

Cairo Rugby

Cairo Rugby provides a junior league for boys and girls ages 5 to 15. The season is from September to April and is played on Thursdays from 600 pm – 730 pm at Victory College field in Maadi.

Registration: Please look for more information in school communication emails.

Contact: Suzanne Harrison, ssamoharrison@gmail.com

Website: www.cairorugby.com

CAC - Middle School Food Outlets Lunch And Break

For breaks and lunch, your child has the option to purchase assorted foods from:

Richoux and Fino's:

Location: inside the cafeteria and one outside.

Currency: Egyptian Pounds.

Hours of operation: Sunday - Thursday

Morning Break: 930 am – 945 am

Lunch: 1110 am – 1150 am

Afternoon Break: 120 pm – 135 pm

Alternating Wednesdays: Pizza lunch offered by the PTO

1 piece: 8 Egyptian Pounds (LE),

2 pieces: 15 LE

3 pieces: 20 LE

5 LE per additional piece

One whole pizza (8 pieces) is 40 LE

CAC Middle School Miscellaneous Information

Middle School “Houses”

Houses are assigned at the beginning of the year. They compete in numerous events throughout the year. There are four Houses: Blue Baboons, Green Cobras, Red Bulls, and Yellow Lions. Houses are cross-grade level and mixed gender. Families (siblings) are assigned to the same House.

CAC Middle School Supplies List 2012-13

NEW: The Middle School must have PE uniforms. Available at School Store

Supplies list for each grade available at the school store or online in the MS study guide

CAC Middle School Socials

The Middle School organizes a number of social gatherings on Thursday evenings during the year. It might be a dance, a movie night or some other theme. MS Staff supervises the Socials, and only MS students are allowed to attend the socials. Usually there is a small entrance fee, and children can buy some food and drinks. The News & Views will have information on upcoming events.

CAC HIGH SCHOOL INFORMATION

CAC High School Administration

Title/Name	Email	Office Phone
Principal - Ms. Joelle Basnight	jbasnight@cacegypt.org	02 2755 5402
Assistant Principal - Mr. Mike Schuetze	mschuetze@cacegypt.org	02 2755 5403
Counselor Mr. Josiah Laposky	jlaposky@cacegypt.org	02 2755 5410
Counselor Ms. Gina Cuthbert	gcuthbert@cacegypt.org	02 2755 5408
Counselor Ms. Sommer Blohm	sblohm@cacegypt.org	02 2755 5409
IB (International Baccalaureate) Coordinator - Ms. Teresa Hjellming	thjellming@cacegypt.org	02 2755 5433
AP (Advanced Placement) Coordinator Ms. Teresa Hjellming	thjellming@cacegypt.org	02 2755 5433
Athletics/Activities Director Mr. Fred Koval	fkoval@cacegypt.org	02 2755 5416
Librarian Mr. Beau Cain	bcain@cacegypt.org	02 2755 5541
Aquatics Director Mr. Sayed Hassan	shassan@cacegypt.org	02 2755 5486
Attendance Coordinator	hsabsences@cacegypt.org	02 2755 5404

CAC High School: Where Do I Go? Who Do I Ask?

Curriculum

- My child has an unresolved issue with a teacher
- I have a curriculum question

Contact: Principal, Ms. Joelle Basnight, jbasnight@cacegypt.org, 02 2755 5402

Visitors to Campus

- Must be approved to come on campus

Contact: Principal, Ms. Joelle Basnight, jbasnight@cacegypt.org, 02 2755 5402

Student discipline

Contact: Assistant Principal, Mr. Mike Schuetze, mschuetze@cacegypt.org, 02 2755 5403

Attendance and Tardies

- How many absences or tardies does my child have
- My child is sick and will miss school
- My child will be late to school
- I need to take my child out of school before the end of the day

Contact: Attendance Coordinator, hsabsences@cacegypt.org, 02 2755 5404

Health Services

- My child has an infectious disease or is ill
- I need to update my child's medical files
- My child must have medicine administered during the day

Contact: Nurse, Ms. Claire Gallagher, cgallagher@cacegypt.org, 02 2755 5533

Academic Advising

- I want to schedule a conference with a counselor
- College/university advice and guidance
- Issuing of school transcripts
- Course scheduling, course changes, graduation credits

Contact: Counseling Office, Counseling Team, 02 2755 5411/5412

Athletics & Activities Office

- Athletic activities
- When traveling teams are expected back from trips?
- Co-curricular activities
- Assemblies

Contact: Activities Director, Mr. Fred Koval, fkoval@cacegypt.org, 02 2755 5416

POLAR

- Accessing or using POLAR

Contact: Administrative Systems Coordinator, Mr. Samer Boulos, sboulos@cacegypt.org, 02 2755 5495

IB or AP

- Questions about the International Baccalaureate Program or Advanced Placement?

Contact: IB/AP Coordinator, Ms. Teresa Hjellming, thjellming@cacegypt.org, 02 2755 5433

Transportation

- I have a new address
- Bus didn't come for a student
- My child wants to bring a friend home or go home with a friend
- Behavior on the bus

Contact: Bus Supervisor, Mr. Gamal Abdel Nasser, 02 2755 5562

CAC HIGH SCHOOL COMMUNICATIONS

Parent/Student Handbook

The most comprehensive literature on Middle School. Available to all parents and students.

Contact: Principal, Ms. Joelle Basnight, jbasnight@cacegypt.org, 02 2755 5402

CAC Website

Offers a wide array of information for students, parents, faculty and the greater community.

Contact: <http://www.cacegypt.org>

High School Profile

The High School Profile is published annually by the High School Student Services Office. It outlines a wealth of information about CAC, including credits and graduation requirements, course offerings, IB and AP examination results, standardized test results, as well as senior class acceptance and matriculation from the previous year.

Contact: School Student Services Office 02 2755 5411

Highro-Glyphics

Highro-Glyphics is a weekly newsletter published for parents by the high school administration. It is emailed directly to all parents in the high school, and it is also available on the CAC website. The Highro-Glyphics lists important events and activities at the school that relate directly to parents.

Contact: Principal, Ms. Joelle Basnight, jbasnight@cacegypt.org, 02 2755 5402

HS Morning Announcements

To share the various activities taking place, the HS Morning Announcements is published daily. The announcements are read in first period classes. Though principally for students, the announcements are sent to parents as for timely information about clubs, classes, athletics, college counseling and school-wide events.

Contact: Principal, Ms. Joelle Basnight, jbasnight@cacegypt.org, 02 2755 5402

CAC Telephone Directory

Published annually by CAC Administration. It lists contact information, community emergency numbers, student and family information, as well as faculty email addresses.

Contact: Superintendent's Office +(20-2) 2755-5505

POLAR

Access to your child's grades, attendance, and schedules, as well as send e-mail to your child's teachers directly. To access POLAR you will need a username and pin.

Contact: Administrative Systems Coordinator, Mr. Samer Boulos, sboulos@cacegypt.org, 02 2755 5495 or POLAR helpdesk, polar@cacegypt.org

Community Advisory Team (CAT)

The HS Community Advisory Team (CAT) provides the High School Administration with advice and counsel on current and long-range issues while working collaboratively toward a shared vision for the high school.

Community Advisory Forums

This Forum is hosted by the Principal to discuss topics and issues from the CAT meetings.

Location: Captan Amr Room

When: November 7; March 6

Time: 600 pm -730 pm

Principal Coffee Mornings

The Coffees are hosted by the Principal and address specific topics brought forth by Parents and/or Staff.

Location: Captan Amr Room

When: October 3; February 6; April 10

Time: 930 am -1100 am

CAC High School Activities (Co-Curricular Clubs)

High School: Week Without Walls (Www)

Contact: Principal, Ms. Joelle Basnight, jbasnight@cacegypt.org, 02 2755 5402

Week Without Walls is an annual one-week experiential course for students, taking them out of the classroom and into new situations and new environments.

Week Without Walls Website: <http://www.cacegypt.org/www10/index.php>

Outlines the various Week Without Walls courses that are available for students during the annual program. It also outlines the expectations, rules and regulations, and emergency contact numbers.

High School Athletics

Contact: Athletics/Activities Director, Mr. Fred Koval, fkoval@cacegypt.org, 02 2755 5416 or <http://www.cacegypt.org/Athletics2010/>

Clubs and organizations that meet during the school day; some activities take place after school and others involve a one-time performance. For the most up-to-date information on Club offerings: Read the HS Morning Announcements, Highro-Glyphics and access the CAC website:

<http://www.cacegypt.org/cocurricular/index.html>

Athletics Handbook

The Athletics Handbook is published annually by the Athletics Office. It highlights the many events taking place throughout the year, rules are outlined as well as the schools that participate within the various athletic associations to which CAC is a member.

Contact: Athletics Office 02 2755 5417

Athletic Teams and Classifications

All interested students must sign up and participate in a try-out for selection to the team.

- Varsity: Students in Grades 9 - 12 only
Water-polo, tennis, volleyball, soccer, cross country, wrestling, basketball, swimming, track and field, baseball, and softball;
- Junior Varsity (JV): grade 8 or above and be under 16 years of age as of September 1
Volleyball, soccer, wrestling, basketball, water-polo, and softball
- **For accurate sign up dates check the athletics website:** <http://www.cacegypt.org/Athletics2010/>

CAC High School Food And Drink Outlets

Lunch Period: 1105 am – 1155 am

Outlet: Richoux

Location: Eagle's Nest, top floor of the main high school building

Payment in Egyptian Pounds

Opening Hours: Sunday – Thursday 800 am - 300 pm

Outlet: Coffee Bean & Tea Leaf

Location: kiosk outside High School, in front of the music building.

Payment in Egyptian Pounds

Opening Hours: Sunday – Thursday 800 am - 300 pm

The Eagle's Nest

This is an area for eating and socializing. Ping pong and billiards are available for student use.

Location: top floor of the main High School building.

Opening hours: Sunday- Thursday 800 am - 300 pm

Off-Campus Lunch Privileges

Students in grades 9-12 who have parental or guardian permission and a proper lunch privilege ID card may leave campus during lunch time. If for any reason a student is not able to return to school after lunch, parents, guardians, or the missing student are required to call the school and notify the attendance coordinator. As with any other absence, a note from a parent or guardian is required within 48 hours.

Contact: Attendance Coordinator, hsabsences@cacegypt.org, 02 2755 5404

HS Social Events

The two main events on the social calendar in High School are the Homecoming Dance (open to all HS students) and the Prom (for Juniors and Seniors only, younger high school students can come if invited by a junior or senior). The dates are published on the CAC detailed calendar on the website, and close to the date of the events the Highro-Glyphics will have information on the venue, times and prices.

The After-Prom is an event that is organized by parents to offer a drug and alcohol free after party after the prom. This is a private initiative, outside of the responsibility of CAC and the PTO.

OTHER USEFUL INFORMATION

CAC Acronyms – A List of abbreviations used in the school

ACT= American College Testing Program

A registered trademark of the American College Testing Program.
Exams are offered six times per year for high school students.

ACT/PLAN= American College Testing Program

An ACT program for educational testing. This exam is offered to grade 10 students at CAC

AP= Advanced Placement

Refers to courses that are considered advanced. Can perhaps give advanced placement in universities.

CACTA= CAC Teacher's Association

A committee made of elected faculty members that serve to advocate for faculty members' rights.

COGAT= Cognitive Abilities Test

This test is administered to students in grades 3-5 during the first semester. This test measures a child's learning potential.

CRISS= Creating Independent Student Owned Strategies

This is a set of reading/thinking strategies that are a part of the elementary grade 2-5 reading series called Pegasus.

CSA= Community Services Association

An association, located in Maadi, which provides services to the local expatriate community.

ECIS= European Council of International Schools

A consortium of international schools in Europe that CAC is affiliated with. Teachers and administrators attend conferences and workshops organized by ECIS.

MESAC= Middle East South Asia Conference

CAC is a member of this regional organization. CAC students are involved in sports & activities tournaments organized and hosted by other MESAC member schools.

ERD= Early Release Day

Days when students are dismissed early from school. See the calendar for dismissal times.

ES= Elementary School

This acronym is usually used as a prefix, indicating an Elementary School related activity

ELL= English Language Learner

A program that provides support to students needing to develop their English/language skills.

HS= High School

This acronym is usually used as a prefix, indicating a high school related activity.

IEP= Individual Education Plan

This plan includes specific academic and learning goals for students who are identified as L.D.

IB= International Baccalaureate Plan

An international diploma that CAC offers to high school students.

ISST= International Schools Sports Tournaments

A European organization that CAC is a member of. It is a sports organization that organizes tournaments. CAC is a frequent participant and host.

ISTA= International Schools Theater Association

An organization that CAC is a member of. ISTA offers inter-school theater festivals that our middle school students participate in each year.

ITBS= Iowa Test of Basic Skills

This test is administered to students in grades 3-5 in the second semester of the school year. This standardized test measures a student's achievement.

JV= Junior Varsity

The sports division that precedes the varsity level.

LBR= Lifestyle for Risk Reduction

A program offered in the high school to help students understand the dangers of substance abuse and how such abuse can impair their social, emotional and spiritual well-being.

LT= Leadership Team

This is the middle school's leadership team. The team consists of middle school faculty and the principal.

MS= Middle School

This acronym is usually used as a prefix, indicating a middle school related activity.

MUN= Model United Nations

A co-curricular high school club that provides a challenging and enriching forum for students to discuss current international issues and to view those issues from different perspectives.

NESA= Near East South Asia

A consortium of international schools in the region. As a affiliate, CAC teachers and administrators attend conferences and workshops organized by NESA.

NHS= The National Honor Society

A high school co-curricular club that recognizes students who maintain a grade point average of 3.4 or better for six consecutive quarters or three consecutive semesters, as well as provide leadership, demonstrate strong character, and provide service to the school and/or community.

PE= Physical Education

Usually refers to gym classes.

PAC= Principals' Advisory Committee

This is an elementary school committee, consisting of teachers from the different grade levels and specials classes. They meet to advise the principals on school issues and programs. Along with the team leaders, they are the elementary school's leadership team.

PAT= Phonological Awareness Test

This is a test that is administered to all students in Kindergarten and new students in grade one to assess their understanding and knowledge of rhymes, syllables, blends and consonant sounds.

POLAR= Parents On Line to Academics and Records

This program is available to parents of middle and high school students'. With this program, you can check your child's grades, attendance and schedule as well as send emails directly from POLAR. To get a username and access code send an email to: polar @cacegypt.org

PSAT= Preliminary Scholastic Achievement Test

An exam which is given in 11th grade to CAC students. A student's performance on this test is a good indication of how the student will perform on the SAT exam.

PSM= Professional Staff Member

Refers to all non-support staff employees at CAC.

PTO= Parent Teacher Organization

A committee made up of volunteer parents. The PTO works to support CAC's activities and programs.

REACH= Responsibility Education Achievement Caring Hope

A school-wide program that is designed to provide students with skills, knowledge and support necessary for healthy life choices.

SAT= Scholastic Achievement Test

An exam that is necessary for admittance to American universities and colleges. CAC is a registered regional testing site.

SEP= Summer Enrichment Program

Programs offered during the summer for CAC students and students in the greater Cairo community

SSAT= Secondary Scholastic Achievement Test

A secondary school admission test. It is only for students that are going to the states and are hoping to apply to private secondary schools in the US.

SST= Student Support Team

This is the team of professionals who works with classroom teachers and parents to address the special needs of students experiencing difficulty in learning. The SST consists of the school psychologists, the guidance counselor(s), resource teachers, the speech/language pathologist and the principal(s).

TOEFL= Test of English as a Foreign Language

All non-American students wishing to apply to US colleges/universities must take this college entrance exam.

Useful organizations and websites

Community Service Association

Not for profit organization for expatriates in Cairo. Located close to school, on Road 21 number 4.

<http://www.livinginegypt.org/portal/Home.aspx>

Egypt Yellow Pages

<http://www.yellowpages.com.eg/>

For movie restaurant reviews, updates on what is going on:

<http://www.cairo360.com/>

<http://www.yallabina.com>

Interesting links for parents in Egypt:

<https://www.facebook.com/kidzcostumes.scaramoosh/info>

<http://www.supermama.me/en>

<http://www.cairokid.com/Default.aspx>

Restaurant Home Delivery:

<http://www.elmenus.com/>

<http://www.otlob.com/>

<http://www.wassal.com/>

Iphone/smart phone apps:

Traffic : Bey2ollak

Navigation: Navv

Yellow pages: Egypt YP

Directory of all phone numbers: Hotlines Egypt

Prices of cars in Egypt new & used: Contact cars

Cultural info:

El Sawi - <http://www.culturewheel.com/eng>

Cairo Opera - <http://www.cairoopera.org/index.aspx>

Arabic literature in translation <http://arablit.wordpress.com/>

For discovering Cairo's Nightlife:

<http://www.tazkarty.net/>

<http://www.cairoscene.com/>

<http://www.cairozoom.com/>