



**المدرسة الملكية الكندية-القاهرة**  
**Royal Canadian School-Cairo**

# **Student-Parent Handbook**

## **2025-2026**

# **TABLE OF CONTENTS**

## **Contents**

TABLE OF CONTENTS .....	2
The Royal Canadian School of Cairo Profile and The Prince Edward Island Curriculum overview .....	4
WELCOME BACK! .....	8
ARRIVAL / DISMISSAL .....	8
ATTENDANCE .....	8
REPORTING STUDENT PROGRESS .....	9
Prince Edward Island Grades .....	10
ACADEMIC INTEGRITY POLICY .....	10
INDIVIDUAL LEARNING and BEHAVIOUR PLANS .....	12
LIMITED ENGLISH PROFICIENCY LEARNERS .....	12
GUIDANCE PROGRAM .....	12
MULTI-TIERED SYSTEM OF SUPPORTS .....	12
TESTING (ASSESSMENT) PLAN .....	13
TEXTBOOKS & INSTRUCTIONAL MATERIALS .....	13
HOMEWORK .....	13
BEHAVIOUR .....	14
RCS Cairo Student Behavior Rules, Rights, and Responsibilities .....	16
Behavior Rules .....	16
Student Rights .....	17
Student Responsibilities .....	18
STUDENTS LEADERSHIP .....	19
STUDENT COUNCIL .....	19
RCS HOUSE SYSTEM and HOUSE CAPTAINS .....	20
FIELD TRIPS .....	20
ANNUAL CAMPS .....	21
ACTIVITIES OUTSIDE THE CLASSROOM .....	21
RPTA .....	22

PARENT REPRESENTATIVES .....	22
BUS REGULATIONS .....	24
<u>CAFETERIA</u> .....	25
CELL PHONES & ELECTRONIC DEVICES .....	26
BYOD .....	26
INTERNET/ DEVICE ACCEPTABLE USE .....	29
SECURITY CAMERAS .....	29
PHOTOGRAPHS & VIDEOTAPING .....	30
DRESS CODE .....	30
PERSONAL BELONGINGS OF STUDENTS .....	31
PETS .....	31
LOST AND FOUND .....	31
EMERGENCY DATA SHEETS .....	31
EMERGENCY DRILLS .....	31
HEALTH CARE .....	32
WEATHER .....	33
SCHOOL CLOSING INFORMATION- EMERGENCY .....	34
STUDENT PROTECTION AND SAFEGUARDING RULES for PARENTS and VISITORS: .....	34
USEFUL SCHOOL FORMS .....	36
Use of Student Photos, Video and other Multimedia Opt Out .....	37
ACCEPTABLE USE OF COMPUTERS AND OTHER DIGITAL TECHNOLOGY AGREEMENT FORM .....	38
Parent Agreement .....	38
AUTHORIZATION FOR MEDICATION DURING SCHOOL HOURS .....	39
Multi-Purpose Student Dismissal Form .....	40
Multi-Purpose Student Dismissal Form .....	40

## **The Royal Canadian School of Cairo Profile and The Prince Edward Island Curriculum overview**

The Royal Canadian School of Cairo, home of the Lions, is a top-tier international school located in the New Administrative Capital serving a wide range of populations from different districts. The school is licensed by both Canada and Egypt to provide the Canadian Prince Edward Island Anglophone Curriculum.

The Royal Canadian School of Cairo tracks students' individual progress through a combination of internal and external assessments, and international benchmarks, making the Royal Canadian School of Cairo experience all-encompassing.

The Prince Edward Island Curriculum stands out for its focus on holistic development, inclusivity, environmental stewardship, and strong community connections. Its emphasis on core competencies, Indigenous perspectives, and global citizenship prepares students not only for academic success but also for meaningful participation in their communities and the world. As the head of a school, you can draw inspiration from the PEI curriculum's strengths to create a learning environment that is innovative, inclusive, and future-focused.

Integrating elements of the Prince Edward Island (PEI) Curriculum into the educational framework at RCS Cairo can provide students with a well-rounded, innovative, and globally competitive education.

Here's how RCS Cairo students can benefit from adopting key aspects of the PEI curriculum:

### **1. Holistic Development**

**Whole-Child Approach:** RCS Cairo can focus on nurturing students' academic, social, emotional, and physical growth, ensuring they develop into well-rounded individuals.

**Well-Being Programs:** Implement programmes that support mental health and resilience, helping students manage stress and build confidence.

### **2. Competency-Based Learning**

**Core Competencies:** Emphasize critical thinking, communication, collaboration, creativity, and citizenship across all subjects.

**Real-World Problem Solving:** Encourage students to apply their learning to real-world challenges, preparing them for future careers and civic engagement.

### **3. Inclusive and Personalized Learning**

Diverse Needs: Adopt inclusive practices to support students with varying learning needs, ensuring no one is left behind.

Differentiated Instruction: Tailor teaching methods to meet individual students' strengths, interests, and learning styles.

### **4. Strong Literacy and Numeracy Foundations**

Early Focus: Strengthen literacy and numeracy programmes in the early years to build a solid foundation for future learning.

Cross-Curricular Integration: Integrate literacy and numeracy skills into all subjects, reinforcing their importance.

### **5. Indigenous and Global Perspectives**

Cultural Awareness: While PEI focuses on Indigenous perspectives, RCS Cairo can incorporate Egyptian and Middle Eastern cultural heritage into the curriculum, fostering pride in local identity.

Global Citizenship: Teach students about global issues and diverse cultures, preparing them to be empathetic and informed global citizens.

### **6. Environmental and Sustainability Education**

Eco-Friendly Initiatives: Introduce programmes that promote environmental awareness, such as recycling, conservation projects, and sustainability workshops.

Outdoor Learning: Use outdoor spaces for hands-on learning about nature and the environment.

### **7. Technology Integration**

Digital Literacy: Equip students with essential digital skills, including coding, digital communication, and online research.

Innovative Tools: Use technology like robotics, virtual reality, and AI to enhance learning and spark creativity.

### **8. Community and Local Connections**

Local Context: Incorporate Egyptian history, culture, and current issues into the curriculum to make learning relevant and engaging.

Community Partnerships: Collaborate with local organizations, businesses, and experts to provide students with real-world learning opportunities.

## **9. Assessment for Learning**

Formative Assessment: Use ongoing feedback and formative assessments to help students improve and take ownership of their learning.

Student-Led Conferences: Encourage students to reflect on their progress and set goals, fostering self-awareness and accountability.

## **10. Career and Life Readiness**

Career Exploration: Introduce career education programmes that help students explore potential career paths and develop essential skills.

**Life Skills: Teach practical skills like financial literacy, time management, and decision-making to prepare students for adulthood.**

## **11. Arts and Physical Education**

Creative Expression: Strengthen arts programs (visual arts, music, drama, and dance) to foster creativity and self-expression.

Physical Activity: Promote physical education and healthy living to encourage lifelong fitness and well-being.

## **12. Small Class Sizes and Personalized Attention**

Individualized Support: Maintain smaller class sizes where possible to provide personalized attention and build strong teacher-student relationships.

Mentor-ship Programs: Pair students with mentors to guide their academic and personal growth.

## **13. Continuous Improvement and Innovation**

Adaptive Curriculum: Regularly review and update the curriculum to reflect the latest educational research and global trends.

Innovative Practices: Encourage teachers to experiment with new teaching methods and technologies to keep learning dynamic and engaging.

#### **14. Strong Provincial and National Identity**

Local Pride: Foster pride in Egyptian culture, history, and contributions to the world, while also encouraging global awareness.

Cultural Events: Organize events that celebrate Egyptian heritage and traditions, creating a sense of belonging and identity.

#### **15. Global Citizenship and Leadership**

Leadership Programs: Develop leadership skills through student councils, peer mentoring, and community service projects.

Global Competence: Prepare students to thrive in a multicultural world by teaching them to appreciate and respect diverse perspectives.

**RCS Vision** RCS Cairo aims to cultivate future leaders who demonstrate the global understandings, empathy and skills to solve 21st century challenges and make their world a better place.

**RCS Mission** RCS will nurture intellectual curiosity, academic excellence, environmental awareness and pride in community, host country and home country.

#### **RCS Values**

- Mutual respect and understanding.
- Diversity and inclusion.
- Honesty, integrity and courage.
- Strength of character and “grit”.
- Imagination and innovation.

## **WELCOME BACK!**

Welcome Lions to a new school year at The Royal Canadian School in Cairo!

The Parent-Student Handbook will give you beneficial and useful information about the practices, routines, procedures and policies of our school. We recommend that you keep this handbook available for reference during the school year. It is our expectation that you will reinforce the student code of conduct contained in the Discipline Handbook.

Teaching young students is an awesome responsibility, and we need your help every step of the way. You know your students best, and your communication with your teacher is essential. We encourage you to keep in touch with your school, and to share any concerns that you may have.

## **ARRIVAL / DISMISSAL**

All students must enter the building through the designated “arrival” door. Alternative entrances for parent drop-off may be designated at each building. Students are permitted to enter the building between 7:35-7:55 AM. Students should remain in the yard and not enter the building unless expressly given permission to do so by a member of staff.

Dismissal time for students is 3:00 PM.

**Authorization to Pick Up:** Students will not be released to anyone other than the parents or persons designated on the student data sheet unless the school has a signed note from the parent authorizing this action. If there is a court order indicating custody, a copy must be provided to the school.

For the safety of your student, anyone who comes to the school to pick up a student may be asked to show photo identification. If you send someone to pick your student up who is unfamiliar to the office staff, please let him/her know that he may be asked to verify his identity. We will not release a student if we are unsure that it is appropriate to do so. Safety is our primary goal during student arrival and dismissal.

Grades K-5: When picking up students, all parents must report to the office to sign out your student. Please utilize the designated parking spaces that are available.

## **ATTENDANCE**

Since studies have shown that absences have a direct relationship to student achievement, regular and punctual attendance at all school sessions is expected of our students. Parents are urged to understand the important role they play in this situation and to foster good attendance habits.

A student absence excuse, which states the exact cause of the absence and is signed by the parent, is required when a student returns to school following any absence.



If a student is excessively absent from school fifteen (15) classes per semester or twenty (20) days per school year, the parent/guardian is required to verify each additional absence with a written excuse from a doctor.

Students will miss classes are at risk of not receiving the course credit.

If a student is to be released during the school day, parents are requested to send a written note to school stating when and why their student is to be excused. Parents are asked to report to the office to pick up their student. Please do not go directly to the classroom. We must know the identity of the person to whom the student is to be released.

Students not in their classroom by 8:15 a.m. are considered tardy. They must report to the office and sign in, giving their reason for being late.

If students are constantly late a meeting will be held between the parent and school administrator. Further lates may result in the student not being permitted in the school that day.

### **REPORTING STUDENT PROGRESS**

The RCS has a strong commitment to keeping parents well informed about their student's progress in school.

It is important that open communication occurs. This will help the achievement and welfare of our students.

Parent – Teacher conferences will be scheduled. This is clearly marked on the school calendar and are set at three times per year for Grades k-6 and twice per year for Grades 7-10.

Teachers may request a conference at any time during the school year for students not making desirable progress. Parents are urged to make themselves available for such conferences.

### **Prince Edward Island Grades**

Grade	Scale
<b>A+</b>	91.00 - 100.00
<b>A</b>	85.00 - 90.00
<b>A-</b>	80.00 - 84.00
<b>B+</b>	77.00 - 79.00
<b>B</b>	74.00 - 76.00
<b>B-</b>	70.00 - 73.00
<b>C+</b>	67.00 - 69.00
<b>C</b>	64.00 - 66.00
<b>C-</b>	60.00 - 63.00
<b>D+</b>	57.00 - 59.00
<b>D</b>	54.00 - 56.00
<b>D-</b>	50.00 - 53.00
<b>F</b>	0.00 - 49.00

### **ACADEMIC INTEGRITY POLICY**

RCS Academic Integrity policy stems from our school's vision that aligns with the PEI philosophy and which aims to graduate principled, knowledgeable, and lifelong learners who practice ethical behavior, think critically to solve problems, and appreciate and respect varied perspectives on any issue.

Academic integrity is an important dimension in the authentic construction of meaning and learning. Nowadays, ideas about learning and how knowledge is constructed have changed and students are expected to be active, constructive, independent, yet collaborative. Moreover, access to information through technological innovation has increased, and students are expected to provide evidence of their understanding from research, which will be evaluated against a clear criterion. Therefore, understanding academic honesty is an essential part of the learning process, as it allows students to act with integrity and honesty as they inquire. At RCS, we commit to the practice and education of academic honesty in all aspects of teaching and learning, helping our students to develop and reflect the IB learner attributes in all of their scholarly work.

#### **Grades 4, 5 & 6**

- **First offence:** Students will be asked to redo the work. Parents/guardians are to be informed verbally. A conference may be held with them.
- **Second offence:** Students will have to redo the work but will not receive a grade for it. They will also have internal detention. A conference will be held with parents/guardians as well as a written warning.

**Third offence:** Students will receive no credit for their work and receive a second written warning. Students may have further sanctions ranging from internal suspension, out of school suspension or being asked to withdraw from the school, depending on the severity.

#### **Grades 7-10**

##### **First Incident:**

- Teacher completes the malpractice form.
- A “Notice of Concern” will be issued to the student.
- Parents are notified of the incident.
- The student is required to reproduce the work again based on the teacher’s remarks and feedback. The student will receive a grade for their work.
- If the first breach is part of an assessment, the student must restart the whole assessment by reproducing all activities and assignments related to the assessment from the beginning.
- The malpractice form is sent to the programme coordinator and the school principal.

##### **Second Incident:**

- Teacher completes the malpractice form.
- A “Warning Letter” will be issued to the student.
- The student receives a (0) on the assignment or assessment.
- The form is then sent to the programme coordinator and the school principal.

##### **Third Incident:**

- Teacher completes the malpractice form.
- Student must respond to the incident, and the programme coordinator and school principal must approve the consequence and sign the form.
- The student receives a (0) on the assignment or assessment.
- Student needs to re-sit the entire unit under the supervision of teachers.
- A report will be sent to the parents.

- In case of any recurrences, student fails the subject, and in some cases, may be expelled from school

Academic integrity - If a student is caught cheating during tests or exams the assessment will be graded as "0" and will be part of the student's permanent record.

## **INDIVIDUAL LEARNING and BEHAVIOUR PLANS**

The Individual Behaviour Plan can be used to help manage and encourage positive behaviour.

The Behaviour Plan can be developed by the Class Teacher and/or the SENCo with full involvement of the pupil and possibly parents. A wide range of rewards are used and the Individual Behaviour

Plans are reviewed each term.

The Individual Learning Plan can be developed by the class teacher in order to help students to manage their learning, time and set their own learning goals.

## **LIMITED ENGLISH PROFICIENCY LEARNERS**

In accordance with the school's philosophy to provide a quality educational program to all students, RCS provides an appropriate planned instructional program for identified students who may need extra support in English to access the curriculum. Students who have limited English proficiency (LEP) will be identified, assessed, and provided appropriate services. Students participating in LEP programs shall be required, with accommodations, to meet established academic standards and graduation requirements.

## **GUIDANCE PROGRAM**

Academic growth cannot be separated from the social-emotional growth of a student. The school counselor works with individual students and classroom groups. All students are invited to talk over school related problems with the counselor. Students may visit the counselor by appointment or upon request of a teacher. Parents should also feel free to consult with the counselor. Please call the school secretary to schedule an appointment. The program is a collaborative effort among students, parents, teachers, administration, and community.

## **MULTI-TIERED SYSTEM OF SUPPORTS**

Students who experience or display academic difficulties, social emotional concerns, and/or behavioral concerns may be referred to our Multi-Tiered System Support Team. The team consists of school staff

members, including the student's teachers and parents. The team members discuss and plan intervention strategies that will assist in providing an effective educational program, as well as other school services that may be needed to meet the student's learning needs. This may include targeted group interventions as well as targeted individual supports. Parents, teachers, administration, or students may initiate requests for assistance. Please contact the Head of School if you feel that your student may need extra help in order to be successful in the classroom.

### **TESTING (ASSESSMENT) PLAN**

Certain group tests will be administered to your student by grade level during the school year. Parents are urged to ensure that their student is in school when these tests are administered. The results constitute important data to the student's education. When a group test is going to be administered, the parents will be given sufficient notice before the actual date of the test.

### **TEXTBOOKS & INSTRUCTIONAL MATERIALS**

All textbooks and other instructional materials deemed necessary to carry the educational program are loaned to students. Individual students are held responsible for the materials they receive and will be expected to pay for lost or damaged textbooks and/or other instructional materials. Your classroom teacher may also ask for you to join up with digital learning programs such as Epic , ixl, etc

### **HOMEWORK**

When the student is doing homework, he/she is reinforcing the skills learned at school. Homework also helps develop self-reliance and study skills.

Homework assignments are given at the discretion of classroom teachers to provide students with extra practice with new skills, to prepare for new topics, or to extend the learning in material already introduced. We offer the following guidelines for parents to help decrease the tension that sometimes arises around homework issues, and to increase your student's learning.

For your student to be successful with homework, he or she needs:

- ❖ A **place** to do homework: a quiet, uncluttered space to work in (no TV or music).
- ❖ A **schedule** for completing homework: Set a schedule that fits in with each week's particular activities, or set aside a certain time of each day for homework.
- ❖ **Encouragement**, motivation & prompting: provide guided support as necessary, but encourage your student to be as independent as possible.
- ❖ **Reasonable time expectations**: If your student seems to be spending too much time each night on homework – more than ½ hour in grades 1 – 3, and more than an hour in grades 4 – 5, please contact your student's teacher.

- ❖ **A consistent bedtime:** When it is time to go to bed, please stop your student, even if she has not finished her homework. Please send a note to your student's teacher that he was unable to complete the assignment, but did attempt to do so.

When a student is absent, parents may have a classmate bring home the work or the parent may pick up the work at the office between 3:00-3:20 PM. Students who are legally absent from school because of an unplanned absence will provide a written excuse when return to school shall have up to five school. All marked work should be collected from each teacher and completed by the agreed upon the date.

## **BEHAVIOUR**

At The Royal Canadian School in Cairo, we have high expectations and standards of behaviour which are essential for us to achieve our vision of being a place where students can achieve their full potential, where friendship thrives and within which there is a partnership between adult and student based on trust, respect and an ethos of mutual care and consideration., and to ensure a positive learning experience for all. We follow a Restorative Approach to Behaviour Management which looks at the harm caused after a negative incident rather than the punishment needed.

This behaviour management strategy is underpinned by five pillars of practice:

- Consistent, calm behaviour.
- First attention for best conduct.
- Relentless routines.
- Scripting difficult conversations.
- Restorative follow-up.

### **What is BULLYING**

#### **Definition of bullying**

Bullying can be defined as "behaviour by an individual or a group, repeated over time that intentionally hurts another individual either physically or emotionally". (DfE "Preventing and Tackling Bullying", July 2017)

Bullying can include name calling, taunting, mocking, making offensive comments; kicking; hitting; taking belongings; producing offensive graffiti; gossiping; excluding people from groups and spreading hurtful and untruthful rumors.

This includes the same unacceptable behaviour expressed online, sometimes called online or cyberbully. This can include: sending offensive, upsetting and inappropriate messages by phone, text, instant messenger, through gaming, websites, social media sites and apps, and sending offensive or degrading photos or videos.

Bullying is recognized by the school as being a form of peer-on-peer abuse. It can be emotionally abusive and can cause severe and adverse effects on students' emotional development. Bullying can happen to anyone.

In RCS Cairo we do not tolerate any type of bullying!

RCS community recognizes that all forms of bullying, especially if left unaddressed, can have a devastating effect on individuals; it can create a barrier to learning and have serious consequences for mental well-being.

By effectively preventing and tackling bullying our school can help to create a safe and disciplined environment, where students are able to learn and fulfil their potential.

\*The Egyptian Ministry of Education will be developing new guidelines for bullying.

#### Consequences for Violations:

Violations will result in appropriate consequences, which may include:

- Verbal or written warnings
- Restorative practices to repair harm and restore relationships
- Meetings with parents or guardians
- Detention, Lunch Time Reflection Club or loss of privileges
- Suspension or expulsion
- Should a student become so disruptive that the rest of the class are either in danger or unable to learn, the student themselves is at risk or the teacher is at risk and all de-escalation techniques have failed to calm the student and return them to class, the student's parents or guardians will be called to come to school and the student has to be taken home, this will be deemed as a day or half day exclusion depending on the time of day that the incident occurs.

## **REWARDS**

In our younger grades, classes have a 'Recognition Board' at the front of the class. Each week, the class teacher decides upon an area of behaviour to focus on e.g., lining up, calling out etc. When the class teacher recognises the student has positively achieved this behaviour, their name gets added to the 'Recognition Board'.

While in the Middle and High School teachers nominate students for a reward based on their behavioral and academic performances. The rewards could include a trip out or any other suitable tributes.

### **RCS Cairo Student Behavior Rules, Rights, and Responsibilities**

Aligned with RCS Cairo Values, students are expected to uphold the following rules, rights, and responsibilities to foster a positive and inclusive learning environment.

#### **Behavior Rules**

##### **1. Mutual Respect & Understanding**

- Treat all members of the school community with kindness, empathy, and courtesy.
- Listen actively and engage in constructive dialogue.
- Respect other personal space, opinions, differences, their work and learning.
- Be on time, do not skip or disturb the lessons.

##### **2. Diversity & Inclusion**

- Celebrate and respect cultural, religious, and individual differences.
- Avoid discrimination, bullying, or exclusionary behavior.
- Promote an environment where everyone feels valued and heard.

##### **3. Honesty, Integrity & Courage**

- Be truthful in academic work and personal interactions.
- Take responsibility for mistakes and learn from them.



- Stand up against wrongdoing, even when it is difficult.

#### **4. Strength of Character & Determination**

- Persevere through challenges with resilience and determination.
- Show self-discipline in studies and behavior.
- Support peers in overcoming difficulties.

#### **5. Imagination & Innovation**

- Think creatively and express ideas respectfully.
- Participate actively in learning and problem-solving.
- Respect intellectual property and give credit where due.

### **Student Rights**

#### **1. Right to Respect & Safety**

- Learn in a safe, supportive, and harassment-free environment.
- Be treated fairly and without prejudice.

#### **2. Right to Diversity & Inclusion**

- Express identity and beliefs without fear of discrimination.
- Access equal opportunities in academics and extracurricular.

#### **3. Right to Honest & Fair Treatment**

- Receive transparent feedback and fair assessment.
- Voice concerns without retaliation.

#### **4. Right to Personal Growth**

- Develop resilience and character through challenges.
- Receive encouragement and mentor-ship.

## **5. Right to Creative Expression**

- Explore and share innovative ideas within school guidelines.
- Participate in activities that foster creativity.

## **Student Responsibilities**

### **1. Respect Others & the Environment**

Follow school rules and contribute to a positive atmosphere.  
Keep the campus clean and respect school property.

### **2. Embrace Diversity**

Challenge stereotypes and promote inclusivity.  
Be open to learning from different perspectives.

### **3. Act with Integrity**

Avoid cheating, plagiarism, or dishonesty.  
Report misconduct responsibly.

### **4. Demonstrate Grit & Responsibility**

Attend classes punctually and complete work diligently.  
Manage time effectively and seek help when needed.

### **5. Foster Innovation**

Engage actively in learning and collaborate with peers.  
Use technology and resources ethically.

By following these guidelines, students uphold RCS Cairo's values and contribute to a thriving school community.

**"Together, we build character, creativity, and courage."**

## **STUDENTS LEADERSHIP**

### **STUDENT COUNCIL**

The Student Council Representative serves as a bridge between the student body and school administration, advocating for student interests, organizing events, and fostering a positive school environment.

The selection of Student Council Representatives should be based on a combination of leadership qualities, academic responsibility, and commitment to serving the student body.

Student Council Reps: Your Voice, Your Impact!  
Why Join?

Be the Leader – Speak up for your classmates and make real changes!

Plan Fun Events – Help organize spirit weeks, dances, fundraisers, and more.  
Build Skills – Grow confidence, teamwork, and problem-solving abilities.

Your Role & Responsibilities:

- Be the Voice – Share student ideas with teachers and principals.
- Solve Problems – Help fix issues like lunch lines, school rules, or activities.
- Plan & Promote Events – Brainstorm fun activities and get students excited!
- Encourage Inclusivity – Make sure everyone feels welcome and heard.
- Stay Responsible – Attend meetings, meet deadlines, and be a role model.

---

Perks of Being a Rep:

- Make a difference in your school!
- Boost your leadership skills (great for resumes & college!).
- Work with friends & teachers in a fun, team environment.

Selection Process May Include:

- ✓ Application Form (resume, personal statement)
- ✓ Interviews (with teachers or current council members)

- ✓ Elections (student body voting)
- ✓ Peer & Teacher Evaluations

## **RCS HOUSE SYSTEM and HOUSE CAPTAINS**

The house system lets students connect with peers from different classes and grades, fostering friendships and a family-like culture at school.

A House includes a range of students across the grades, managed by House Leaders - Students and Teachers. Activities include competitions, student-led assemblies, and House Fridays with House T-shirts, and so on.

The House System Creates:

- Unity
- A change of culture
- Makes our school more personal
- Provides opportunities for students to connect across grades
- Promotes core character traits
- A sense of pride and belonging
- Leadership opportunities

Our students are divided into four Houses. Each House meets in its designated area, and new students are assigned a House upon joining. Points earned for good behavior contribute to the House's total, based on RCS School Values.

Students earn points individually and as part of their House sports teams in activities like basketball, football, or badminton. The House with the highest points at the end of each period wins collective prizes.

Houses are led by House Captains, ideally with a male and female co-Captain. House Captains are elected from the students in each House by peers and through interviews and selection process. All leaders must demonstrate strong leadership and behavior. House Captains actively manage the House and set exemplary standards. House Captains may lose their status for disciplinary issues if deemed necessary by the Head of School and Director of Students Life.

Each House has designated Head of House from the teaching staff.

### **FIELD TRIPS**

Field trips within our area and to nearby points of interest may be scheduled by classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom

curriculum and to introduce students to the resources of the community. Parents will receive notices of field trips well in advance of the scheduled trip date and will be asked to sign field trip permission forms.

Depending on the available seating on the bus, a small number of parent chaperons may be selected by the teacher. All chaperons are required to obtain clearances, please see our admissions department for required volunteer clearance instructions.

Sometimes a fee may be requested from each student to defray admission or transportation costs.

Any student who violates RCS discipline policies may be excluded from participating in any field trip.

Please note that field trips are enjoyable educational experiences that are an extension of a regular school day. Since we want to be proud of our students as they represent the RCS on these trips, parents are asked to see that our students are dressed appropriately for the occasion according to the trips dress code.

### **ANNUAL CAMPS**

Annual camps are an important part of the overall school curriculum, allowing students to travel to various destinations throughout Egypt and beyond.

The benefits include:

- Opportunities for real-life learning within natural environments.
- Participation in group challenges and problem-solving activities.
- Opportunities for learners to explore outdoor and environmental related pursuits.
- Appreciation of cultural knowledge and respect for the environment
- Opportunities to extend themselves beyond their comfort zone.
- Opportunities to connect the academic curriculum through real-world experiences

Parent Consent forms will be sent out informing of a planned camp at least one month before the camp date. Any student wishing to participate on the camp should return the signed slip to their teacher and pay any outstanding money due BEFORE the deadline stated on the Parent Consent Form. Failure to meet this deadline may result in the student not being able to attend the camp.

Once camp fees are paid, they are non- refundable under any circumstances unless the camp is canceled by the school.

### **ACTIVITIES OUTSIDE THE CLASSROOM**

Students are given the opportunity to participate in AOCs. There are always a wide range of exciting activities on offer, giving students a chance to try something they might not otherwise get the opportunity to take part in, e.g., a cooking course, EcoRoots, calligraphy, Robotics, chess, Model United Nations, band, choir, drama etc.

There is an AOC sign up session at the start of each rotation. AOCs provide a fantastic opportunity for students to develop new skills and improve on existing talents. We encourage students to take the initiative of running their own activities as well as participating in clubs run by other students or members of staff. For students applying to a specific university course, AOCs that have related skills/interests are specifically recommended as they enhance the student's university application.

#### **PARTIES**

At the K-6 grades, we celebrate birthdays and special occasions. Parents are able to organize with their classroom teacher this event.

G7-10 is at the discretion of the teacher and parents should request this in writing.

Invitations to private parties cannot be distributed at school, unless the entire class is being invited.

#### **RPTA**

Home school links are vital to a student's education and strengthen the school community. At the RCAC these links are maintained through the vital and active parent teacher association called RPTA (RCS Parent Teacher Association).

All parents and teachers of RCS are automatically members of the RPTA and welcome to join meetings and activities.

The RPTA provides a good channel of communication between parents and the school. Parents can receive information and raise questions if there are areas of concern. In turn they can give valuable recommendations and support, sharing ideas by drawing upon the varied backgrounds, cultures, professions and talents of its members.

The RPTA plans and coordinates fundraising events for the school community. Regular events include a Welcome Picnic at the start of the school year. These are good social opportunities for parents, teachers and families to enjoy themselves together.

#### **PARENT REPRESENTATIVES**

Each classroom has a parent representative who provides a vital link between families. Volunteers are called for early in the year and class reps meet on a regular basis. They assist in coordinating classroom helpers, provide additional support for a range of school events and play a key role in welcoming new families.

The RPTA meets once a month at either the school or school office in the New Cairo Business Park and all parents are encouraged to attend. If you would like to join us then please Email: [RPTA@RCS.edu.eg](mailto:RPTA@RCS.edu.eg)

## **BUS REGULATIONS**

RCS offers optional school bus service to and from campus on school days for our students. Parents are given the option to register for school bus service during the initial application process. If you intend to use school bus services but did not register for bus services during the application process, please contact our Admissions Office (admissions@RCS.edu.eg) as soon as possible.

All school buses have bus supervisors who are always in mobile phone and WhatsApp contact with the school. Parents are not permitted to ride the school bus with students.

Our Busing Office will contact new RCS families prior to their first day of school to provide them details of their bus route including the location of pick-up and drop-off, the schedule of pick-up and drop-off, and a QR Code that allows them to join their bus route's WhatsApp group. Buses arrive at school between 7.40am – 7.55am each day. Afternoon buses depart between 3:00pm – 3:15pm.

**Bus Behavior:** Students who ride a bus to school are expected to follow the bus driver's and bus supervisors' directions, obey all safety rules, and treat others with courtesy while riding the school bus. Students who misbehave and violate safety regulations may lose the privilege of riding the school bus. If this occurs, parents are legally responsible for transportation to and from school even if it causes major inconvenience. Parents should stress to their children that they expect proper behavior on the bus.

**Bus Stop Change Request:** Any request to change a student's bus stop must be made in writing to the admissions office and acknowledged via written correspondence. Parents should not assume that every request will be approved. Please allow at least 48 hours for your request to be processed

**Temporary Bus Passes:** In emergency situations ONLY, a temporary student bus pass may be issued. A signed written request from the parent must be received in the Head of School's office with the current following information:

- The full name and grade of the student needing the pass
- The date that the pass is needed for
- The reason for the pass
- The number of the bus that student will ride
- The phone number where the parent can be reached that day
- The parent's signature

A temporary bus pass cannot be given if the bus is at full capacity and will not be given to accommodate a student wanting to visit another student. We are also unable to accommodate routines that require the student to be driven to different locations throughout the week.



*STUDENTS NOT PERMANENTLY ASSIGNED TO THE BUS ROSTER, WILL NOT BE PERMITTED TO BOARD THAT BUS IF THEY DO NOT HAVE A TEMPORARY BUS PASS.*

Following the above procedure should ensure that your children arrive home safely.

**BUS ACCIDENTS:** In the event of a bus accident, a parent/guardian will be notified.

Messages will be sent to the primary phone number listed after at least 3 attempts have been dialed with no answer.

## **CAFETERIA**

The RCS cafeteria supplies an international variety of nutritious and tasty meals. The cafeteria is supporting the school wide 'fit for life' programme by providing the highest standards of nutrition and hygiene. All food is prepared fresh daily in the canteen. Meals available daily include a hot meal, sandwiches, salads and snacks. Vegetarian options are available. The cafeteria is open daily at recess and at lunch. It is not open for students in between lessons.

The cafeteria menu provides a variety of healthy and nutritious foods. We can accommodate a range of dietary requirements (e.g. allergies to dairy, vegetarian). Please ensure that all relevant information is provided to your student's homeroom teacher.

The menus for all students are shared with parents every week.

### **JK-SK**

A daily snack cost is included in tuition fees and will be brought to students in the classroom daily.

### **G1-G10**

Students are permitted to choose and purchase their own lunches from the cafeteria or bring lunch from home.

Students pay for lunch using their Student ID bracelets and are responsible for ensuring there is enough credit in their account to cover the cost of lunch orders. Students can check their account balance in the canteen.

Heating appliances or hot water are not available for students.

### **Cafeteria Behavior:**

1. Each student must sit at his/her assigned table and is responsible for keeping his or her table clean and properly disposing of trash.

2. Students are expected to get all needed utensils and condiments before sitting down.
3. Once seated, students must stay in their seats, except for purchasing snacks.
4. No food throwing or trading.
5. Unless a student is ill or has a note from a parent, each student is expected to eat lunch, either one carried from home or purchased in school.
6. A conversational voice should be used by students as they socialize. Yelling is not permitted.
7. Cafeteria monitors will maintain orderly control of the students. Students creating problems will be reported to the classroom teachers. Repeated violators and violations of a more severe nature will be handled directly by the Head of School
8. Students are to remain in the cafeteria for their scheduled lunch period unless engaged in a supervised activity with the classroom teacher.

**Paying for Food** We do not use cash in the cafeteria and all food must be charged to student account bracelets. Parents are requested to top these cards either via visiting the Finance Department or using any available e-wallets. If you wish to send money to top up your student's card with them, please put cash in an envelope with the student's name, grade, and how much is in the envelope. The school assumes no liability for any money which may be lost when sent this way.

### **CELL PHONES & ELECTRONIC DEVICES**

The school has determined that the possession of most electronic devices by students is not a vital part of the educational process. Students are not to use audio listening devices, handheld electronic games, digital cameras, or other such devices during the instructional school day unless they have permission from a staff member. Students may possess cell phones for use before and after school, but the use during the school day is strictly prohibited. Cell phones must be turned off upon entering the school building and should be handed to the bus matron before entering the school or before the morning register. Cell phones are not permitted on campus! Laser pens and other laser devices are prohibited from being in a student's possession, during the school day.

### **BYOD**

Royal Canadian School in Cairo is committed to the purposeful and meaningful infusion of technology and 21st century skills in support of its mission. As a school, we recognize the critical role that digital devices play in the development of an inquiry-driven learning community that embraces the diversity and uniqueness of each individual.

The use of an electronic device such as iPad or laptop is required teacher's approval, without the approval, the electronic device must be turned off.

Royal Canadian School in Cairo is committed to the purposeful and meaningful infusion of technology and 21st century skills in support of its mission. As a school, we recognize the critical role that digital devices play in the development of an inquiry-driven learning community that embraces the diversity and uniqueness of each individual.

Grade 2 -4 students are required to bring an Tablet for school use.

Grade 7 -10 students are required to bring a laptop for school use.

### **Specifications:**

#### **Grade 2-4 students:**

- 4GB RAM, 64GB ROM, 10 inches, WiFi .
- **Highly recommended:** Android OS , Samsung , without SIM Card

#### **Notes:**

- *We request USB-C charging where possible, as these we have at school, so will be able to assist with charging from time to time.*
- *Please do not provide Internet data (via smart phones or 3G/4G dongles), as RCS provides secure (child-safe) Internet at school via the WiFi.*

#### **Grade 5 -10 students**

##### **Screen Size**

Specification – Minimum Screen Size – 14”

Recommendation – Screen size 14”.

larger than 14” can be heavy and cumbersome, and most will not fit inside a school backpack.

RCS does NOT endorse or allow the use of mobile phones or smartphone technology as the primary device in BYOD. Students will at times harness the power of smartphones at teacher discretion in class, however, learning for long periods using this type of technology is not sustainable due to the reduced screen size.

##### **Devices**

Recommendation – Windows Laptops.

iPads may not be used - many do not have the capabilities of other devices, and their reduced screen size can become a strain on students. Senior students may wish to use devices that are more advanced. RCS endorses Windows devices as staff are more familiar with these and they will closely align with other technology in the school.

##### **processor**

Core I3 7th generation, Recommendation 10th generation

**Wireless Specification**

For devices to connect to our wireless and internet they need to be 5GHz 802.11abgn or 802.11ac compatible. Our network also supports older 2.4ghz 802.11n devices. When purchasing a new device, please ensure you double check the device is compatible.

**Operating System**

Windows 10

**Battery Life**

Greater than 6 hours is ideal to ensure their device is capable to last a typical day.

**Memory**

8GB

**Storage**

128GB minimum for local storage devices .

**Insurance**

This is personal choice. We recommend that you take out insurance on devices. Check with your insurer as some policies already cover BYOD devices as part of their content insurance. The school takes no responsibility for damaged or broken devices.

**Software**

Specifications –

Google Suite or G Suite.

Google Apps, Google Drive and Google Classroom are all free for students no matter what device they are using.

All are part of the schools Google Classroom suite of apps. G Suite requires internet access to work. Students will need to sign in using their school email account and password. Other devices may require the apps to be downloaded and installed, including Chrome.

Microsoft Office 365.

Students can obtain a free copy of Microsoft office 365 through the student portal. It will need to be downloaded.

If you have any questions regarding the purchase of new devices to be used for learning at RCSC, please do not hesitate to contact the IT department at [helpdesk@RCS.edu.eg](mailto:helpdesk@RCS.edu.eg)

### **INTERNET/ DEVICE ACCEPTABLE USE**

The safe use of the Internet requires close observance of several rules. A condensed list is as follows:

- Students may not use the Internet for any reason other than to learn more about the subjects they are studying in school, unless they have permission from a teacher.
- Students may not represent words or pictures copied from the Internet as their own work, and must give credit to the author or web site whose work they use.
- Students will not look for inappropriate websites. If they come across inappropriate websites accidentally, they must immediately cover the screen and tell their teacher.
- Students must never enter personal information about themselves or their families on Internet web sites, including name, address, or phone number.
- Students may not share their passwords with others.
- Students will be polite to others when writing to them on the Internet.
- Students may not install, download, copy or delete software, change computer settings, or copy or delete files created by another person.

The unauthorized recording and/or distribution of online digital instructional content through the use of personal and/or district-issued devices is prohibited. Additionally, the unauthorized digital recording and distribution of student peers through the use of personal and/or district-issued devices is prohibited.

Students who violate these guidelines may have their computer usage restricted or terminated, and may be subject to disciplinary consequences.

### **SECURITY CAMERAS**

The Royal Canadian School in Cairo is committed to providing a safe and secure environment for all students, staff and visitors. There are permanent interior and exterior camera installations in public areas at the school. These installations are NOT located in bathrooms. The purpose of these installations is to improve safety of staff, students and visitors.

Security camera visually recorded data will be accessible by authorized designated member of staff only. Posted signs read: ***Surveillance Cameras in Use.*** throughout the school.

#### **Limited Access to Recordings:**

- The Head of School together with a designated security lead is authorized to oversee video surveillance.
- Only individuals authorized by the Head of School may view the surveillance recordings.
- Police access will be determined in accordance with Egyptian Law

**Viewing:**

- Reviewing the recordings will occur **only** when a suspected crime is committed inside or outside the building (e.g., vandalism, graffiti, etc.), or there is a claim of an injury or an incident that raises safety or security concerns.
- In such instances written permission is required from the Head of School stating the reason for the viewing, approximate date/s and times and any other information deemed relevant.

**Short Term Data Storage:**

- In no case shall RCS be held liable for the failure to maintain any recorded data for any period of time. All such recordings shall be treated as confidential and shall not be released to individuals or agencies except through subpoena or other court order requiring such release.
- Any law enforcement agency may be provided with a duplicate of the recorded materials in conjunction with an investigation by that agency.

## **PHOTOGRAPHS & VIDEOTAPING**

School pictures will be taken early in the school year. Information regarding packages and prices will be sent home with each student.

**Use of Student Photos or Videos:** As part of the educational process, there is occasion to film students involved in a vast array of classroom and building projects and activities and to put the photographs on display. Parents who do not want their student's image used in a District publication, display, or broadcast must submit the attached Opt Out Form, (found in back of this Handbook), to the classroom teacher and admissions Office at the beginning of each school year.

## **DRESS CODE**

Students in K to Grade10 are required to wear the RCS School Uniform which is to be worn in its entirety all day, to and from school. We appreciate your support in having your child in their school uniform from the first day of school. It is advised that all uniform items are marked with the student's name.

Uniform items maybe purchased from the School Uniform Shop.

**Address:** 3G27+H47, El Nasr, Second New Cairo, Cairo Governorate 4752101

Or by ordering online however you will need to know your student's Grade Level and RCS Student Number which can be found in your enrolment documentation.

### **PERSONAL BELONGINGS OF STUDENTS**

Students should not bring personal property to school unless specifically asked by the teacher.

Students should never bring dangerous items or live animals without permission from the teacher and Head of School.

Students are permitted to have cellphones in school. However, the phones must be turned off and stored during the day. Students who violate the cell phone policy may be required to.

The school administrators and staff are not responsible for valuables that students bring to school. It is recommended that students leave all valuable items at home.

### **PETS**

No pets are allowed at school without permission. Teachers, through arrangements with the Head of School, may give special permission for parents to bring pets to school as part of a special activity or display. Students are not permitted to touch visiting pets. Of course, under no circumstances should a potentially dangerous pet be brought to school.

### **LOST AND FOUND**

A lost and found area is maintained at the school for lost items. Students and parents are encouraged to inquire with the school secretary if any articles are lost. Items will be discarded or donated to a local organization if they are not claimed for over 1 month.

### **EMERGENCY DATA SHEETS**

At the beginning of each school year, parents or guardians are to complete a Student Emergency Data Sheet for each student. These must be complete with local names and telephone numbers. It is necessary that the persons listed are persons available during the school day. Since the Student Emergency Data Sheet contains very important information which can be used for students' illnesses and/or emergencies, it is important that all information be supplied in all three sections – Emergency Data, Persons to Contact in Case of Illness, and Student Pick-Up Authorization Data. It is necessary that the Data Sheets be returned to school immediately. It is very important that Data Sheet be current. **Updates should be provided as soon as changes occur throughout the year.**

### **EMERGENCY DRILLS**

The safety of your children is one of our greatest concerns. The school will hold regular drills to help each student to respond calmly in the event of an emergency. Fire drills, lockdown drills, and other

emergency situation drills are conducted to practice evacuation procedures. Evacuation routes are posted inside the door of each classroom and teachers discuss the procedures with the students before and after the drill.

## **HEALTH CARE**

Parents and/or legal guardians will keep their children up to date with vaccinations recommended for their age group as they progress through the school. It is the full responsibility of parents/guardians to ensure appropriate medical insurance coverage as the school will not cover any medical expenses whatsoever relating to students.

By signing a permission form, parents and/or legal guardians may give permission for school staff to administer minor first aid or treatment when required and to give immediate medical assistance to a student in the event of medical emergency

**Medication:** RCS does not supply any prescription or non-prescription medication, but will cooperate with parents and their medical practitioners when medications must be given during school hours. Due to the demands made upon our health room personnel, requests for administration of medication during school hours should only be made when failure to take such medicine would jeopardize the health of the student or the student's participation in the educational program. It is the parent's responsibility to supply all medications to be taken at school.

The following procedures should be followed when making a request for administration of either prescribed or over-the-counter medications:

- Before any medicine is administered to a student, the parent or guardian must complete the medication form. This includes the doctor's orders for all medicines. Under no circumstances will any medication be dispensed without permission from both the doctor and parent. A parent or the bus supervisor are required to bring the completed form and medication to the school clinic **Do not send medication with students.**
- The container for the medication must be the container from the pharmacy and must have the following information:
  - Name of the student
  - Name of the physician
  - Name of the medication
  - Dosage of Medication
  - Time Medication is to be administered at school
  - Frequency of Medication

Parents should send only enough medication to be taken at school for the duration of the need.



- Parents are responsible for informing the school clinic of any change in the student's health or change in medication. New, completed Medication Authorization Form(s) will be required with each change in medication, change in dosage, or at the beginning of each school year.
- The medication will be kept in a secure place and dispensed in the Clinic by medically licensed personnel, except for emergency rescue medications (i.e. rescue inhalers and epinephrine auto injectors). At the end of the school year, the parent/guardian is responsible for picking up any unused medication.

### **Food Allergies:**

If your student has a severe food allergy such as peanuts, please inform your student's teacher and the clinic immediately.

## **WEATHER**

### **Extreme hot weather**

Extreme hot weather is defined as temperatures at either over 40oC. At this stage all outdoor activities must be postponed or cancelled. In extreme hot weather the Clinic informs all staff about the outdoor restriction. The move from outside to inside will occur as soon as practical.

Red flags will be placed at strategic locations around the school campus to indicate "No outside activity. Once the reading drops below 40C or the red heat warning has been downgraded, teachers will be emailed, and the flags removed. Teachers will be reminded to be cautious and vigilant and adhere to the dangerous hot weather practices and restrictions if taking students outside.

### **Dangerous hot weather**

Dangerous hot weather is defined as temperatures at either 37oC – 39oC. At this stage outdoor activities will be restricted. In dangerous hot weather the clinic emails all staff about the outdoor restriction. Any outdoor activity is restricted to 15–20-minute intervals, at which point a compulsory 5–10-minute water break must take place. Students must be in shady areas for breaks. The length of activity time and break will be dependent on the activity and is the responsibility of the teacher to determine.

### **Indoor Recess:**

Students may have indoor recess on days when weather prevents outside recess. Quiet games, talking with friends, playing music, etc. are some typical activities provided by the teachers.

### **SCHOOL CLOSING INFORMATION- EMERGENCY**

If conditions arise that cause school to be closed, an announcement will be made through the Whatsapp system, and be posted on the school website.

**Planning For Bad Weather:** Meeting the needs of students is especially difficult and frustrating for all of us during times of inclement weather, school delays, cancellations, or early dismissals. Listed below are some strategies that parents have found effective when dealing with bad weather and schedule changes:

- When inclement weather is in the forecast, stay tuned to the local weather conditions.
- If weather appears to be getting worse as the day progresses, stay alert for early dismissal announcements. If you have provided the school with an up-to-date phone number, you will receive an automated phone call notifying you of an early dismissal.
- Arrange contingency plans with babysitters ahead of time.
- Review all plans for weather emergencies with your students ahead of time and often.
- Review probable emergency weather plans for that day with each of your students as they leave for school.
- Dress the students according to the predicted weather.
- Notify your student's teacher in writing of any changes in the normal routine of the student.

### **STUDENT PROTECTION AND SAFEGUARDING RULES for PARENTS and VISITORS:**

RCS has an ethical and moral duty to ensure that the school functions with a view to safeguarding and promoting the welfare of students and vulnerable adults who are working at, or are visiting the school. Safeguarding is everyone's responsibility.

#### **PARENTS**

On arrival at the school parents must sign in and report to reception. Parents must sign out when they leave the school.

Special events/meetings. On these days parents are required to sign in and sign out at the security gate.

#### **VISITORS**

Visitors are only able to enter the school after approval has been granted by the Head of School or the school administration.

Below are the procedures for all visitors to enter and exit the school.

- Visitors are not allowed to visit the school without prior arrangement
- Visitors should be accompanied at all times whilst on the school campus.

- On arrival visitors must register with the security office at Gate before entering the campus. To register visitors must show an Identification Card or Passport and sign in.
- Once registered, visitors will be given a visitor pass.
- Visitors must then proceed to the reception desk. The receptionists will inform the appropriate person of their arrival.
- Visitors must always wear their visitor card throughout the school visit.
- Visitors are required to return the visitor card and sign out at the security office, Gate, when leaving the school.
- All visitors must abide by the RCS Code of Conduct.

### **STUDENT's ID**

All students will be provided Student ID bracelets using the photo provided during the application process. These cards are to be worn on a daily basis as they will hold the student's key information such as Class, contact information, bus route and will also serve as their e-wallets.

Students can use these to pay for printing materials or purchases at the school canteen. Please onto these bracelets for purchasing.

### **PARENT PASS**

RCS Parents may apply for a Parent Pass card which allows them easier access to campus for student pick-up, appointments, or special events. Parents must submit a Parent Pass Application form at the start of each new school.

#### **How to Apply for a Parents Pass**

- Complete an application form with the required parents' information.
- Attach a digital photo. It is preferable that the photo is passport/visa size and standard with a white background.
- Email the completed application form to [parentpass@RCS.edu.eg](mailto:parentpass@RCS.edu.eg)

Your "Parents Pass "will be available to collect at Reception in ten working days. You are required to show photographic proof of identity (e.g., passport/ID card) and sign the acknowledgement of Code of Conduct and Guidelines regarding Entry and Exit of the school on receiving the parent card.

Parents that do not have a parent pass will be required to show official photographic proof of identity (e.g., passport/ ID card) and complete sign-in procedures upon every visit to campus.

If you have any questions about the Parent Pass, or to submit your Parent Pass Application Form please contact us at [admissions@RCS.edu.eg](mailto:admissions@RCS.edu.eg)

Parents have an obligation to inform the school anytime the custody of a student changes. The school will need a copy of court orders pertaining to a student's custody.

## **USEFUL SCHOOL FORMS**



### **Use of Student Photos, Video and other Multimedia Opt Out**

One of our goals at RCS is to share more positive news with our community. As part of this effort, RCS students may be photographed or video recorded when they have an academic, athletic or extra-curricular accomplishment. In addition, students may be photographed or video recorded as they participate in school related activities throughout the year. The photos and videos may be published on the school district's website, social media platforms and newsletters. They may also be used by the media.

If you do not give permission for your student to be photographed or video recorded, you must complete and return the form below to your student's classroom teacher. The form will be active from the time it is signed and returned through the remainder of the school year.

---

#### **Opt Out Form**

Parents may opt their student out of being featured by the school district, in the media or both. If you would like to opt your student out, please check the appropriate boxes below and return this form to your student's teacher. The form will be active from the time it is received through the remainder of the school year.

***Note: If you give permission for your student to be featured, you do not need to do anything with this form. Your student will be automatically opted in, unless otherwise noted on this form.***

- I do not give permission for the RCS to use my student's photograph/video for website, social media, newsletters, etc.
- I do not give permission for the RCS to share my student's photograph/video with the media.

Student's Full Name	
Student's Grade	
Parent's Name (printed)	
Parent's Signature	
Date	



**ACCEPTABLE USE OF COMPUTERS AND OTHER DIGITAL TECHNOLOGY  
AGREEMENT FORM**

**Please return this signed Acceptable Use of Computers and other Digital  
Technology Agreement Form as soon as possible. Students are not  
permitted to use computers, the computer network or other digital  
technology at the school until this form has been properly signed and  
returned.**

Name:

Grade:

Teacher:

**Parent Agreement**

By signing this form, I acknowledge that I have read and reviewed the content of those policies and guidelines with my student. I understand that a violation of the policies and guidelines may result in disciplinary action and/or revocation of permission to use the School's computers, the computer network, or other digital technology.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**Student Agreement**

By signing this form, I acknowledge that I have read and understand the School's Policies. I understand that a violation of the policies and guidelines by me may result in disciplinary action and/or revocation of my permission to use computers, the computer network, or other digital technology at school.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date



## AUTHORIZATION FOR MEDICATION DURING SCHOOL HOURS

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, may receive the following  
(Student's Full Name) (Grade) (Room)

medication during school hours in order to maintain sufficient health to participate in the school program:

Name of medication: \_\_\_\_\_

Prescribed dosage: \_\_\_\_\_ Time medication is to be taken: \_\_\_\_\_

Purpose of medication: \_\_\_\_\_

Special instructions, if any: \_\_\_\_\_

Please choose one option concerning medication that is remaining at the end of the school year:

\_\_\_\_\_ 1. I, the parent or my designee, will pick up the medication at the clinic before the end of the last day of school.

\_\_\_\_\_ 2. You may discard the medication. The clinic will discard any medication left after the end of the last day of school.

I, the Parent/Guardian, do hereby release, discharge, and hold harmless the Royal Canadian School in Cairo, its agents and employees, from any and all liability, and claim whatsoever for the administration of the above medication to my child/ward should there develop an allergic or other reaction from the medication. Parent/Guardian

signature \_\_\_\_\_ Date \_\_\_\_\_

Parents Contact Number \_\_\_\_\_

**Both Parental and Clinic Authorisations must be received before medication can be administered.** Clinic's signature \_\_\_\_\_



## Multi-Purpose Student Dismissal Form

Date:

Room Number:

Student's full name: Homeroom Teacher: Grade: Bus Number:

**TODAY my child will be...**

\_Picked up after school by (name of adult)

\_Dismissed early at (time) by (name of adult)

Reason for Early Dismissal/Destination:

---

Parent Signature: Parent Phone:



## Multi-Purpose Student Dismissal Form

Child's full name: Date:

Homeroom Teacher: Room Number:

Grade: Bus Number:

**TODAY my child will be...**

\_Picked up after school by (name of adult)

\_Dismissed early at (time) by (name of adult)

Reason for Early Dismissal/Destination:

---

Parent Signature: Parent Phone: