

Welcome

We are proud to welcome you to the American Cooperative School, now in its fifty-seventh year in La Paz, Bolivia. Our school is filled with teachers who care, students who are motivated to learn, and parents who are partners in the educational process.

It is our hope that this handbook will serve as a reference for you throughout the year. Please read it, talk about relevant sections with your children, and ask any questions you might have. We believe you will find ACS to be a high quality, caring educational institution. In our continuous search for excellence, we welcome your support and suggestions for improvement.

Mailing Address

American Cooperative School
c/o American Embassy
La Paz, Bolivia

Physical Address

Calle Las Higueras s/n
Esq. Calle 10, Calacoto

Contact Numbers

8:00 a.m.-4:00 p.m. Monday-Friday
(591-2) 2792302
(591-2) 2794750
(591-2) 2796995
Fax: (591-2) 2797218
Email: acs@acslp.org
Website: www.acslp.org

The Superintendent, Principals and Counselors are available by phone, via email and are happy to meet with you in person.

Teachers and staff members can be contacted by e-mail, or by calling the receptionist and requesting a return phone call or an appointment when the teacher is available. Staff members are usually available until 3:30 p.m., Monday through Friday.

Our Mission

The American Cooperative School, Bolivia's most culturally diverse, cutting edge, US accredited college preparatory institution, strives to develop responsible, compassionate global citizens who are lifelong learners, assets to their communities and successful in life through a challenging and engaging broad-based curriculum drawing on local and international content; a safe, nurturing, student-centered environment; and close collaboration among students, parents, and educators.

American Educational Association

The American Cooperative School is registered as the American Educational Association (AEA). The school was founded in 1954 to meet the educational needs of the children of American families affiliated with US government agencies or private companies.

Accreditation

ACS is accredited by the Southern Association of Colleges and Schools.

Governance & Current Board

The school is governed by a ten member Board of Trustees, elected for two years by parents of students currently enrolled in ACS and by teaching staff. This board consists of five U.S. citizens, three Bolivians and two third county nationals.

20011-2012 Board Members

US Members

Alan D'Aboville
Jeffrey Feldman
Steve Smith
Wendy McFarren
John Suggs Jr.

Bolivian Members

Ramiro Ortega
Roberto Barragan
Wolf Iberkleid

Third Country Members

Valentine Verbeke Bell
Sandra Irvine

Facilities

The school is located in the southern section of La Paz at approximately 11,000 ft. (3,200 m) above sea level. The modern site includes classrooms, playground areas, elementary and secondary libraries, four computer labs, an auditorium, a theater, a gymnasium, climbing wall, tennis and racquetball courts, an indoor heated twenty-five meter swimming pool and a soccer field. The entire campus is wireless.

Student Population Makeup

The ACS student population comprises approximately 32% from thirty different nations around the world and 68% Bolivian citizens.

The Elementary School Program

The American Cooperative School Elementary program includes KG3 (pre-kindergarten for children age three), KG4 (pre-kindergarten for children age four), KG5 (kindergarten), and grades one through five. It aims to provide a strong, American based academic foundation to ensure educational continuity and success for international students as well as those who will complete their schooling at ACS.

We aim to help students learn how to learn by providing stimulating learning activities that capture students' interests and at the same time allow them to master the skills and concepts that characterize an educated person. Underlying appealing learning activities is the expectation that students will exhibit strong values of citizenship, including respect, cooperation, and taking responsibility.

The elementary curriculum includes studies in English language arts (reading, writing, speaking, listening), mathematics, social studies, science, music, physical education, technology, library and research skills, Spanish as a first or second language, and art.

Standards and benchmarks for each grade level are in the elementary curriculum. In the classroom the various subjects are presented, studied, and assessed within integrated units as much as possible and practical. We strive to design authentic and life-connected learning tasks in which students make choices, solve problems and work cooperatively to apply acquired knowledge.

Special activities enhance the basic program. Citizenship Assemblies and grade level Community Service Projects are

an integral part of the elementary program. In any given year additional activities may include an International Day and parade, book character parades, themed field days, *Carnaval* folkloric dances, seasonal fairs and programs, talent shows, reading fairs, art shows, authors' nights and reading buddies.

At the end of each academic year a Fifth Grade Graduation marks our fifth graders' successful completion of elementary school.

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Our Early Childhood Program

Our program for three, four, and five year olds focuses on the overall growth of the developing child. Play is recognized as the child's way of learning and developing skills in the ACS pre-kindergartens and kindergarten. We address the social, emotional, cognitive and physical development of the child as well as provide literacy-rich learning experiences.

General Information

School Hours

KG3 (for three year olds)	9:00 a.m. - 12:00 p.m.
KG4 (Pre-Kindergarten)	8:25 a.m. - 1:00 p.m.
Grades KG5 - 5	8:25 a.m. - 3:00 p.m.

Academic Year

The academic year is divided into four quarters. Parent-teacher conferences are held for all students at the end of the first quarter and for selected students during the third quarter. Parents are encouraged to contact the teacher at any time during the year with questions concerning student progress.

Admissions Requirements

Admission in all cases is contingent upon a determination by the Admissions Committee that 1) the student will be able to meet ACS academic standards, 2) the student has a record free from behavioral or disciplinary problems, and 3) the school will be able to meet any special needs of the student including physical challenges, mild learning disabilities and development of English language skills.

KG3: A child's third birthday must fall on or before September first of the current school year.

KG4 (Pre-kindergarten): A child's fourth birthday must fall on or before September first of the current school year.

KG5 (Kindergarten): A child's fifth birthday must fall on or before September first of the current school year.

1st grade: A child's sixth birthday must fall on or before September first of the current school year. If the child has completed Kindergarten in another English speaking school, the age requirement may be waived.

The following categories of students will be given priority in seeking entrance to school in grades KG4 - 12:

- American citizen dependents of American Mission personnel and students in category B
- Siblings of students currently enrolled at ACS
- Former ACS students
- Students transferring directly from American schools abroad or in the United States.
- Children of faculty members not otherwise covered above
- Children of ACS alumni
- All other students meeting admission requirements

Beginning in Grade 1 students who do not speak English as their native language will be tested to determine English and reading proficiency.

Bus Transportation

Bus transportation to and from school is provided from most sections of the city of La Paz. The bus service is provided for a fee for interested students in grades KG4 (morning only) through twelve.

Calendar

The school calendar is posted on the web page.

Communication

The *ACS Connection* is a weekly newsletter e-mailed to parents every Thursday. The letter includes news from all school sections and lists upcoming events. It is also available at the school's website <www.acslp.org>.

Parents will also receive information particular to the child's classroom through monthly grade level newsletters.

Extra Curricular Programs

ACS offers a variety of afternoon activities for students within our school community. Offerings vary from year to year. In the past these have included gymnastics, soccer, tae kwon do, basketball, drama, swimming, Spanish, chorus, Girl and Boy Scouts and *Destination Imagination/ Rising Stars*.

Grade Level Orientation

Teachers of KG3 through Grade 5 hold grade level meetings within the first two weeks of school. The purpose of these meetings is to get to know the child's teacher and to offer the teacher an opportunity to discuss goals, standards and activities for the year.

Homework

Students in grades 1-5 will receive approximately thirty to sixty minutes of homework Monday through Thursday evenings. This will vary depending upon work covered in class that day and each child's individual work habits.

Insurance

All students are required by Bolivian law to possess accident insurance.

Learning Support

Students are referred by their classroom teachers for learning support when it is determined that a child needs extra assistance. The maximum assistance provided is one hour per day.

Parent Teacher Association

PTA membership consists of parents and teachers of the ACS community. Their purpose is to establish a close relationship

between the community and the school, to raise funds to supplement and reinforce the school mission, enhance student and family transitions, and to serve its students and the community in any fashion that is deemed appropriate to the overall mission of the school. Parents wishing to contribute time and energy to this valuable organization should contact the school office or web site to be put in touch with the current PTA leadership.

Parent Volunteers/Room Parents

There are numerous options for volunteering at ACS including helping with activities in the classroom on a weekly basis, reading with children, organizing class parties, assisting with special events, chaperoning field trips, and/or speaking to classes on special topics of interest.

Please contact the principal or classroom teacher if you are interested in volunteering at school.

Room Parents work closely with the PTA, acting as a liaison between the classroom teacher and parents of the students of that room/grade.

Map Assessments

Students in third, fourth and fifth grades take the Measure of Academic Progress Assessment, between two to three times per school year. The MAP Assessment is a computerized adaptive assessment, giving quick feedback to the teacher that will be used to identify where each child is on their learning path. The assessments will be in reading and math.

Policies and Procedures

After Hours Supervision

Elementary Students are not allowed on school grounds outside of school hours without direct adult supervision.

Animals

Animals are not allowed on campus without previous permission from the Principal.

Attendance

All students are expected to be present in each class each day. Regular attendance will enhance the scholastic success of a student. Written information or a telephone call from a parent should verify excused absences due to illness or appointments that can not be scheduled outside of school hours.

Parents may pick up make-up assignments from the office at 3:00 p.m. on the day of absence.

For absences other than illness or emergency, parents should notify the principal in writing stating the intended dates of absence and reasons as far in advance as possible so that teachers of the student may be informed.

Parents are asked to avoid trips that will create absences, including early departure at the end of the first semester and before the end of the school year.

In order to maximize student/teacher contact and prevent teaching opportunities lost because of partial class attendance there will be no excused absences without a doctor's note for

the 2 days immediately proceeding and following a school holiday.

Behavior

As a school staff, we share the responsibility of educating our children both socially and emotionally. It is important that students, parents, and teachers have the same expectations for acceptable behavior so that a positive climate for learning will exist at our school. All students agree to:

- Be Safe
- Be Respectful
- Be Responsible

Our students know that every problem can be solved in a safe manner. All students will be held accountable for their choices and actions.

We accomplish these goals by:

- Modeling our school standards
- Giving logical consequences which are related, respectful, and reasonable
- Teaching problem solving and communication skills

Disciplinary infractions will fall into two groups:

Minor Infractions

1st Offense: Student will receive a verbal warning from the teacher.

2nd Offense: Student will have a conference with the teacher. The student may also receive at the teacher's discretion, a disciplinary consequence.

3rd Offense: The student will be sent to the principal's office. The principal may choose from a variety of disciplinary measures in response to the

referral. These measures include detention, probation and suspension.

Minor infractions include, but are not limited to: disrespectful behavior, unacceptable language, littering, talking in class, minor graffiti, writing in textbooks, and unsportsmanlike conduct.

Major Infractions

1st Offense: Student will be referred to the principal.

2nd Offense: Student will be referred to the principal.
Recommendation for suspension is likely.

Major infractions include, but are not limited to: fighting, cheating, vandalism, theft, public disrespect, and any actions that put in jeopardy the safety and well-being of others.

Suspension and Expulsion of Students

The Principal may, at his or her discretion, suspend a student for a single, serious incident or for continuous non-compliance. In the event of a suspension, the student will be excluded from classes for a period of one to three days. The student may serve an "in-house" suspension at school or be confined to a suspension at home. Such suspension will be based on the belief that it is in the best interest of the student as well as the student body.

In extreme cases, the Superintendent may recommend expulsion (permanent dismissal from the school). The School Board, who has final authority, considers a recommendation of this nature.

Sweets/Treats and Birthday Celebrations

Birthdays are important for our students. It is a milestone that gives us a chance to recognize and celebrate each individual student in class. During any given month, some classes may have three or more birthdays to celebrate, which can add up when it comes to sweets being offered. To curtail this, we're going to designate the last school day of the month as the day in which we can celebrate a student's birthday with sweets. If the parent with a child that has a birthday during the month wants to bring in cupcakes or a cake to serve to our students, then this will be the day to do so. If a class has more than one birthday during this month, then the teacher will ask these parents to coordinate to ensure not more than one sweet, one salty, and a juice are brought for the celebration. Parents are not obligated to do this if they so choose. It is an option, as our teachers will continue to celebrate the child's birthday in class, whether that includes making the student the "Student of the Day," or letting the student be the line leader, or wearing a crown for the day. There are many ways in which we can recognize the student's special day. For students with birthdays in June and July, we will celebrate with the May birthdays at the end of the month. Each month's birthday date will be stated in the Connection. Please coordinate with the teacher on the time of day for this celebration.

Special days, such as Halloween, Valentines Day, Class of the Week, and special events in the class have traditionally been times for celebrations in the classroom. The teacher or room parent will coordinate with parents to ensure one sweet, one salty, and one juice will be given. This way we're regulating the amount of treats being consumed on special days such as this.

Every once in awhile parents will bring treats unannounced to the class. While the kids really enjoy these unexpected occasions, it does add to the amount of sweets being consumed. If you as a parent wish to bring a snack to the

class, we ask that you let the teacher know in advance and then take ideas from the suggestions below when preparing healthy snacks for the class.

Examples of healthy snacks:

- Fruit kabobs or diced up fruits
- Cheese/peanut butter on crackers or cut up apples
- Quesadillas
- Yogurt parfaits or frozen yogurt pops
- Hummus with cut up vegetables
- Smoothies with non-fat yogurt and fruit
- Snack mix of nuts, dried fruit, pretzels

Go to the Internet and Google “healthy snacks for kids,” to come up with many different suggestions on this topic.

It’s important to note that teachers will not be monitoring individual student lunches or snacks brought to school on a daily basis. We believe it is the parent’s responsibility to monitor their child’s sweet intake during these times.

Books

Students are responsible for damage or loss of books and textbooks. Replacement fees are refunded in full if the book is found unless the new order has been placed.

Bus Conduct

The operation of a safe, efficient transportation program requires that all passengers observe a set of regulations. The procedures below will be followed in cases of improper conduct.

- The driver will counsel with the student on proper bus behavior.

- The driver will write a referral and submit it to the principal.
- Parents will be notified after each referral. Immediate bus suspension will be utilized if warranted.

Checking out Procedure

Students who leave school during school hours for any reason must be signed out by a parent/guardian at the front desk.

Computer Use (KG4 – Grade 5)

Students are encouraged to use technology at ACS to further the educational goals of the school. An Acceptable Use Policy (last page of Handbook) should be signed by students and parents and returned to school.

Dismissal Procedures

KG3, KG4, KG5 and Grade 1 students are to be picked up by persons known to the student and school personnel. Parents must notify the school when alternate arrangements have been made.

Dress Code

The school does not require uniforms. However, students are to dress comfortably and in good taste at all times.

Students are required to wear tennis shoes for physical education classes. Students without tennis shoes will not be permitted to participate in the current day’s class.

Hats for sun protection are highly encouraged for outdoor activities.

Gum

Chewing gum is not allowed in elementary school.

Health Information

The health office is open daily from 8:00 a.m. to 4:00 p.m. There should be a medical information sheet in each student file in the nurse's office, updated as needed with the latest immunizations and health problems.

Allergy or asthma sufferers should bring medication to the nurse's office, in case of an allergic reaction.

Medications that need to be taken during the day should be given to the nurse to ensure their proper administration.

In case of illness or injury, parents or guardians will be notified immediately, and students will not be sent home without prior notification.

If both parents or guardians are traveling out of town, the nurse should be given the names and phone numbers of a responsible person to be contacted in case of emergency.

Students with communicable diseases (chicken pox, measles, etc.) should be reported to the nurse, so that other parents can be notified if necessary.

Intervention Program

The aim of the Elementary Student Intervention Program is to assist students who are falling behind in their academic progression and to ensure these students are receiving the support services necessary to promote academic improvement. This program is managed by the Elementary School Principal and is designed to ensure positive involvement among the student's parents, teachers and learning specialists. An Intervention Program may be initiated when:

- the student has been formally assessed at ACS and found to be more than one year behind his /her chronological age.
- the student has received ACS Learning assistance and is not making a "months progress" for a "month's assistance".
- the student has exhibited a continual pattern of misbehavior in the classroom, which is disruptive to the learning process.
- ACS faculty and administration determine that an Intervention Program is required to assist a child in becoming successful at ACS.

When a student has been placed on a Student Intervention Program, the following measures will be taken:

- The Principal will inform the parents in writing that the Elementary School will be placing their child on the Student Intervention Program and the specific reasons for this action and the purpose of the Student Intervention Program.
- The Principal shall form a Student Support Team (SST) that shall include the teacher(s), counselor, resource or special needs teachers who are best able to assist the student. The parents shall be invited to attend all scheduled meetings of the SST.
- The SST will develop a detailed Student Improvement Plan (SIP) designed to improve the student's academic performance. This plan will address all resources available including counseling, resource room support,

private tutoring, and possibly external psychological and medical evaluations. Additional costs for support not available within the school program will be paid for by parents.

- The SIP will clearly identify a specific expected academic growth rate and/or behavioral expectations for the student.
- The SST shall meet directly with parents periodically to evaluate the progress of the student.

Library

The elementary library is open for student and parent use before and after school until 4:00 p.m. Monday through Thursday, and until 3:30 p.m. on Friday. The library is occasionally closed after school on Tuesdays for staff meetings.

Elementary students are not charged a fine for overdue books. Students must return overdue books in order to check out new books.

Lost and Found

The lost and found is located in the main office. Items marked with student names are returned directly to the owners.

Lunch

Students should take responsibility for their own lunch boxes. If lunch is delivered to school, it must be there by 11:30 a.m. Maids and drivers should deliver lunches to students at the front gate only.

Students may purchase food items from the school cafeteria. Starting the first day of each semester, a hot lunch program is offered for a fee to interested students. Payment is made

directly to the cafeteria. The menu is posted in the *ACS Connection*.

Soft drinks are not sold to elementary students. A microwave is available in the cafeteria for student use. Students may take lunches from home into the cafeteria to eat.

Play is allowed after the first 20 minutes of the 45 minute lunch period.

Nuisance Items

Items such as toys, ipods, etc. must be left at home unless the student has permission from the teacher to bring such items to school.

Recess

Students must play downstairs in the garden or field. They must have a "pass" from the teacher to be upstairs during recesses and lunch.

Report Cards

Report cards are issued at the end of each quarter.

Swimming

Swimming is part of the physical education curriculum and an important life skill. All students (KG4 – Grade 5) are required to participate in the program. A parent note may excuse students from one swim class in case of illness. A doctor's note is required to excuse students from two or more classes.

Parents who would like to watch the lessons are welcome to do so by joining the class in the pool. Students who forget their swim gear or those with medical excuses will be assigned an activity at poolside (such as walking) for physical fitness.

Tardies

Students are expected to be in their classrooms at 8:20 a.m. each morning so that school may begin promptly at 8:25 a.m. Time missed due to tardies will be made up either at recess or another time during the day, at the teacher's discretion.

Telephone

Students may only use the telephone in the office for emergencies. Forgotten homework and social arrangements are not considered emergencies.

Visitors

Visitors must report to the reception desk and state the reason for the visit before proceeding on campus.

Web Page Publication

The school endeavors to communicate its academic goals, services, and student activities and accomplishments through its website while ensuring that student identity information is minimized. Parental/guardian permission for publication is obtained through a consent form.

SCHOOL CALENDAR 2011-2012

2011		
August 1	Monday	New Teacher Orientation
August 2-4	Tuesday - Thursday	Teachers' Orientation /Student Registration
August 8	Monday	First Day of School
September 5	Monday	Labor Day
September 14	Wednesday	Staff Development Early Release for All Students (11:30 a.m.)
October 10	Monday	Columbus Day
October 14	Friday	Parent/Teacher Conferences No Classes for Students KG3-12
October 17	Monday	Parent/Teacher Conferences No Classes for Students KG3-5
October 17	Monday	Professional Curriculum Day No Classes for Students 6-12
November 2	Wednesday	All Saints Day
November 9	Wednesday	Staff Development Early Release for All Students (11:30 a.m.)
November 24-25	Thursday - Friday	Thanksgiving Holiday
December 16	Friday	End 1st Semester - 11:30 a.m. Release
December 19-January 6		Christmas Holidays
2012		
January 9	Monday	Beginning 2nd Semester
February 3	Friday	Staff Development No Classes for Students KG3-12
February 20 - 21	Monday -Tuesday	Carnival Holiday
March 16	Friday	Parent/Teacher Conferences No Classes for Students KG3-12
April 2 - 6	Monday - Friday	Easter Vacation
May 1	Tuesday	Bolivian Labor Day
May 25	Friday	Last Day of School, KG3-12 - 11:30 a.m. Release
May 26	Saturday	High School Graduation
1 st Quarter:	August 8 - October 14	48 days
2 nd Quarter:	October 17 - December 16	42 days
3 rd Quarter:	January 9 - March 16	48 days
4 th Quarter:	March 19 - May 25	44 days
	TOTAL	182 days

TOGETHER WE MAKE A DIFFERENCE!

Elementary School Supplies 2011-2012

KG3

- 1 change of clothes (underwear, socks, pants, sun hat/cap, shirt—labeled)
- 2 LARGE glue sticks (UHU 21 g preferred)
- 2 large boxes Kleenex
- 1 small bottle ANTIBACTERIAL hand sanitizer
- 1 small bottle sunscreen
- 1 bottle/package of Wet Ones (1 in Dec. and 1 in Jan.)

KG4

- 1 change of clothes (underwear, socks, pants, sun hat/cap, shirt—labeled)
- 2 LARGE glue sticks (UHU 21 g preferred)
- 1 pair good children's scissors, such as "Fiskars"
- 2 large boxes Kleenex
- 1 bottle ANTIBACTERIAL hand sanitizer
- 1 bottle/package of Wet Ones
- 1 over-sized, old T-shirt for painting activities
- 1 small bottle sunscreen

KG5

- 1 change of clothes (underwear, socks, pants, sun hat/cap, shirt—labeled)
- 2 plastic pocket folders
- 5 LARGE glue sticks (UHU 21 g preferred)
- 1 pair good children's scissors, such as "Fiskars"
- 3 large boxes Kleenex
- 1 bottle ANTIBACTERIAL hand sanitizer
- 1 bottle sunscreen
- 1 large old T-shirt for art activities
- 1 labeled sun hat

Grade One

- 12 pencils (#2)
- 3 erasers
- 2 spiral, one-subject, lined notebooks
- 1 small spiral notebook ("1/2 oficio anillado")
- 2 LARGE 21g glue sticks (UHU 21 g preferred)
- 1 pencil case or box
- 1 self-contained pencil sharpener
- 2 pocket folders
- 1 pair good children's scissors, such as "Fiskars"
- 1 ruler showing 12 inches and centimeters
- 1 set colored pencils
- 2 large boxes Kleenex
- 2 bottles ANTIBACTERIAL hand sanitizer
- 1 bottle sunscreen

Grade Two

- 6 spiral, one-subject, lined notebooks in different colors
- 24 pencils (#2)
- 4 erasers
- 3 LARGE glue sticks (UHU 21 g preferred)
- 1 set colored pencils
- 1 soft-sided pencil case
- 3 large boxes Kleenex
- 1 bottle ANTIBACTERIAL hand sanitizer
- 1 bottle sunscreen

Grade Three

- 1 spiral grid notebook **required size: 7mm grid**
(Rhein notebooks, 7mm, 56grs/m²; 25.2 x 21.4 cm)
- 3 spiral, one-subject, lined notebooks in different colors
(size 10 1/2 X 8 inches)
- 12 pencils (#2)
- 2 colored ballpoint pens (1 red, 1 blue)
- 2 erasers
- 2 highlighter markers
- 1 LARGE glue stick (UHU 21 g preferred)
- 2 pocket folders (not plastic)
- 1 pencil case with zipper
- 1 set colored pencils
- 1 set thin markers
- 2 large boxes Kleenex
- 1 bottle sunscreen

Grade Four

- 4 spiral lined notebooks
- 1 spiral grid notebook **required size: 7mm grid**
(For example: Rhein notebooks, 7mm, 56grs/m²; 25.2 x 21.4 cm)
Note: spiral bound notebooks hold much better than "claw type" binding. No borders or other graphics on grid paper please.
- 24 pencils with erasers (#2)
- 1 LARGE glue stick (UHU 21 g preferred)
- 2 ballpoint pens (1 red, 1 blue)
- 1 highlighter marker
- 3 erasers
- 1 sharpener
- 1 pocket folder
- 1 ruler showing 12 inches and centimeters (not bendable)
- 3 large boxes Kleenex
- 1 pencil case (optional)
- 1 set colored markers and/or colored pencils
- 1 bottle ANTIBACTERIAL hand sanitizer (not individual size; for sharing in classroom)
- 1 bottle sunscreen

Grade Five

- 5 spiral, one-subject, lined notebooks (size 10 1/2 X 8 inches)
- 2 spiral grid notebooks **required size: 7mm grid**
(Rhein notebooks, 7mm, 56grs/m²; 25.2 x 21.4 cm)
- 24 pencils with erasers (#2)
- 3 ballpoint pens (2 black, 2 blue, 2 red)
- 2 pocket folders
- 3 erasers
- 1 sharpener
- 1 highlighter
- 1 set colored pencils
- 1 set colored markers
- 1 pair good children's scissors, such as "Fiskars"
- 1 ruler showing inches and centimeters (12 in or 30 cm)
- 1 pencil case
- 1 bottle ANTIBACTERIAL hand sanitizer
- 3 large boxes Kleenex
- 1 bottle sunscreen

PLEASE RETURN SIGNED FORM TO TEACHER
Elementary Parent Student Handbook

I have read and discussed the ES Parent Student Handbook with my child.

Parent Signature

Date

Student Signature (Gr. 1-5)

Date

Parental Release for Use of Student Images in all Formats

I (we) authorize the American Cooperative School in La Paz, Bolivia and those acting with its permission and under its authority to use, and publish recognizable images of my child, _____, in any medium

including but not limited to:

- Web Pages -Student Handbooks
- School Newsletters -School Brochures

I (we) release and discharge the American Cooperative School from any liability by virtue of use photographs so long as same are used for an educational purpose. Names will NOT accompany photographs.

Parent Signature

Date

Student Name (print)

Grade

PLEASE RETURN SIGNED FORM TO TEACHER
Technology Acceptable Use Policy (Grades 1 - 5)

1. I will use the computer for schoolwork and learning activities.
2. I will treat all technology equipment with care.
3. If I don't know how to use the computer system, I will ask for help.
4. I will not share personal information about myself or anyone else on the Internet. This includes last name, address, phone number, photograph.
5. I understand that e-mail messages are like postcards and that my work on the computer is not private.
6. If I am assigned an e-mail account I will use good manners and appropriate language.
7. I will not open, delete, move, or modify other people's files without their permission.
8. I will only use the Internet for appropriate learning activities. I understand that I am not allowed to search the Internet without the knowledge of my teachers.

I have read the ACS Acceptable Use Policy and agree to follow it. I understand that if I violate the rules I may have my computer privileges restricted or taken away.

User name (print) _____

Student Signature (Gr. 1-5) _____

Parent Signature _____