

## 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 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 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 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.

## 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

Unity

Honest

Respect

Honesty

Friendship

Sharing

Individuality

Trust

Integrity

## GENERAL PROCEDURE



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

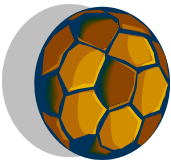


### **Early Childhood Center (ECC)**

- Prekindergarten classes are dismissed at 12:00 P.M.
- **Bus/Car Passes** need to be authorized by note or phone **before 10:00.**
- Kindergarten classes are dismissed at 1:30 PM

### **Elementary**

- 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.



### **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 scheduled tutorials.

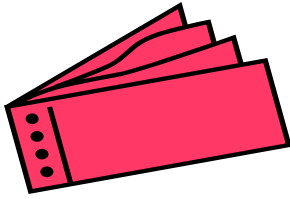


### **IN THE CLASSROOM**

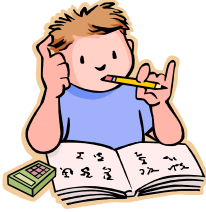
- Be attentive
- Listen carefully
- Follow classroom rules and expectations



- 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.

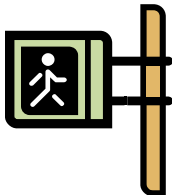


- Place backpacks and lunch boxes in assigned places.
- Keep cubbies clean and orderly at all times.



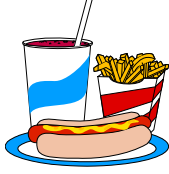
#### **DURING EMERGENCY DRILLS**

- Be serious
- Walk in silence
- Listen directions



#### **DURING PASSING TIME**

- **Walk** on campus at all times
- Use the ramps only for backpack wheels
- Keep to the right so others can pass on the left.
- Remember: others are in class during your transition. Walk quietly and orderly in lobbies and walkways.



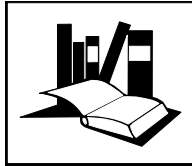
### **DURING SNACKS AND LUNCH BREAKS**

- Remain quietly seated.
- Clean up your area after eating
- Line up with your class.
- Reach your hand to ask to go to the bathroom.



### **IN THE BOYS' AND GIRLS' RESTROOMS**

- Flush toilets
- Wash hands and turn off faucet after use.
- Use water and paper towels properly



### **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.



### **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. 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. The following is **NOT** to be worn:

- Spaghetti straps
- Torn jeans
- Roller shoes
- Hat and caps
- Hair must be clean and neatly groomed



### **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.



### **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 Carretera a El Salvador. 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.



### **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

### **CLASSROOM BEHAVIOR**

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.

### **Pre-Kinder and Kinder Grading System for Academic Subjects:**

#### **Pre-Kinder**

M= Mature

A= Age Appropriate

ND= Needs Development

NA= Not Applicable

#### **Kindergarten**

A= Almost always

I= In Progress

N= Needs Improvement

U= Unsatisfactory

X= Not Observed

### **Grades 1<sup>st</sup>, 2<sup>nd</sup> Grading System for Academic Subjects:**

E= Exceeds Standards;

M= Meets Standards;

Ap= Approaching Standards;

N= Does Not Meet Standards.

### **3<sup>rd</sup> Grading System for Academic Subjects:**

A= Exceeds Standards

B= Meet Standards

C= Approaching Standards

D= Does Not Meet Standards

F= Failing

### **4<sup>th</sup> and 5<sup>th</sup> Grading System for Academic Subjects:**

4<sup>th</sup>, and 5<sup>th</sup> Grade classes and Spanish will use A, B, C, D, and F based on percentages for all subjects areas except Specials.

## **K-2<sup>nd</sup> Grading System for Specials and Spanish Subjects:**

O= Outstanding;

S=Satisfactory;

N= Needs Improvement;

U= Unsatisfactory;

NA= Not Applicable

<b>DEFINITION EQUIVALENT</b>	<b>GRADE</b>	<b>NUMBER POINTS</b>
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
Failing	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 grades 2-5 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 may consist of 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**

<b>GRADE</b>	<b>READING</b>	<b>MATH</b>	<b>SPANISH</b>	<b>TOTAL/DAY</b>
K- 2 <sup>nd</sup>	10-15 min	10-15 min	5-10 min	20-40 Min. Max.
3 <sup>rd</sup> -4 <sup>th</sup>	20 min	10-15 min	10-15 min	50 Min. Max.
5 <sup>th</sup>	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 reasonable.

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.

### **SUPPORT SERVICES** **English for Speakers of Other Languages** **(ESOL)**

ESOL instructors work closely with classroom teachers to monitor the progress ESOL students are making in the regular classroom. At the end of each semester classroom teachers assess their ESOL students by filling out an ESOL Exit Standard checklist.

In order for elementary students to be considered proficient they must meet 85% of the exit standards and be achieving at the Independent Reader, Proficient Writer, and Proficient Speaker and Listener ability level in the classroom without support. If an Elementary student reaches their goals by mid-year it's possible they will be exited from the program.

In the Middle School, students need to accomplish 90% of the exit standards without support in order to be exited from the program. The Middle School ESOL program is a one year program, meaning students are not exited mid-year.

#### **Early Elementary ESOL, Grades 1 & 2:**

The goal of ESOL instruction in grades 1 and 2 is not only to promote the acquisition of basic interpersonal communicative skills (BICS) but also to support cognitive academic learning proficiency skills (CALPS). ESOL instructors provide students with the language to function effectively in English. They bring students to the point where they can take advantage of the natural English language input available to them in the classroom to continue their academic language development. The ESOL instructors work closely with the classroom teacher to monitor progress and to assess the level of

acquisition and skill use. Below is a sample of what students work toward in the Early Elementary Program:

- Carry on daily conversation where meaning is supported by contextual cues (meaningful social context, physical gestures, facial expressions, intonation)
- Develop basic survival and academic vocabulary
- Request and give information/assistance
- Describe objects
- Express feelings
- Demonstrate ability to follow oral directions
- Participate in classroom activities with some assistance from the teacher
- Participate socially with peers and play games in English
- Answer lower and higher level questions
- Develop reading skills (first grade)
- Develop reading and writing skills (second grade)

### **Upper Elementary ESOL, Grades 3, 4, and 5:**

The goal of ESOL instruction in grades 3, 4, and 5 is to promote basic interpersonal communicative skills (BICS) and cognitive academic learning proficiency skills (CALPS). ESOL instructors provide students with the language and language skills needed to write and read in order to study school subjects in English. Students should exit the program when they can glean meaning from content and have acquired the necessary language and language skills to participate successfully in classes at or near grade level at Colegio Maya. Below is a sample of what students work toward in the Upper Elementary Program:

- Demonstrate the ability to draw meaning from oral and or written language
- Read and write for personal academic purposes
- Use academic vocabulary
- Demonstrate an understanding of academic presentations when accompanied by visuals, demonstrations, and hands-on activities
- Solve word problems assisted by manipulatives and illustrations
- Participate in academic discussions
- Make brief orally presentations
- Understand written text through discussion, illustrations, and visuals
- Write simple science and social studies reports
- Answer higher order questions

### **LEARNING RESOURCE CENTER PHILOSOPHY/PURPOSE**

Colegio Maya's Learning Resource Center (LRC) was established to provide remedial help and classroom support to students with mild learning disabilities in grades First through Eighth. The LRC program incorporates a multi-sensory approach through

individualized instruction, in a variety of strategy presentations to enable a student's development and success in specific learning areas as identified in an Individualized Education Program (I.E.P.)

The Board of Directors recognizes that enrollment and overseas location prevent Colegio Maya from funding a comprehensive special education program. Students, who have physical handicaps, emotional/behavioral difficulties, and/or learning disabilities beyond Colegio Maya's limited facilities and special learning center program, will not be enrolled at Colegio Maya nor, in the case of students already enrolled, be allowed to continue enrollment. Parents are strongly encouraged to contact Colegio Maya before accepting a posting in Guatemala if their child(ren) are currently attending special education classes.

Students most commonly work in the areas of:

- phonological processing
- phonemic awareness
- reading comprehension
- reading fluency
- vocabulary development
- spelling
- writing
- attention/focus

All students with learning difficulties at Colegio Maya are included in regular classrooms; this is called "inclusion" in some academic programs. Student with learning disabilities must be capable of completing the work required at their level of study with reasonable accommodations or modifications. Teachers of students served by the LRC are expected to differentiate for students' needs in consultation with the LRC Specialist.

Progress is monitored on a regular basis and reported quarterly in the student's I.E.P. and LRC report card. Each student's progress is also reported in Student Support Team meetings (SST'S) that are scheduled during the beginning of the first quarter and the end of the third quarter. The student's classroom progress is closely monitored as well through regular communication with each classroom teacher. The expected outcome for all LRC students is to become independent learners who are fully mainstreamed into their regular grade level curriculums.

### **Student Study Team (SST)**

#### **What is an SST?**

Faculty members who have concerns about a student's academic progress and or behavior can refer him/her to a Student Study Team (SST). The SST meeting is a time to clarify, explore, and create strategies that will promote the student's success. An SST

may be called for any student, not just those who may be referred to the Learning Resource Center (LRC).

### **SST Procedures:**

- The referral should be given to the Principal via email stating the reasons for the referral.
- The Principal advises the building secretary to schedule the SST with all teachers who work with the student: (specialists, Spanish teacher, school counselor, ESOL and LRC Specialists if the student is receiving one or both of those services.)
- With the email invitation, teachers are sent an SST form to be fully prepared and brought to the meeting.
- The Principal facilitates the meeting and the entire team will help develop an action plan/recommendations.
- Following the meeting a report is written by either the LRC Specialist, school counselor, or the Principal (Case Manager), and posted in a confidential SST Shared File.
- In the Elementary, a letter is sent to parents regarding the SST that includes the information of what an SST is and parents are asked to contact the school schedule an appointment with the Elementary Principal and the school counselor.
- In the Secondary parents are contacted by the Secondary Secretary to schedule a meeting with the Secondary Principal and school counselor.

**For more information please visit our webpage.**

### **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 to 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 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.

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.

**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 a 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.

**Pandemic Flu:** If you need information about this, please check our website.

### **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:

#### **Parents need to:**

- Send a letter or an email informing the Director that you are leaving and when the last day of attendance by your son or daughter at Maya will be.
- Schedule an exit interview with your child's principal
- Leave your forwarding address with the school secretary
- Check with the Cashier's Office to make sure your account with the school is clear. Once accounts are cleared your child's paperwork can be released at the end of the checkout process.

When we have official word that you are leaving, the secretary of the appropriate principal office will prepare the materials packet for you to take with you to the new school. If you leave at the end of the first semester or at the end of the year before the grades are ready, we will need to send the final report card to the address you specify. Otherwise you can take all of the records with you to present to the admission's person in your new school. For those families enrolled in the Guatemala educational system, you need to contact our receptionist to confirm the date this paperwork is to be ready.

**Any student withdrawing prior to four(4) 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. The principal and counselor will review/revise class lists and the decision of the principal is considered final.
4. 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 tree, 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. 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.

#### **DISMISSAL PASS**

If your child needs to leave school before dismissal time, it is important to inform the elementary secretary **before 12:00**, 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, please know, Colegio Maya is not responsible for loss or damage. Students are not permitted to use their cell 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 that include special activities such as, birthday celebrations, etc., require administrative permission or prior arrangement with the teacher.

While we encourage parents 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. **Drop in visits are discouraged.**

### **LOST AND FOUND**

All items found at school are kept in the Lost and Found in the Elementary office. **Students are expected to put their name or name labels** on their possessions, especially items like jackets, PE uniforms, 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 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.

### **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

