THE AMERICAN SCHOOL OF PUERTO VALLARTA

ABRIENDO LAS PUERTAS DEL MUNDO / OPENING DOORS TO THE WORLD

ELEMENTARY SCHOOL

PARENT-STUDENT HANDBOOK

COLEGIO AMERICANO DE PUERTO VALLARTA, A.C.

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ABRIENDO LAS PUERTAS DEL MUNDO

Revised August 23, 2016

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MISSION

Mission

The American School of Puerto Vallarta strives to be a multicultural learning community that nurtures the values and abilities which inspire in each of us the confidence to further our education, pursue our dreams, and serve as compassionate, responsible citizens.

Guiding Principles

Students are better prepared for the future when they have a multicultural perspective and are able to communicate effectively in more than one language.

Success in school requires the combined best effort of students, teachers, and parents.

Quality education focuses on the whole individual: academic, creative, social, physical, and emotional.

Opportunities for community service and a focus on values enhance learning, leadership skills, a global perspective, and social responsibility.

I.Welcome to the American School of Puerto Vallarta

Message from the Elementary Principal

Dear elementary parents and students,

This handbook has been prepared as a resource for you. It describes our school philosophy and outlines the school procedures, rules, and regulations you will need to know. Students and parents are expected to understand and abide by the procedures described in this document. They protect the right of all our community members to enjoy a safe, orderly and worthwhile educational experience at school. Please read the contents carefully and discuss the code of conduct with your child. Parents should also read and review the list of expectations for parents.

We hope this handbook is helpful in answering your questions about operating procedures at ASPV. If you feel that a section is unclear or there is an issue of concern not addressed, please send your comments to dloyo@aspv.edu.mx with "Parent/Student Handbook" as the subject.

Welcome to our school! We are glad that you are part of our community!

Sincerely,
Nancy Coates
Elementary School Principal

Governance

The American School of Puerto Vallarta was incorporated as a nonprofit educational association on September 14, 1985.The Association is governed by a Board of Directors that appoints the ASPV School Board. The school Director General reports directly to the School Board and is responsible for the supervision and administration of the school. All communication among the School Board and stakeholders must go through the Director General.

Website

The ASPV website is the portal for information about our school. There are public and private sections which provide parents with important information about calendars, curriculum and classroom activities. All parents are provided with passwords to access private sections. Please contact the primary office, dloyo@aspv.edu.mx if you have difficulty with navigating the site or using your password.

Accreditation

ASPV is accredited in the United States by the Southern Association of Colleges and Schools, which is a division of AdvancEd. This means that the grades and class credit awarded by ASPV is recognized by any institution in the world that recognizes US accredited schools. It also means that the school participates in an ongoing process of quality assurance and meets all the standards required by the accrediting agency. Additionally the ASPV Elementary School is accredited by the Mexican Secretary of Education (SEP) and meets all the requirements of that agency as well.

Fact Sheet
The ASPV fact sheet will answer questions regarding school population.
Fact Sheet

II.General Information

Office Hours	**8:00 – 15:00**
Elementary Office	**8:00 – 15:00**
Accounting Office	**8:00 – 14:30**
Counselor	**8:00 – 14:30**
Elementary School Library	**8:00 – 15:00**

TELEPHONE COMMUNICATION NETWORK
AMERICAN SCHOOL OF PUERTO VALLARTA

SWITCHBOARD 221-1525 ONLY FOR EMERGENCY 209-2164			
		EXTENSION	**DIRECT NUM.**
LISA LANGLEY	**GENERAL DIRECTOR**	**104**	
RAQUEL CIBRIÁN	**SECRETARY**	**104**	**226-7680**
ARTURO ROMERO	**PUBLIC RELATIONS**	**103**	
FAX			
Elementary			
NANCY COATES	**PRINCIPAL**	**201**	
DENNISE LOYO	**SECRETARY**	**201**	**226-7671**
CLAUDIA GUTIERREZ	**ASSISTANT**	**203**	
ALEJANDRA GUZMAN	**NURSE**	**204**	

JULIETA VALDES	PRIMARY LIBRARY	205	
Middle and high school			
ANTONIO SALGADO	PRINCIPAL	301	
ADAM KILNER	ASSISTANT PRINCIPAL		
AMANDA GONZALEZ	ADMISSIONS	303	
COTY PIÑA	SECRETARY	301	226-7672
ANA SALCEDO	ASSISTANT	308	
CYNTHIA THOMAS	COUNSELOR	304	
PAMELA MARTINEZ	HS LIBRARY	305	
HS COMPUTER LAB.		307	
Administration			
MARTHA VEGA	COMPTROLLER	501	
LOLITA CANO	ACCOUNTING	501	
OLGA FLORES	CASHIER	504	
NORMA GONZALEZ	COPIES	101	226-7679
DANIEL BELTRAN	COMPUTER	514	
NANCY LÓPEZ	COMPUTER	514	
CAFETERIA		503	
EDUARDO ESPINOSA	ATHLETICS	401	226-7674
JUAN GIL	GUARDHOUSE	507	226-7681
FRANCISCO OLVERA	MAINTENANCE	506	

ELEMENTARY STAFF 2016-2017
AMERICAN SCHOOL OF PUERTO VALLARTA

PRINCIPAL	**Nancy Coates**	ncoates@aspv.edu.mx
SECRETARY	**Dennise Loyo Aguirre**	dloyo@aspv.edu.mx
ASSISTANT	**Claudia Gutiérrez**	cgutierrez@aspv.edu.mx
NURSE	**Alejandra Guzman**	aguzman@aspv.edu.mx

ENGLISH TEACHERS

Grade	**Teacher /Email**	**Name**
KINDER 1	Tiffani Kalchevski tkalchevski@aspv.edu.mx	Gabriel Tapia
KINDER 2	Kelsey McGukin kmcgukin@aspv.edu.mx	Anahí Torres
KINDER 3	Leza Luna lluna@aspv.edu.mx	Evelyn Covarrubias
Grade	**Teacher /Email**	**Name**
PRE-FIRST	Ryann Rush rrush@apsv.edu.mx	Leslie Puentes
1ST/2ND ENGLISH	Maritza Cruz mcruz@apsv.edu.mx	Monserratt Campoy
3RD / 4TH	Camille Lusane clusane@aspv.edu.mx	Esther Gómez
5TH / 6TH	Mary Beth Kester	Noemí Melchor
Support Services	Carol Concha	

	cconcha@asp.edu.mx	
Support Services	Phillip Marks pmarks@aspv.edu.mx	

SPANISH TEACHERS

Grade	Teacher /Email	Assistant Name
PRESCHOOL	María Godínez mgodinez@aspv.edu.mx	Maythe Bernal
PRE-FIRST SPECIAL SPANISH	Silvia Chávez schavez@aspv.edu.mx	Leslie Puentes
1º / 2º	Fidela López flopez@aspv.edu.mx	Nayeli Rubio
3° / 4° AFTER SCHOOL CLASSES	Rocío Gómez rgomez@aspv.edu.mx CEL 044 322 133 9994	Tania Verdayes
5º / 6°	Laura Álvarez lalvarez@aspv.edu.mx	Noemí Melchor

SPECIAL CLASSES TEACHERS

Grade	Teacher /Email
SCIENCE	Jennifer Farrell jfarrelluber@aspv.edu.mx
SPORTS	Steacy O'Connor soconnor@aspv.edu.mx
SPORTS	Joel Manzano jmanzano@aspv.edu.mx
COMPUTER	Karela Hernández khernandez@aspv.edu.mx
ART	Licia Rossetti lrossetti@aspv.edu.mx
LIBRARY	Julieta Valdez jvaldez@aspv.edu.mx
MUSIC	Robert Dunger rdunger@aspv.edu.mx

COUNSELOR	Cynthia Thomas cthomas@aspv.edu.mx
SPORTS DIRECTOR	Eduardo Espinosa eespinosa@aspv.edu.mx

MAINTENANCE AND SECURITY PRIMARY SECTION

	Name /Email	**Assistant Name**
HEAD MAINTENANCE	Francisco (Pancho) Olvera folvera@aspv.edu.mx	MAINTENANCE ASSISTANT
CLEANING	Refugio (Cuquita) Aguilar	Estela Peña
SECURITY PRIMARY GATE	Juan (Juanito) Gil	
BUS DRIVER	Gregorio Jauregui (Goyo)	

Location
MAP of Facilities

Visitors
ASPV strives to maintain an environment at that is safe and promotes learning at all times. Visitors who add to our community and learning environment are always welcome and are encouraged to visit the campus during the school day. All visitors need to enter through the Upper School gate and leave identification in order to obtain a visitor's pass.

Parents, friends, former students and other family members may enjoy the cafeteria and outdoor campus but are not permitted to visit classrooms during the day without prior permission. If you have homework, lunch money, lunch, or other articles you wish to deliver to your child, please take them to the office. They will be delivered to your child without classroom disruption. If you would like to observe a class in session you are welcome to do so, but please get permission from the elementary office first.

III.Communication

Bulletin/Information Folder
Elementary School notices are sent in an email every Tuesday. In addition, a folder is sent home the same day with student work and paper copies of some notices. Please return the folder to school for use the following week. If your folder is misplaced, please request a new one from the

office. Covering the folder in a plastic sleeve will protect it for use during the entire school year.

Website
The ASPV website: www.aspv.edu.mx is updated weekly with bulletins and news about events and activities. Parents are encouraged to check the site frequently. By entering the website, parents are able to follow student grades in teacher grade books, review bimester learning goals and check Moodle assignments.

Flag Ceremony
Every Monday morning at 8:00, the ASPV elementary community gathers for a flag ceremony on the school patio to celebrate members of the community and showcase student achievement. This gathering is a wonderful example of the strong community a small school is able to enjoy. All parents are invited and encouraged to stop by and attend. If your child has been honored in any way in a hobby or interest outside of school that you would like to share with the community, please notify the elementary principal.

Twitter/Facebook
Parents can follow ASPV on Twitter by searching for @ASPVmexico and ASPV Facebook .

Emergency Text Message
In the event of an emergency, ASPV relies upon cell phone text messaging to communicate to parents about the actions they should take. A test text message is sent to parents at the beginning of every school year to ensure that the contact is secure for every family. If you see in the bulletin that the test is taking place and fail to receive the message, please contact the elementary school office.

Parent Conferences
Teachers meet with parents to report student progress in primary in November and February. Every parent is asked to attend the session. During this conference, teachers report student standardized test scores, student progress, and talk about specific goal setting for your child. It is often appropriate that the student attend the conference as well. The sign up is done online.
At the end of the school year teachers meet with parents with specific concerns and parents of students who are in need of continued attention.
Early childhood conferences take place in November, February, and June.

Parent Concerns
ASPV welcomes and supports honest and direct communication of parent concerns. Parents with questions or comments about student progress are encouraged to make an appointment (via email) with the appropriate teacher. See the directory for email contact information. If the issue of concern does not apply to a particular teacher, or is ongoing or unresolved, please make an appointment with the elementary school principal.

Back to School afternoons
All parents are invited to meet teachers for a presentation of programs and procedures in September at Back to School afternoons. At these meeting the English and Spanish teachers

describe their programs, books, and expectations for learning for the school year and new specialist teachers (e.g. music, art) are introduced to the community. PTA volunteers are also signed up at this time. Please make an effort to attend.

Confidentiality
The professional staff at ASPV has a commitment to maintaining a trusting partnership in communication with parents. Any statement a parent makes regarding a student is shared only with other professionals who have direct contact with that student, and only if that communication will benefit that student.

Parent communication
ASPV is a close-knit community in which many families socialize on, as well as off, campus. Children listen to and observe their parents and it is important to always provide a positive model of respectful interaction. Please remember that the campus is never the appropriate place to settle personal differences of opinion. While on campus, it is never appropriate to discipline another person's child. Should there be a concern, please bring it to a staff member.

Guidelines for communication tools (Facebook, WhatsApp, etc.)
Many classrooms and afterschool activities create group chats in order to answer questions and share information. Please remember that:

- The tone of communication should be informative, helpful, and above all respectful to parents, students, and staff.
- If what you need to say is of a delicate nature, a group chat is not the right place for discussion. (i.e., a child's behavior).
- Groups are most helpful when they stay on topic and limit their communication to what is necessary (e.g., soccer chat talks about time and location of games).
- If the topic doesn't pertain to the entire group, please start a separate chat (i.e., a birthday party that only some children will attend, after school pick ups for certain students).

IV.Transportation/Vehicles

School Bus
The school bus is used exclusively for field trips. ASPV does not provide transportation to or from school.

Parking
In the morning, parking outside the school is limited to the area in front of the primary and high school, on the school side of the street, and on the southwest portion beyond the early childhood gate. Please do not park in front of the entrances. After 8:15 all cars must park southwest of the early childhood gate. After 2:15 the only parking permitted is southwest of the early childhood gate.

Arrival/Morning
Primary School drop off and pick up is at the primary (2nd) gate and begins after 7:30. Kinder 1, Kinder 2, and Kinder 3 drop off at the 3rd entrance after 7:45.

Map of gates

Consideration of others and compliance with the rules are key to solving the traffic challenges we experience at ASPV.

In the morning parents should:

- Pull up to the front gate and allow their children to quickly exit the car.
- Put book bags in the car with the students, not in the trunk.
- Remember teachers and security guards are there to assist, but have many other cars to attend.
- Park outside the drop off zones on the school side of the street.
- Do not make u-turns in front of the school.
- Explain traffic rules to friends or relatives who will be dropping your children off.

Most traffic problems encountered at school in the morning can be avoided by arriving at school before 7:50. In the morning, students who are dropped off on the opposite side of the street are escorted across. Students in grades three through six who arrive late more than five times in a bimester (grading period) are not eligible for honor roll.

Dismissal/Afternoon

Cars are permitted to line up at the gate starting at 2:15. early childhood dismissal begins at 2:25 and primary dismissal begins at 2:30. **Never leave your vehicle unattended in the pick-up line**. This causes great disruption to the flow of traffic and makes the process harder on everyone.
For safety reasons, students may only be picked up on the school side of the street. Traffic guards announce the arrival of parents to students, but in the event that a student fails to appear, the parent will be asked to continue in the traffic line and avoid detaining other parents while waiting. Please remember the following tips provided by other parents.

- If your child fails to respond to the announcement, it is polite to move on, circle around, and get back in line.
- Cutting in line or holding up traffic is something everyone behind you remembers.
- The “clueless” or “rude” car in front of you may be a grandparent or new parent who doesn’t understand the rules yet.
- Encouraging your child to cross the street or leave at a different exit creates an unsafe environment for everyone, especially your child.
- Holding up the line to buy from a vendor puts student safety at risk and frustrates the people behind you.
- Parking in front of the staff parking lot blocks the only exit.

Entering the school after hours
For security reasons, parents, students and visitors are not permitted to enter the school from 2:30 – 3:00. Any parent who wishes to enter the school near dismissal time must enter through the high school gate before 2:30. All parents, students and visitors approaching the gate after 2:30 must wait until 3:00 to be admitted onto campus. This includes students who have forgotten belongings at school. We sincerely regret any inconvenience the enhanced security creates.

If your child will be leaving with another parent, please notify the office or security guard at the gate.

Early Departure
Children who are leaving campus during the school day for an appointment or due to illness must have an exit pass issued by the primary secretary. This form is to be presented to the guard at the high school entrance upon exiting. An office representative will pick your child up from class. Please do not go directly to the class nor interrupt a class in session. By calling the elementary office directly at 22-67-671 you can arrange to have your child waiting for you at the high school gate with the necessary pass at the appointed time.

After School Activities
A large number of our students participate in after school sports, tutoring, music, art, and other classes. Students may only stay on campus after 3:00 p.m. if they are enrolled in one of these activities. All students must be supervised by an adult when they are not in a scheduled activity and must be picked up immediately after the activity has finished.

V.Schedules/Calendar

School Day

- **Early Childhood**
  The early childhood day begins at 8:00 and ends at 2:25. Each class has a distinct schedule that can be viewed on the website or requested from the early childhood teacher or elementary school office. Students eat a lunch and a snack during the day.

- **Primary**
  The schedule for primary school is as follows:
  Each class has a separate schedule that can be requested in the elementary school office.

  7:55 Bell for class
  8:00 Late bell (pass required for all students entering)
  10:30-11:15 Recess pre-first, first, second, and third grades
  11:15-12:00 Recess, fourth, fifth, and sixth grades
  2:30 Dismissal

Students in first through sixth grade begin every day with one hour of math class. They then take English or Spanish and attend special classes (e.g. music, technology) before and after lunch and at the end of the day. Classes rotate each week, with students taking English in the morning one week and Spanish in the morning the next.

School Calendar
Please visit our website at http://aspv.edu.mx to familiarize yourself with the current annual calendar. The calendar includes all school breaks, national holidays, and school events. Important dates and events are added to the calendar throughout the year.

Professional Development Days
The Mexican Secretary of Education has designated one school day each month for professional development. These days are usually, but not always, scheduled on the last Friday of the month. On these days classes are cancelled and teachers take part in courses that enhance their skills in directing student learning. Parents should be aware that ASPV teachers also sometimes attend courses on Saturdays and after school. Continued learning is an important ASPV goal.

Holidays
The ASPV calendar includes all legal Mexican holidays. Because we are a multicultural American school, we celebrate American Thanksgiving as an important holiday as well. It takes place on the fourth Thursday in November. On that day, classes are dismissed at noon, and there are no classes the following day. Thanksgiving is the only holiday celebrated that is not also included in the Mexican calendar.

English/Spanish Calendar
The ASPV elementary school Spanish and English programs are accredited by two different agencies. There are different requirements for the length of the school year outlined by each agency. For this reason, the English program concludes before the Spanish program. Graduation is always scheduled in June after the conclusion of the English program. The Spanish program continues for up to ten school days after that depending on the year. As a courtesy to parents, we try to align the conclusion of Spanish course requirements with the end of the English program and use the remaining days for enrichment and special projects in Spanish. In this way families who would like to embark on vacations may do so, and those who prefer to have their children engaged in learning activities at school may choose that as well. The schedule is 9:00 to 12:30 for both early childhood and primary.

VI.School Wide Policy

Animals on Campus
Animals (pets included) are not permitted on the ASPV campus at any time unless they are to be included in an authorized learning activity.

Smoking

ASPV is a smoke free campus. There is no smoking while on school grounds during the school day or at all after school activities.

Drug Free Environment
ASPV is a drug free environment. The unlawful use, possession or distribution of a controlled substance by any student, employee, parent, or visitor is prohibited.

Visitors
During the school day, all visitors must enter through the high school gate, leave identification with the guard, and wear a visitor id badge. Visitors may not enter classrooms without permission from the primary office.

Lost Items
There are two areas designated for lost and found items. One is by the high school stairs and the other by the primary stairs. Smaller, valuable or electronic items should be turned in to the Lower or Upper school offices. Many items belonging to primary students can be found in the upper school lost and found.

Toys
No toys from home are permitted at school (except those needed at rest time) unless your child's teacher has sent a note home asking your child to bring one. Complicated pencil cases and crayon sets are not really school supplies, but toys. Please keep those at home as well.

Responsible Use of Technology
The use of ASPV technology is a privilege. Anyone caught in any form of electronic mischief or misuse will be denied access. Consult the ASPV Electronic Resource Acceptable Use Policy.

VII.Student Conduct

Code of Conduct
Every year all primary students (pre-first through sixth grade) and parents are required to read and sign a copy of the ASPV Code of Conduct.

Academic Honesty
ASPV expects students to produce their best original work. Examples of academic dishonesty include but are not limited to:

> **Plagiarism** - taking work, words, ideas, pictures, information or anything that has been produced by someone else and submitting it as one's own, such as:
>
> - Directly quoting from another person's work without crediting them
> - Paraphrasing another person's work without acknowledging the source

Copying – taking work of another student, with or without his or her knowledge and submitting it as one's own.

Cheating on Exams:

- Obtaining or giving answers to exam questions before or during an examination
- Use of unauthorized material during an exam
- Misbehaving during an exam

Collusion – helping another student to be academically dishonest, such as:

- Completing/creating for another student an assignment or allowing another student to complete/create an assignment for you

- Submitting a group assignment that represents that the project is the work of all of the members of the group when less than all of the group members assisted substantially.

Bullying Prevention and Response
The members of the ASPV community believe that all students have a right to a safe environment at school. Students who repeatedly bully other students may be denied the right to re-enroll. The ASPV policy on bullying may be viewed here.

VIII. Early Childhood Policy and Procedures

Admissions
Students are given an entrance exam to screen our early childhood students; the Brigance Inventory of Developmental Skills, which is used to place students in the appropriate program. It is administered in their native language by qualified personnel.

The best way to prepare your child for the test is to first of all avoid the word "test." Explain to your child that he/she will be meeting a teacher who will play some games and do some puzzles with him/her, and they may be drawing some pictures. Talk about school in a positive, fun way and explain that this will be a short visit.

Schedules
School officially begins at 8:00 am and is finished at 2:25. It is important to be on time in the morning, to help your child feel included in the activity that is taking place. Children should not be dropped off earlier than 7:45 a.m. It is important as well that you pick up your child at 2:25. Children are often anxious when they have to wait for a pick-up, and this can affect their attitude toward school. As well, we have busy teachers who do preparation work for the next day at this time, or have other school commitments. Please follow drop off and pick up instructions included in section IV.

The daily class schedules may be viewed on the website (with log-in) or you may request one from the office or class teacher.

What Your Child Needs
Your child will need a cup for water, a complete change of clothes, a blanket and pillow, and, if needed, a soft toy to sleep with. This toy will stay in the child's cubby until nap time, at which time he/she may wish to sleep with it. Be sure that all of these items, as well as jackets and any other personal items, are clearly labeled with your child's name.

Books and Supplies
The early childhood students learn more through activities than books. However there are still some things on the book list parents will need to buy. Parents should purchase the books for their children in the accounting office and pick them up in the elementary school office. Supplies such as pencils, crayons and paper are provided at school at no additional charge.

Staggered Entry
It is very important that early childhood students have a gentle and orderly introduction to school. To ensure that they do, Kinder 1 and Kinder 2 students are introduced to their classes in smaller groups. During the first week of school, half of the students attend school on Monday and Wednesday and the other half on Tuesday and Thursday. Parents are advised of the days their child will attend. After the children have had an opportunity to adjust to routines and get to know the classroom, the entire group then attends on Friday of the first week.

The First day of School
If this is your child's first day at school, or even their first day in a new classroom, it can be a stressful time for both student and parents. It is natural for a child to feel some fear and insecurity. Do your best to discuss school in a positive way during the summer.

On the first day, your child may wish you to accompany him/her inside. This is perfectly fine. Help your child find his/her name, put away belongings, and become interested in an activity that the teacher has put out. Once your child is settled in, you may wish to let the teacher know that you are leaving. Once you tell your child goodbye, it is a good idea to exit quickly. Prolonged goodbyes often increase anxiety in both students and parents.

Your child may have some tears. This is normal. Let your child's teacher know if you wish to be informed about his/her progress and leave a number where you can be reached.

Pick up, Friend /Relative
If you wish to have someone else pick up your child at the end of the day, you must inform the office and your child's teacher. The best option is to introduce the teacher to the alternate pick-up person beforehand. Our top priority is your child's safety, and we will not release your child to someone we do not know. If another mother from the school is picking up your child, let the teacher know the morning of the pickup.

Absences

Early childhood children generally have less immunity to illness. For this reason, it is very important that you keep your child home when they are ill or appear to be sick, even if they say they want to come to school. If your child is absent more than two days, or is diagnosed with a communicable illness, please notify the school nurse.

Calendar
The early childhood follows the elementary school calendar posted on the website. There are some occasions when early childhood does not participate in specified activities (spirit days for example). These are indicated in the elementary school bulletin and notes from teachers.

Communication with the Teacher
Your child's teacher is working hard to provide the best possible education for the class. If he/she has concerns about your child's progress, or wants to share a success, be assured he/she will inform you. If you have any concerns at all, please feel free to speak with him/her. You may wish to set up a meeting with the teacher, as before and after school can be busy times. *Please do not express your concerns to the assistant.* She knows your child well, but cannot speak to your concerns without the teacher present. The assistant can help you if you need a translator and will gladly assist you in this way.

Uniforms
All early childhood students should wear the American School physical education uniform as school is an active place and gross motor activities take place daily. They may choose to use the ASPV uniform shirt, with beige shorts, skirt, or pants. Avoid sandals and dressy shoes, comfort and safety are the key.
Uniforms are available for purchase at Undo Skin in Plaza Marina shop # A-28.

Lost and Found
Most lost articles can be found in the early childhood classrooms. Parents can also check in the lost and found by the stairs next to the physical education office and with the elementary school secretary.

Lunch and Snacks
All students in early childhood eat twice a day. The main meal is eaten at around 10:00 or 10:30 and a snack is eaten in the afternoon. Be sure to pack enough food for both times. If you wish to buy the lunch and snack provided by the cafeteria, please make those arrangements through the cafeteria, and inform the teacher of this once the arrangements have been made.

Be sure to inform the teacher and the school nurse of any food allergies your child has, as we often have special snacks throughout the year.

Rest Time
You may wonder why your child is having a rest time each day when your child no longer naps at home. This is an important time for your child. They have been busy interacting with other children, listening to a language that may not be familiar to them, and working with their minds and bodies for an extended period of time. Research shows that important connections are

made in the brain during rest and sleep. It also gives each child a chance for "down time", when they are in their own space in a quiet, tranquil environment. Some students do not sleep, but still remain on their mats and look at books quietly and listen to classical music for a period of time, after which they are engaged in quiet activities outside or at the tables. It is school policy to allow a sleeping child to sleep.

Birthdays
You may wish to serve cake at school on your child's birthday. If so, you need to inform the teacher in advance to work out the best possible time in the daily schedule. We ask that you limit the time to a maximum of 20 minutes. Please bring all necessary items to serve the cake. Piñatas are not permitted. We don't mind handing out invitations to parties if your child has a birthday party after school hours, but only if invitations include **ALL** the children in the class.

Discipline
We believe in a program where the student is gradually taking more and more responsibility for his/her behavior. Students are made aware of classroom rules and are given the reason for these rules.

- For small infractions, redirection, reminders and mediation are given. The child may need to be removed from the activity or area where he or she is working in order to redirect the behavior.
- For students that are posing a risk or major disruption to the rest of the classroom, a time-out in a quiet area away from the classroom for a period of time may be necessary (although students will always be under teacher supervision).
- Students with continuous difficulty demonstrating acceptable behavior will be closely monitored by staff. We will ask the parents for help and follow-up at home when working with their child, and we will maintain communication on the child's progress. We ask for your support with our discipline policy, as our goal when enforcing rules is to help your child develop as a responsible, caring individual.

Standards for Ethical Behavior
Standards of ethical behavior in early childhood education are based on commitment to core values that are deeply rooted in the history of our field. We have committed ourselves to:

- Appreciating childhood as a unique and valuable stage of the human life cycle.
- Basing our work with children on knowledge of child development.
- Appreciating and supporting the close ties between the child and family.
- Recognizing that children are best understood and supported in the context of family, culture, community, and society.
- Respecting the dignity, worth, and uniqueness of each individual (child, family member, and colleague).
- Helping children and adults achieve their full potential in the context of relationships that are based on trust, respect, and positive regard.

IX. Primary School Policy and Procedures

Schedules
Primary schedules may be viewed on the ASPV website, but parents must be logged in to see them. Parents can also request a printed copy of the schedule in the office.

Late Passes
All primary students who arrive after 8:00 need a late pass to enter class. This is given to students by the school nurse. On some occasions, for example when traffic is severely delayed, the tardy may be excused or not recorded. The student still needs the late pass to enter class.

Books and Supplies
Most books and supplies are included in the cost of tuition, but additional workbooks and reading materials are required for purchase at the beginning of the school year. The materials are paid for in the accounting office and picked up at the primary office upon presentation of the receipt. An email notification is sent out to the families when the books are ready for purchase. Donating your child's novels to the teacher at the end of the school year helps us build collections for lending and reduce book fees.

Uniforms/Dress Code
Uniforms are available for purchase at Undo Skin in Plaza Marina shop # A-28. On days that students do not have physical education class, they should wear a school shirt with logo and beige pant, shorts or skirt with logo. On the days they have physical education class, students must wear the designated physical education shirt and shorts with proper athletic shoes. All shorts and skirts must meet a minimum length of their fingertips. Hats are great for the playground, but may not be worn in the classroom. Uniforms are also required for many after school activities and programs.

Absences
Regular attendance is a crucial component of learning achievement. If a student will be out of school for more than three days, please advise the nurse: aguzman@aspv.edu.mx or elementary office of the nature of the illness or injury. Parents are strongly encouraged to schedule family vacations during school breaks, but in the case that rescheduling is unavoidable, please submit a request for elective absence to the elementary office and contact the teachers directly to determine the makeup work before departure. Please advise the school immediately dloyo@aspv.edu.mx in the case of serious or contagious illness.

Prevention Notices
Parents are sent prevention notices when students are at risk of receiving a failing grade or failing to turn in assigned work. Please sign and return paper copies or acknowledge electronic prevention notices with a reply.

Selection of Valedictorian
The student awarded the honor of sixth grade valedictorian delivers the sixth grade speech at graduation. The selection is based on a total grade point average received in third through sixth grade. In the event that a student has not been enrolled at ASPV since third grade, their average is calculated only in the years they have been enrolled at ASPV. A student may be disqualified for consideration as valedictorian if they violate the Code of Conduct.

Selection of Color Guard
The ASPV Color Guard is made up of students who present the American and Mexican flags every Monday morning at the flag ceremony. It is an honor to be chosen. At the beginning of the fifth bimester, the students in fifth grade are asked if they would like to be considered for selection to the color guard. Those who respond that they would like to be considered are selected on the basis of grade point average and conduct. There are two faculty members responsible for the color guard: the coach, who is responsible for training the students in the protocol for presenting the flags, and the advisor who is responsible for communication with parents and students about uniforms and details of color guard events. Seven students are chosen, to comprise a six member team. There is no designation as alternate. The coach is responsible for assigning the positions of the team members based on what he or she considers the best presentation of the team. The students who carry the flags are not necessarily those with the highest grade point averages. These positions are rotated throughout the school year.

School Photos
School photos are taken within the first two months of school. These photos are used for student ID cards and the yearbook. Parents may purchase photo packages in the accounting office. Student ID cards are handy for discount admission to some ticket offices in Mexico and needed for Mexican visa papers. If you do not receive your student ID card/s please request them in the primary office.

Yearbook
Every ASPV student receives a yearbook at the end of the school year. There is no additional charge for the yearbook. Students in primary are asked to sign for the book they have received. early childhood parents are asked to do the same. Please ensure that your child writes his or her name in the book upon receipt.

Toys at School
Students may only bring toys to school when it is a teacher authorized activity. Fancy pencil boxes and sets of markers and crayons etc. are really toys and do not add to the learning environment.

Electronic Devices
Primary students may have cell phones for emergency purposes but may not use them during the school day until after 3:00 p.m., **and** until they are being supervised by a parent. Necessary phone calls should be made to and from the elementary office. Other electronic devices are not permitted at school.

Birthdays
Parents who wish to celebrate student birthdays are invited to do so at school during lunch time. Please arrive at the beginning of the lunch period and serve the cake outside in the patio. Teachers and assistants will not be able to serve the cake. Bring everything you need to serve the cake. Students will be expected to return to class at the indicated time.

Parents may distribute birthday invitations on school grounds only when the **entire class** is invited to the party. If you do not have plans to invite the entire class, please deliver your invitations off campus or electronically.

Lost and Found
The primary lost and found is located in the entry by the stairs next to the P.E. office. Please check it frequently. Smaller items and electronic items are kept in the office, please check with the secretary. **Marking each of your child's belongings with her or her full name will greatly help to ensure their return.** The high school lost and found is located in the high school stairwell. Primary students frequently leave things on that side of the campus that can be found there as well. Please check that side too. Money found at school is returned to the rightful owner when that is possible. In the event it is not claimed, it is included in a fund that loans money to students who do not have money to pay for lunch. The remainder is donated to community service projects. The best way to ensure that electronic devices and games are not lost at school is to avoid sending them to school in the first place.

X.Health and Safety

School Nurse
ASPV has a full-time, registered nurse on staff from 8:00 until 2:30. Her office is next to the Elementary School office.

Student Emergency
In the event of an emergency involving your child, (accident or illness) the school will contact parents on their phone numbers listed on the school information forms. If ASPV is not able to contact parents, the alternate emergency contacts indicated on the forms will be called. Please do not put your own phone number as an emergency contact. It is important that children are picked up as soon as possible after receiving a phone call. Any illness or injury requiring immediate attention will be treated at a nearby hospital.

Health Records
Health records for each student are maintained and regularly updated. Please advise the school nurse if there is something that needs to be added to your child's record.

Vaccination
The Mexican Secretary of Education requires all schools to maintain current vaccination records. Parents will be advised when their children need updates for vaccinations. If your child has had

immunization updates, please bring the records to school.

Administration of Medication
Parents must authorize the administration of medication needed at school (Tylenol, Pepto-Bismol, etc). You may sign a form allowing continued permission if you choose.
Parents must hand deliver prescribed medication that will be administered at school to the school nurse. Teachers and assistants may not accept or administer medication. If the nurse is unavailable, please deliver the medication and instructions to the elementary school office.

Illness/Staying Home/Returning to School
Any child who has had a fever, diarrhea, or vomiting within the last twenty-four hours should not be sent to school, even if they say they want to come. Children may return to school when they have been free of fever for twenty-four hours without medication. Please do not send sick children to school. Parents who have been notified that a child has become ill at school are asked to pick them up quickly.

Head Lice
All students are checked regularly for head lice, particularly after vacations. Students with live lice or nits in their hair may not remain at school and may not return until treated.

Routine Screening
Children are routinely screened for vision and hearing problems. Parents who have concerns about a student's vision or hearing should have them evaluated by a specialist.

Emergency Procedures
The staff and students at ASPV rehearse various evacuation procedures regularly, (earthquake, fire/ lockdown) to prepare them in the event of an emergency. These drills are routine. The staff is trained in first aid and emergency procedures. There is an emergency procedure manual for staff that parents may request for review in the primary office.

In the event there is an emergency at school, parents will be contacted via text message and Twitter. Please ensure your current telephone number is always on file at school.

XI.Academic Programs Early Childhood

NAEYC Standards for Appropriate Practice
The ASPV early childhood uses the National Association for the Education of Young Children Standards for Developmentally Appropriate Practice as a guideline for quality early childhood education. Parents with questions about how the ASPV early childhood differs from others are encouraged to contact their child's early childhood teacher.

Evaluation ECERS
The early childhood program is evaluated with the Early Childhood Environmental Rating Scale (ECERS) .

Language Immersion
Children in early childhood study both Spanish and English in a double immersion program. All teachers are native speakers of the language they teach and speak only that language in the classroom. Children learn both languages through listening, and are not expected to speak until they are ready to do so.

Curriculum
Early childhood curriculum documents are available for viewing on the ASPV website. Parents must be logged in to see them.

Report Cards/Portfolios
Teachers in early childhood present progress reports to parents twice a year. The first report card is presented in a conference and the portfolio of student work is also reviewed. This portfolio gives parents an opportunity to observe the ongoing process of student learning during the early childhood years.

Service Learning
The ASPV vision and belief statements reflect a strong commitment to service learning. The early childhood children participate in community service with a TRIKE-A-THON that raises money for a different cause each year. Parents always have the option of not participating in a service learning program.

XII.Academic Programs Primary

Counselor

The elementary years are a time when students begin to develop their academic self-concept and their feelings of competence and confidence as learners. They are beginning to develop decision-making, communication and life skills, as well as character values. It is also a time when students develop and acquire attitudes toward school, self, peers, social groups and family. Comprehensive developmental school counseling programs provide education, prevention and intervention services, which are integrated into all aspects of children's lives. Early identification and intervention of children's academic and personal/social needs is essential in removing barriers to learning and in promoting academic achievement. The knowledge, attitudes and skills that students acquire in the areas of academic, career and personal/social development during these elementary years serve as the foundation for future success.

*American School Counselor Association

Elementary School Counseling Program Mission:

To help guide and support learners in their lifelong journey of developing their best self: academically, socially, and personally in a safe, caring, and challenging school community.

If you have any questions about the school counseling program at ASPV or questions or concerns about your child, please e-mail Miss Cynthia Thomas at cthomas@aspv.edu.mx

Service Learning

ASPV believes that opportunities for service learning enhance leadership skills, learning, a global perspective, and social responsibility. Every class in the elementary school is required to create and execute a community service project. These projects are showcased throughout the year. Additionally, the student council sponsors many community service fundraising projects through Spirit Days, when students may come to school out of uniform and dressed in a theme for a donation. All donations to community service are optional. Parents may choose not to donate at any time without negative consequences to students.

Standardized Testing

MAP testing (Measure of Academic Progress)is scheduled for all students in January and May and in September for new students. It is a computer based test that measures growth in learning and compares our student achievement to that of students in the United States. The tests assess achievement in reading, language and math. Unlike standardized test done on paper, a student

taking the MAP test can be assessed accurately if they are at a learning level above or below their grade level. The exam supplies teachers with important information on what students have learned and what the next goal for them should be.

One of the results of the reading test is a “lexile level” that determines a student’s skill level in reading. This provides parents and students with important information that they can use when they check out books from the library so they will be able to avoid books that are too easy or too difficult for the student’s reading level.

Writing tests are administered annually in Spanish and English to assess student progress in writing composition. Student writing samples are scored on a rubric based on the Six Traits of Writing.

Report Cards Elementary (prefirst through sixth grade) report cards are sent to parents every bimester (two month grading period). It is important to remember that the purpose of these grades is to give parents an idea of student progress during those two months.

Honor Roll Students in third through sixth grade with grade point averages above 8.5 are recognized for their achievement at an honor roll ceremony at the end of the bimester. Honor roll certificates are awarded in accordance with the following policy:

9.5 – 10 Certificate of Excellence

9.0 – 9.49 Certificate of Honor

8.5 - 8.99 Certificate of Achievement

Students are disqualified from honor roll for the following reasons:

- Receiving a grade of less than 7 in any subject.
- Arriving tardy more than 5 times in one bimester.
- Failing to come to school in the appropriate uniform more than 4 times in one bimester.
- Absence more than seven school days in one bimester not related to illness, family emergency, bereavement or athletic competition.*
- Receiving a conduct grade of less than 9. (grades 3-6)
- Students who are suspended from school for violations of the code of conduct are disqualified for honor roll.

Disqualified students may appeal in writing if they feel they have been unfairly excluded. A committee of two teachers and one administrator is selected to review the appeal.

Parents are reminded that grades are weighted before averages are calculated. Students working above grade level in math are awarded .5 extra points for math.

* Students may apply for a travel exemption provided all class work and assigned travel activities

are completed.

Grade Weighting
Grade point averages in third through sixth grade are calculated based on a weighted system that is based on time spent in class. Parents must sign in to the website to view the grade weight formulas. Students in advanced math classes are awarded .5 extra points in math in the calculation of grade point averages.

Curriculum Documents
Learning standards and curriculum maps for every class and course in the elementary school are available to parents for on the ASPV website. Teacher monthly (early childhood) and bimester (primary) learning goals are also posted on that page.

Nondiscrimination Statement
The American School of Puerto Vallarta prohibits discrimination in employment, educational programs, and activities on the basis of race, national origin, color, creed, religion, sex, age, disability, sexual orientation, gender identity, or associational preference. The School also affirms its commitment to providing equal opportunities and equal access to School facilities.

Privacy statements
http://aspv.edu.mx/confidentiality-notice/