

TABLE OF CONTENTS

Introduction	1
Vision	
Philosophy and Mission	
Beliefs	
Values	
General Procedures	
Classroom Behavior	
Student Attendance	
Absences	
Vacations	
Grading	
Promotion Policies	
Homework	
Frequently Asked Questions	
▪ Emergency Procedures	
▪ Withdraw Procedures	
▪ Placement Procedures for Returning Students	
▪ Car Stickers	
▪ Change of Address	
▪ Drills	
▪ School Wide Evacuation	
▪ Food Service	
▪ Dismissal Pass	
▪ Transportation	
▪ Routine Changes	
▪ Use of Telephone	
▪ Visitors	
▪ Lost and Found	
▪ Personal Belongings	
▪ Solving Problem Process	
▪ Parent Visitations	
▪ Field Trip Permission	

COLEGIO MAYA SCHOOL VISION

“Colegio Maya, a community where active learners seek excellence, value diversity and find their own voice to become leaders for a more peaceful world.”

COLEGIO MAYA ELEMENTARY SCHOOL

Colegio Maya offers a pre-kinder through fifth grade elementary program, which is fully accredited by the United States, through Advance ED and the Southern Association of Colleges and Schools. The primary language of instruction is English. Spanish language instruction is a part of the regular curriculum. ESOL (English for Speakers of Other Languages) is provided for those students who are not yet proficient enough in English to participate in regular classroom instruction.

The curriculum focuses on instruction designed to enhance a child’s multiple intelligences as defined by Howard Gardner. Students are taught the necessary skills to prepare them for a college preparatory secondary education and for international schools elsewhere in the world. The goal of the program is to provide an educational experience which will stimulate and challenge all students.

COLEGIO MAYA PHILOSOPHY AND MISSION

Colegio Maya intends to provide an excellent educational opportunity, based on a U.S. curriculum, primarily for the international community in Guatemala regardless of race, nationality or creed. The school offers a program of studies to prepare students to experience success in the U.S. university system. Recognizing the transient nature of the student body, the curriculum should enable students to transfer between this school and other U.S. international and Guatemalan schools, insofar as equivalency requirements do not conflict with U.S. curriculum standards. The school endeavors to provide a program that maintains and benefits from the international diversity of the community. The school is committed to the development of the whole individual and is dedicated to fostering its student’s intellectual, social, emotional and physical growth to prepare them to become good citizens and productive members of society.

Should the problem persist, however, the parent should make an appointment with the Principal to seek a solution. If this does not provide satisfactory results, then the parent should schedule a meeting with the Director.

PARENT VISITATIONS

While we encourage parent interests in the daily program of the Elementary School, we also want to stress maximum use of quality time in regard to teacher/student interaction in the classroom. Therefore, we request that parents do not try to meet with their child’s teacher without scheduling an appointment a day, or two in advance with the elementary office. Your cooperation will greatly reduce disruption in the daily schedule for all students and teachers.

FIELD TRIP PERMISSION

Any elementary student participating in a school-sponsored trip **MUST HAVE WRITTEN PERMISSION** signed by their parent. The student must obtain this permission in compliance with the procedures indicated by the principal, teacher or sponsor of the group involved. The elementary school will not accept any permission given by telephone

BELIEFS

We at Colegio Maya believe in educating life-long learners by:

FOSTERING a safe, caring and joyful environment

CELEBRATING the diversity of our Colegio Maya family

CREATING responsible world citizens

ENCOURAGING a socially and environmentally – aware consciousness

PREPARING for a changing technological world

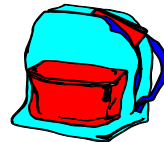
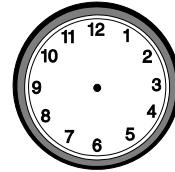
STIMULATING curiosity, creativity, and critical thinking

AFFIRMING the students' right and responsibility to explore their potential

VALUES

At Colegio Maya we hold to these values and celebrate them each month:

Diversity
Respect
Sharing
Unity
Honesty
Individuality
Honesty
Growth
Friendship
Trust
Integrity



GENERAL PROCEDURE

- Classes start at 7:55 A.M.
- **Students should arrive no earlier than 7:30**. Students who arrive before 7:15 will need to wait in the lobby.

- PreK classes are dismissed at 12:00 P.M.
- Kindergarten classes are dismissed at 1:30 P.M.
- Grades 1-5 are dismissed at 2:50 P.M.
- **Bus/Car Passes** need to be authorized by note or phone **before 12:00**.
- If your parents are picking you up and happen to be late, you will wait for them in the Administration Lobby

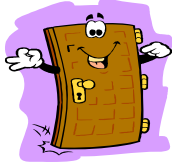
AFTER SCHOOL BUS TRANSPORTATION

Maya offers bus transportation for students involved in after-school activities who already pay for daily bus service. This is not a door to door service, nor does the bus go up the hill. If you wish to make use of this service, please fill out the after-school bus service contract (available at the reception desk or in the secondary office) and return it to the receptionist in the administration lobby.

- Place backpacks and lunch boxes in assigned places.
- Keep cubbies clean and orderly at all times.



- Respect school property and authority.
- Deposit trash in trashcans.
- Remember the “NO GARBAGE, NO GUM” rule.



- Ask your teacher for permission to leave the classroom.
- You need a pass from your teacher to go to the principal, nurse, to another building, or anyplace other than your classroom during class time.



- Do all written work neatly and legibly, following MLA and teacher guidelines.
- Do homework carefully, completely, and neatly. Turn in finished work on time, following teacher guidelines.



DURING DRILLS

- Be serious.
- Walk in silence.
- Listen for directions



IN THE CLASSROOM

- Be attentive.
- Listen carefully.
- Remain seated at your designated place.

AT THE END OF THE SCHOOL DAY YOU NEED TO GO HOME UNLESS:

- You have an after-school activity.
- Your teacher has asked you to stay for tutorials.
- You are rehearsing for a program



IN THE WALKWAY AND STAIRWAY

- Walk on campus at all times.
- Use the ramps only for backpack wheels.
- Keep to the right so other can pass on the left.



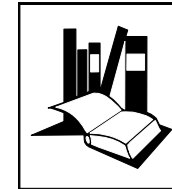
DURING SNACK AND LUNCH TIME

- Remain quietly seated.
- Clean up your area after eating.
- Stay with your group.



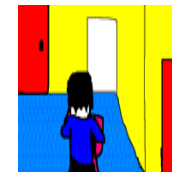
IN THE BOYS' AND GIRLS' RESTROOMS

- Flush toilets.
- Wash hands.
- Use water and paper towels properly.
- Turn off faucet after use.
- Put paper towels in trash can.



IN THE LIBRARY

- Work quietly. This is a place for study and reading.
- No food or drinks allowed.
- Return books on time so others can use them.



DURING PASSING TIME

- Remember: others are in class during your transition. Walk quietly and orderly in lobbies and walkways.

DRESS CODE

Students' apparel should be clean, neat, and comfortable. T-shirts can be worn provided they do not advertise any form of alcohol or tobacco, are free of objectionable artwork or lettering, and are generally in good taste.

Spaghetti straps, torn jeans and roller shoes **are not** allowed. We appreciate parent support of the dress code, which is aimed at providing guidance to assure school dress that is comfortable for students, yet conveys the purposefulness of the learning environment.

Students are expected to wear their PE uniforms on the days they have PE. **Please put student's name in all PE uniforms.**



CAR PASSENGERS

1. All students coming to or leaving campus by car must file the information about the car and driver on the corresponding form at the reception desk. Copies of the form are available from the receptionist.
2. Students who wish to ride in a car as a guest must follow the procedure outlined above for bus riders. They must bring written permission from home, pick up a pass before leaving the main building, and hand the pass to the guard as they pass the exit (garita) on their way off campus.

BUS PASSENGERS

1. Students assigned to the smaller vans are not normally allowed to take a friend on the van for any reason due to space considerations. Exceptions may be made at the discretion of Maya officials if there is space.
2. Students riding the bigger buses may, on special occasions, have a friend ride home with them. A student wishing to ride a big bus that is not their usual means of transport must bring the corresponding permission form, signed by a parent, to the receptionist that morning. Before they get on the bus in the afternoon, they must pick up a pass and give it to the bus monitor as they enter the bus. Phone calls home during the day to get permission are not allowed.



BUS RULES

- Students **stay in their seat** while the bus is moving.
- Students sit and **talk quietly** while on the bus.
- Students **respect** the same rules on the bus as in the classroom.
- Students are **not allowed to eat, drink, or chew gum** on the bus.
- Students follow the directions of **the monitor** and /or the **bus driver**.
- Students are required to **fasten their seat belts**.

CLASSROOM BEHAVIOR

At the beginning of the school year, students and their teacher agree upon the expectations they will have during the year in their classroom. Each student is responsible for abiding by these expectations, which are posted in the classroom for all to read.

DAMAGE TO PROPERTY

Students are required to repair, replace or reimburse any damage they cause to school property.

DISCIPLINARY ACTION

If undesirable behavior persists after the teacher has worked with the student to remediate it, a student may be sent to the principal's office. A student may be suspended by the principal, if the behavior problem continues even after consultation with parents and teaches. In extreme cases, may be considered for.

STUDENT ATTENDANCE

Students are expected to be present in class every day. Regular attendance enhances the success of a student. This attendance policy is based on the belief that education is a social/academic process involving interaction among young people and caring academically prepared adults.

Tardiness: Being on time to class is an important part of academic life. Students who are tardy need to check in with the elementary office. More than three (3) tardies will result in an office referral and a note sent home to parents.

ABSENCES

Absences for reasons of illness, family emergencies, visa requirements, religious observances, or an activity approved in advance by the principal are excused. This means that a student may ask for and submit make-up work. It is generally the student's responsibility to contact teachers to obtain make-up work whenever he/she is absent. A doctor's note may be required for absences of more than three consecutive days of illness.

Students who have been absent for all or part of the day are required to bring a written note signed by a parent or an e-mail, explaining the reason for the absence. This note should be brought to the elementary secretary. If an extended period of

absence is anticipated, as in the case of a family emergency, parents must speak to or write to the principal to make the necessary arrangements ahead of time.

In order to be promoted to the next grade level, students should not be absent more than 10 days per semester.

VACATIONS

Please take a close look at Colegio Maya's calendar. We strongly urge parents not to take their children out of school during the time school is in session. Please plan vacations at other appropriate times.

GRADING

REPORT CARDS

In keeping with the objectives of helping each child reach his/her full potential, the report card gives information on the progress of the child and is sent home four times each year.

Parent Teacher Conferences are held each semester. In the case of continued notable unsatisfactory progress, a parent meeting may be called.

Marking System:

Pre-Kinder

M= Mature
A= Age Appropriate
ND= Needs Improvement
NA= Not Applicable

Kindergarten

A= Almost always
I= In Progress
N= Needs Improvement
U= Unsatisfactory
X= Not Observed

Grades 1st, 2nd - Grading System for Academic Subjects:

E= Exceeds Standards;
M= Meets Standards;
Ap= Approaching Standards;
N= Does Not Meet Standards.

Grading System for Specials and Spanish Subjects:

O= Outstanding;
S=Satisfactory;
N= Needs Improvement;
U= Unsatisfactory;
NA= Not Applicable

3rd Grade

A= Exceeds Standards
M= Meet Standards
C= Approaching Standards
D= Does Not Meet Standards
F= Failing

4th, and 5th Grade classes will use A, B, C, D, and F for all subjects areas except Specials.

DEFINITION EQUIVALENT	GRADE	NUMBER POINTS
Outstanding	A+	97-100
	A	93-96
	A-	90-92
Very Good Work	B+	87-89
	B	83-86
	B-	80-82
Satisfactory Work	C+	77-79
	C	73-76
	C-	70-72
Below Standards	D+	67-69
	D	60-66
Failure	F	Below 60

PROMOTION POLICIES: Promotion and grade level advancement will be based on mastery of the curriculum. To be promoted to the next grade level in grades 1-5, a student must meet the passing requirements based on curriculum

standards. Students may not be promoted if one or more of the following conditions are present:

- The cumulative average in reading is below D (grades 3-5) or “N” (grades 1-2)
- The cumulative average in two or more core subjects (language arts, math, science, social studies) is below D (grades 3-5) or “N” (grades 1-2)
- Promotion in Pre-k or kindergarten will be based on language development, reading readiness and developmental maturity.

The responsibility of recommending repeating a grade belongs to the classroom teacher. When repetition is being considered, it is the teacher’s responsibility to call for an SST meeting (Student Study Team) before the middle of the third quarter, so that a remediation plan can be devised.

Parents of students being considered for repeating a grade will be notified by the counselor and principal during a meeting at the end of the third quarter. The parent will receive final notification of their child’s academic standing at least two weeks prior to the end of the school year.

HOMEWORK GUIDELINES:

At Colegio Maya we value academics and family. Many of our students experience a very active lifestyle both inside and outside of school. With this in mind we have put together a set of homework guidelines within the elementary that will support the academic program here as well as support time for after school activities our students may be involved in.

The purpose of assigning homework is to enhance and support the learning that is taking place at school. It also serves to build responsibility and good work habits. It is important for students, teachers, and parents to be supportive of this practice.

- Students need to complete and return homework the day after it’s given, unless stated otherwise.
- Students in the upper elementary must keep their agendas up to date.
- Teachers must be responsible to assign purposeful homework with clear directions, and give feedback in a timely manner.
- Parents must be responsible for having a routine established at home that is conducive to completing homework in a quiet, well lit area.

We all understand that every student is different in the time they take to complete work. The chart below displays what we feel is an appropriate amount of time needed to complete homework. If your child is consistently unable to complete

his/her homework in the allotted time, please send a note to your child's teacher so other arrangements can be made.

Reading for Kindergarten through Second Grade should be a shared reading experience with a parent every night. Parents showing interest and a love for reading will instill this within their children too. On some occasions a book may be sent home for a child to share with his/her family. In third through fifth grade you will see "Just Right" leveled books and some class novel studies being assigned, as well as students bringing home books from the library. Reading in your home language is also encouraged.

Math for Kindergarten through second grade will consist of an occasional Math Trailblazer page and continued addition and subtraction fact practice for a few minutes everyday. In third through fifth grade, homework will consist of Math Trailblazers, multiplication and division fact practice, and occasional work that the student was unable to complete in class.

Homework Time by Grade Levels

GRADE	READING	MATH	SPANISH	TOTAL/DAY
K- 2 nd	10-15 min	10-15 min	5-10 min	20-40 Min. Max.
3 rd -4 th	20 min	10-15 min	10-15 min	50 Min. Max.
5th	25 min	25 min	10-15 min	65 Min. Max.

Keep in mind that some grade levels will not be assigning math homework every night. Classroom teachers are also coordinating homework assignments with the Spanish Department in order to keep the amount of homework to a minimum.

Please check the teacher web folder for more detailed expectations regarding homework and for other important information regarding classroom routines, and schedules. The teacher web folder is an important communication tool that our teachers work very hard to keep up to date.

FREQUENTLY ASKED QUESTIONS:

WHAT MEASURES DOES THE SCHOOL TAKE IF MY CHILD IS ILL OR IS INJURED OR HAS AN EMERGENCY AT SCHOOL?

The school nurse is on duty from 7:30 a.m. until 3:30 p.m. The primary responsibility of the school nurse is to give CPR and first aid for emergencies and to treat minor injuries and illnesses that occur at school. Every effort will be made to ensure that your child receives the best possible care while on the school campus.

Upon enrolling at Colegio Maya, and every two years thereafter, parents are asked to submit the Health Information/Release Form, May Health Card, copy of the student's immunization record, and Standard Physical Examination form completed by a nurse practitioner or physician to the school nurse. Parents need to ensure that all requested information, including current contact information, is provided and updated as necessary to assist in providing appropriate health care to each student. Please provide your current telephone number at home, work, and cellular, as well as the number of a friend or relative for emergency contact.

The nurse's office stocks basic over-the-counter (OTC) medication such as Tylenol, Advil, Pepto Bismol, and Tylenol Cold. In order for your child to receive such medications, you must have on file completed health forms giving permission to give OTC medication as well as first aid treatment.

Most prescription medications should be given at home. However, there may be times when your child requires prescription medication administration at school in which case it must be administered by the school nurse. In order for the nurse to administer prescription medication during school hours you must have signed the release on the Health Information/Release form. In addition, you must bring the prescription medication in the original container with the original prescription or label to the nurse's office. **All prescription medication must be accompanied by the corresponding doctor's prescription in order for the nurse to administer the medication at school.**

Students who become ill or injured during the school day are sent by their teacher to the nurse's office. Minor illnesses and injuries are treated in the nurse's office. If a student is so ill that he or she cannot continue to attend class, he or she is kept in the nurse's office and the nurse contacts the parent or guardian by telephone.

If a student's illness or injury is such that a doctor and or a visit to the hospital is necessary, the nurse or school administrator, with the parent or guardian's permission, will arrange for the student to be transported to the hospital or clinic specified by the parents. The method of transportation will depend on the situation and the parent's wishes. If the illness or injury does not require transportation by ambulance, the nurse will transport the student to the clinic or hospital of parents' choice in a school vehicle. If parents do not have a preference, the student will be taken to Sanatorio Nuestra Señora del Pilar in Zone 15.

In the event of a major emergency as defined as any life-threatening injury or illness needing immediate physician care, emergency medical services, or transport to a healthcare facility, Alerta Medica ambulance will be called and your child will be taken to the hospital accompanied by the school nurse or an administrator. In the

event of an emergency, every effort will be made to notify the parents, guardians, or emergency contact immediately.

Colegio Maya does not have a student health insurance policy. It is the parent's responsibility to provide health insurance for their children. All costs associated with clinic or hospital visits as well as ambulance services must be paid for the parents or guardians.

A student will be sent home if he or she has the following conditions:

- **Fever.** The student should remain at home with a temperature equal to or greater than 38.0° or 100.4°F. The student can return to school after he/she has been fever-free for 24 hours (without fever-reducing medicine such as Tylenol or Advil).
- **Diarrhea/Vomiting.** A student with diarrhea and /or vomiting should stay at home and return to school only after being symptom-free for 24 hours.
- **Conjunctivitis (Pink Eye).** Following a diagnosis of conjunctivitis, the child may return to school 24 hours after the first dose of prescribed medication.
- **Rashes.** Common infectious diseases with rashes are most contagious in the early stages. A child with an unexplained rash should return to school only after a health care provider has made a diagnosis and authorized the child's return to school.
- **Lice.** A student with lice is not permitted at school. If your child has lice, please treat him or her and notify the school. Your child may return to school once treatment has begun.

A student returning to school from an absence due to an infection or contagious disease is required to have a doctor's note. In addition, if a student is to be excused from PE for a period of less than one week, a note from the parent or guardian is required. If a student is to be excused from PE for more than one week, a note from the doctor is required.

The school does not have a student health insurance policy. It is the parent's responsibility to provide health insurance for their children.

WHAT MEASURES DO I TAKE IF I NEED TO BE AWAY?

When both parents are going to be away, it is necessary for one of them to notify the elementary office in advance stating who will be responsible for the student(s) and

whom the school should contact in case of an emergency, as well as all relevant telephone numbers.

IF I NEED TO WITHDRAW MY CHILD DURING THE YEAR, HOW SHOULD I GO ABOUT IT?

It is educationally advantageous for students to complete the school year and the school discourages early withdrawals. When it is necessary, the school will accommodate individual requests as follows:

1. Written request for withdrawal before the school year ends will be made to the Principal.
2. Parents will be asked to fill out a withdrawal form from the Elementary Office one week prior to the day of departure from school.
3. Unpaid charges for textbooks, library books, (if any) and school fees must be paid before records are received.
4. Report cards and other school records will be ready at the Elementary Office on the day the student leaves school, unless they are leaving at the end of the year. Then they will be available the week following the end of the school year.
5. Any student withdrawing prior to four (4) full weeks before the closing of the school year will not receive final grades or an indication of promotion on the report card

WHAT ARE THE PLACEMENT PROCEDURES FOR RETURNING STUDENTS?

1. By the end of May, each teacher will have completed a grade placement form for each of his/her students.
2. Having completed the forms, the teachers at each grade level will then meet to prepare projected class lists, which reflect the Colegio Maya philosophy.
3. Parents request
4. The principal and counselor will review/revise class lists and the decision of the principal is considered final.
5. These lists will be posted on the first day of the new academic year.

WHAT ELSE DO I NEED TO KNOW?

CAR STICKERS

Colegio May car stickers are available at the Receptionist Desk in the administration building.

CHANGE OF ADDRESS

Please inform the Receptionist and Elementary School Office promptly of any change in address and/or telephone number.

FIRE DRILLS AND EARTHQUAKE DRILLS

To familiarize children with evacuation routes in case of an emergency, fire drills and earthquake drills are held periodically.

IN CASE OF A SCHOOL WIDE EVACUATION

The school has a school wide evacuation plan coordinated with the US Embassy. The school has a Crisis Response Plan for any emergency including an up to date phone trees, used to communicate with all parents.

FOOD SERVICE

For the daily lunch period children in grades 1-5 have the option of bringing food from home or signing up for the cafeteria lunch program. Cafeteria debit cards can be arranged through the cafeteria providers. PreKinder and Kinder students bring snack and/or lunch from home. Please be sure that no glass bottles or jars are packed in lunchboxes.

The menu for the cafeteria lunch is published in the Maya News on our website on a monthly basis.

DISMISSAL PASS

If your child needs to leave school before dismissal time, it is important to inform the elementary secretary ahead of time, stating the reason for leaving early and giving the time that the child has to be picked up.

A dismissal pass is then prepared by the elementary secretary. The student should show it to the teacher and then bring it down to the receptionist desk. The receptionist will prepare a white pass. Upon presentation of this White Garita Pass, to the gate guard, the child will be allowed to leave campus. This is necessary even if it is the parent who is picking up the child.

TRANSPORTATION

Bus service contracted by the school provides door-to-door transportation; some exceptions may exist. Parents requesting this service are charged a fee. **Bus Pick-Up:** Students must be waiting at their assigned bus stop with an adult when the bus arrives. **Bus Drop-Off:** Students must be met at their bus stop by an adult who will escort them home. If an adult is not waiting, the student will stay on the bus for the remainder of the route. The bus will then return to the student's stop. If an adult is not present at the student's home, the student will be taken back to school. All buses have monitors. Bus riders are expected to observe proper bus behavior and conduct. Parents will be informed if their child is involved in any irregularity or problem that may occur on the bus.

ROUTINE CHANGES

When a student will not be returning home on the normal bus, a properly signed authorization should be delivered to the receptionist by 12:00 a.m. so a BUS PASS for the alternative bus can be issued. The student should present the pass to the monitor when boarding the new bus. Students departing by car will receive a White Garita pass from the receptionist, which is to be presented to the security guard at the gate.

If someone other than the authorized person is sent to pick up a student, he/she should bring written authorization signed by the parent. Student will not be released without this authorization. No one may take other children out of the school without previous written authorization of the child's parents.

TELEPHONE

Students are not allowed to use the office telephones without permission from the principal. In case of an emergency students, will be given a pass to the office for assistance or the classroom teacher will assist the student in making a call. If students bring a cell phone to school, it is their responsibility and the cell phones are to be turned off during school hours.

VISITORS

Parents/guardians are encouraged to visit the school. Visitors are requested to check in with the receptionist as soon as they arrive on campus. The receptionist will issue a visitor's badge. This badge should be returned to the receptionist upon departure. Classroom visits require administrative permission or prior arrangement with the teacher.

LOST AND FOUND

All items found at school are kept in the Lost and Found in the Elementary Office. **Students are encouraged to put name labels** on their possessions, especially items like jackets, sweaters, lunch boxes, etc.

PERSONAL BELONGINGS

Students are encouraged not to bring excess money, iPods players, Gameboys, Walkmans, valuable articles or toys to school since the school does **NOT ASSUME RESPONSIBILITY** for replacing lost or stolen items.

PROCESS FOR SOLVING PROBLEMS

Colegio Maya encourages parents to communicate with teachers and school officials any time a concern arises. Face to face communication is always preferred via arrange conferences. However, communication via e-mail is also welcome.

The parent should first schedule a conference with the teacher. Generally, problems will be solved at this level.

Should the problems persist, however, the parent should make an appointment with the Principal to seek a solution. If this does not provide satisfactory results, then the parent should schedule a meeting with the Director.

PARENT VISITATIONS

While we encourage parent interests in the daily program of the Elementary School, we also want to stress maximum use of quality time in regard to teacher/student interaction in the classroom. Therefore, we request that parents do not try to meet with their child's teacher without scheduling an appointment a day, or two in advance with the elementary office. Your cooperation will greatly reduce disruption in the daily schedule for all students and teachers.

FIELD TRIP PERMISSION

Any elementary student participating in a school-sponsored trip **MUST HAVE WRITTEN PERMISSION** signed by their parent. The student must obtain this permission in compliance with the procedures indicated by the principal, teacher or sponsor of the group involved. The elementary school will not accept any permission given by telephone.