

I.	COLEGIO MAYA OVERVIEW	1 - 3
II.	ADMISSIONS AND PLACEMENT	3 - 6
III.	ATTENDANCE	6 - 9
IV.	ACADEMICS	9 - 14
V.	GRADUATION REQUIREMENTS	15 - 16
VI.	DISTINCTIONS AND AWARDS	16 - 17
VII.	RULES / DISCIPLINE	18 - 24
VIII.	STUDENT SERVICES / AUXILIARY SERVICES	24 - 33
IX.	PARENT - SCHOOL COMMUNICATION	33 - 34
X.	STUDENT LIFE	34 - 38
XI.	PARENT TEACHER ASSOCIATION (PTA)	38
XII.	CALENDAR	39

COLEGIO MAYA
Accredited by the AdvancEd/SACS-CASI
2009-2010 HIGH SCHOOL STUDENT-PARENT HANDBOOK

I. COLEGIO MAYA OVERVIEW

A. Colegio Maya Philosophy and Mission Statement

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. Colegio Maya shall offer a program of studies to prepare for success in the U.S. university system. Recognizing the transient nature of the student body, the curriculum should enable students to transfer between the Colegio Maya and other U.S. international and Guatemalan schools, insofar as equivalency requirements do not conflict with U.S. curriculum standards. Colegio Maya shall endeavor to provide a program that maintains, and benefits from, the international diversity of the community. Colegio Maya is committed to the development of the whole individual and is dedicated to forstering students' intellectual, social, emotional and physical growth to prepare them to become good citizens and productive members of society. (Policy Manual, 1.20: School Philosophy, Mission, and Beliefs)

B. Colegio Maya Vision

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

C. High School Mission Statement

The Colegio Maya high school program is dedicated to fostering students' intellectual, social, emotional, and physical growth in order to prepare them for life in a rapidly changing world.

We are committed to the development of the whole individual based in the theory of “multiple intelligences”. As primarily an academic institution, we seek to prepare students for higher education, to challenge them intellectually, to impart a core of basic knowledge and skills, and to develop their abilities to think critically, to communicate effectively, and to learn independently.

Recognizing the diversity of our student body and the increasing interdependence of our world, we are committed to promoting cross-cultural understanding, global awareness, open-mindedness, and tolerance of differing points of view.

D. Colegio Maya Graduate Profile

The Colegio Maya educational program is designed to nurture a graduate who:

- Is competent in the application of the skills of communication—reading, writing, listening, and speaking in English.
- Demonstrates competency in quantitative, scientific, and technological literacy.
- Demonstrates competency in reading, writing, speaking, and comprehending Spanish at appropriate level.
- Is able to find and access information efficiently and effectively.
- Evaluates information critically and competently.
- Uses information accurately, creatively, and responsibly.
- Exhibits and practices sensitivity to environmental preservation.
- Demonstrates the ability to solve problems and think critically.

- Demonstrates an understanding of history and its relationship to the world today.
- Understands and values the skills of participating in a democratic society.
- Understands wellness and its implications for a healthy lifestyle.
- Expresses herself/himself creatively and responds with sensitivity to the creative work of others.
- Understands the personal rewards of community service.
- Can live successfully in a multicultural, global society by exercising tolerance, understanding, and open-mindedness.
- Sustains and enhances self-esteem through the demonstration of integrity, responsibility, and self-knowledge.
- Demonstrates an active desire for learning and understanding the world.

E. Colegio Maya Values

The Colegio Maya community has identified the top ten values for the school. These include: integrity, honesty, individuality, trust, friendship, respect, sharing, unity, growth, and diversity.

II. ADMISSIONS

A. Admission & Grade Placement

Students are usually placed in the grade which follows next in sequence from their previous schooling. The U.S. educational system consists of one year of kindergarten (at age five) and a total of five years of elementary (grades 1-5) and seven years of secondary (grades 6-12) education.

- Students entering Maya are enrolled as full-time students. Maya does not offer part-time, partial, or correspondence programs except under extra-ordinary circumstances.

- Students admitted to Maya who have no previous school records will be enrolled on an audit basis pending receipt of previous school records.
- Students admitted to Maya when there are fewer than 20 days left in a semester and who have current grades from a previous school, may receive Maya course credit if they obtain a minimum of a passing grade as the result of an equal weighting of their previous grades and the Maya semester exam grade.
- Students with limited English ability and/or who are transferring from schools with a calendar year that is different from Maya's, will not be admitted after March 1 of an academic year.
- Students who enter from schools with a U.S. curriculum or other schools with the same calendar will be placed on the basis of past school records, number of years in school, age, and other factors deemed relevant by the administration and the professional staff.
- Students transferring from schools with a different academic calendar who enter during the second semester and have completed a grade level in their previous school, will be placed in the same grade level they completed.
- Other decisions regarding placement will be made on a case-by-case basis.
- Students with limited ability in English, acceptance will be in accordance with the admission's policy concerning English for speakers of other languages (ESOL).
- A student with a below average academic record may be admitted on an academic probation status.
- The school does not generally accelerate high-achieving students.

Testing and other appropriate means are used to ensure that students are placed properly. The school has the absolute discretion at all times to determine the proper placement for new students.

High School Program of Studies – The following course guidelines are used for high school students:

Freshmen (grade 9) generally take: Physical Science, Algebra or Geometry, English 9, Spanish, Physical Education, Western Civilization, and an elective.

Sophomores (grade 10) generally take: World History or AP World History, Biology, Algebra II or Geometry, English 10, Spanish, and electives.

Juniors (grade 11) generally take: English 11 or AP English Language; Pre-Calculus; Algebra II; Functions, Trigonometry & Statistics; Spanish or AP Spanish Language; Chemistry; US History or AP US History; and electives.

Seniors (grade 12) generally take: Math Topics, Pre-Calculus or AP Calculus, Spanish or AP Spanish Literature, AP English literature or English 12, Environmental Science, AP Environmental Science or Physics, AP Psychology or Anthropology, and electives.

B. Transfer Students – Students entering Colegio Maya in grades 10, 11, or 12 from schools that offer a different curriculum will be permitted to bring appropriate earned credits for each academic year they have completed. However, the Colegio Maya transcript will only reflect the grades earned at Colegio Maya.

C. Withdrawal – Parents need to send a letter or an email informing the Director of the withdrawal date. Students who withdraw at any time must complete a clearance form before school records and transcripts can be released. This form may be obtained in the secondary office. If a student withdraws from Maya before the end of a semester, only a "progress grade" (to date) can be given. Course credit will not be granted for the semester.

D. Class Adds & Drops – Students may drop or add courses only during the first ten school days of the first semester and within the first five days of second semester with the approval of the principal. The necessary forms are available in the secondary office. Students are strongly encouraged to seek the advice of the counselor before altering their program of studies.

Exceptions may be made only in the event that the principal, counselor, and teacher agree that it is in the best interest of the student to drop the class.

III. ATTENDANCE

A. Absences – There is a direct correlation between class attendance and academic performance, and it is important that students make every effort to attend school on a regular basis.

Students who frequently miss class time jeopardize their learning and consequently the ability of the school to evaluate their work and/or grant credit for work done. In addition, at the high school level, a comprehensive final examination is an integral part of the learning process and will be scheduled during the last three days of each semester. Students must be present for these examinations.

Attendance is recorded daily and students may not miss more than 6 days in a semester and/or 6 sessions of any one class. More than 6 absences (excused or unexcused) in any course may result in loss of course credit for the semester. Any unexcused tardiness is counted as an absence.

Participation in school-sponsored activities that involves missing school, such as AASCA events or field trips, will not be included in the 6 maximum allowable absences during a semester. The student will be required to make up missed work and assignments for credit.

Valid reasons for excused absences include illness, family emergencies, religious observances, and college interviews, coordinated with the

College Counselor and Principal. Absences for any other reason will be reviewed on a case-by-case basis as to whether or not they will be considered as excused or unexcused. Teachers are not obligated to provide make-up work for a student after an unexcused absence.

Parents are expected to contact the school by telephone or e-mail on the day of their son's/daughter's absence from school. Students returning to school after an absence must bring a note from their parents to the secondary secretary in order to obtain an admission slip before proceeding to class. The admission slip indicates the reason for the absence and date(s) of the absence.

B. Punctuality

Tardiness: Being on time to class is an important part of academic life. Students who are tardy must check in with the secondary office. Students will be permitted to enter class with a tardy slip and will be recorded as tardy in the teacher's attendance record. More than three tardies will result in an office referral. The student will receive an unexcused absence for that period and will not receive credit for work missed. Excessive tardiness of this nature may therefore affect a student's ability to earn credit.

C. Make-up Work

1. If a student is present in class when an assignment, quiz, or test is announced but is absent on the day that the assignment is due or quiz/test given, the student must turn in the assignment or take the quiz/test on the day of his/her return to school or as per teacher requirement.
2. Students who anticipate a prolonged absence from school must make arrangements with their teachers at least one week in advance in order to receive the assignments and work schedule for the time he/she will be absent.
3. It is the responsibility of students returning to school after an absence to find out from teachers what they have missed and

- make up the work. They will be given time to complete missed assignments and tests. Make-up time is usually equivalent to the number of days absent and may never exceed that amount of time.
4. Students arriving late must contact those teachers whose class(es) they missed to find out about assignments, quizzes, or tests given earlier on the same day. The student may make up work according to the teacher's discretion.
 5. Students who leave school early must notify their teachers in advance.
 6. Students who are absent are also encouraged to call classmates at home for assignments and to check the school website.
 7. Students who are ill during the school day and miss a quiz or test must make up the quiz or test the next time that class meets.
 8. Students who skip class will not be permitted to make up work for that class. A grade of zero will be issued.
 9. Students who are suspended from school must make up all missed assignments but will not receive credit.

D. Late Work Policy

1. All teachers will have a published late work policy.
2. Work is late if turned in after the beginning of the period.
3. Due dates are congruent with the day the class meets.
4. Technology is not a valid excuse for late work. Students need to plan ahead and have their assignments ready to turn in the day before it is due. Printing of assignments must be done at home.

E. Leaving Campus

Students engaged in after school activities may not leave campus at the end of the regular school day and then return. Should a student need to leave the school grounds for emergency reasons, parents will be contacted prior to the student's departure from school.

Special Circumstances: Students may be permitted to leave the school grounds during the school day with prior permission in writing from parents and the approval of the Principal. A parent may personally request early dismissal by coming to the Principal's office, or sending written authorization (paper or email). If approval is granted, students must check out with the receptionist before departing.

Without Permission: The school is responsible for the students' safety and supervision from the time they arrive on campus until the time they leave. For that reason, school personnel must at all times know where students are. Students must have written permission in order to leave the school grounds other than at the end of the school day. Failure to comply will subject a student to penalties that may include the withholding of official grades, credits or report cards. Exceptions may be made at the principal's discretion.

IV. ACADEMICS

A. Student Academic Progress Reports

1st Semester

First 7 weeks: parent teacher conferences
Mid-semester report
Next 5 weeks: progress reports
End of semester report card

2nd Semester

First 5 weeks: parent teacher conferences
Mid-semester report
Next 5 weeks: progress reports
End of year report card

B. Report Cards – The school year is divided into two grading periods (semesters). Grades for the semester are based on student achievement. A weighting of the semester grade (80%) and the semester exam or final project (20%) determines the student's semester grade.

NOTE: Students with outstanding debts, overdue library books, or unfinished school business will not receive their report cards until they secure clearance.

A percentage grade is issued for all courses. Percentage grades may be converted to a letter grade by using the following scale:

A	94- 100%	C	73-76%
A-	90- 93%	C-	70-72%
B+	87- 89%	D+	67-69%
B	83- 86%	D	63-66%
B-	80- 82%	D-	60-62%
C+	77- 79%	F	0-59%

C. Grade Point Average (GPA) – The GPA is determined by calculating the average of the numerical letter grade equivalents in each Colegio Maya course taken. Following is the conversion table:

Non-weighted classes:

A	4.0	B	3.0	C	2.0	D	1.0
A-	3.7	B-	2.7	C-	1.7	D-	0.7
B+	3.3	C+	2.3	D+	1.3	F	0.0

A system of weighting is used and a half point (0.5) is added to the grade earned in Advanced Placement (AP) courses.

The semester GPA is used to determine honor roll, academic probation, condition and risk.

D. Incomplete Grades – An incomplete “I” may be given if there is a valid reason for the student not having completed the required coursework. An incomplete “I” becomes a permanent "F" if the work is not made up within two weeks after the end of the grading period unless the principal has made an exception.

E. Semester Exams – Semester exams or end of semester projects, which constitute 20% of the semester grade, are given or due at the end of each semester. In order to take second semester exams, all books and school materials must be returned before the exam.

Students who leave school before the semester exam period will receive a grade of zero in every exam missed. Students who miss scheduled exams due to illness must submit a medical certificate in order to be allowed to take a make-up exam. Absences from exams for reasons other than extraordinary emergencies will result in a zero on the exam.

F. Academic Probation – Any student with a semester GPA below 2.0 will be placed on academic probation. This is determined at the end of each semester or at the time of entrance to Colegio Maya.

Consequences:

1. Parents will be informed of the academic probation status by a letter from the principal no later than two weeks after the student is placed on academic probation and will be required to meet with the counselor and principal to discuss the conditions of academic probation.
2. The parents and the student will sign a contract with the principal stating the expectations of the student, parent, and school for the duration of the academic probation.

3. Faculty will be informed of all students on academic probation.
4. The student will attend mandatory study hall twice a week.
5. Students must have teachers, parents, counselor, and principal sign a biweekly progress report.
6. Students cannot represent Maya at AASCA events.
7. Students might not be allowed to participate in student government.
8. Students who are on academic probation for two consecutive semesters risk not being allowed to continue at Colegio Maya.

G. Academic Condition

Any student with a failing grade (“F”) in any course at the end of the semester, or upon entrance to Maya, is on academic condition.

Consequences:

1. Parents will be informed of this status by the principal.
2. The student must attend mandatory study hall twice a week.
3. He/she must complete a bi-weekly report for the class failed.
4. He/she might not be allowed to represent the school at AASCA events and participate in student government.
5. Students who fail a course must make up the credit from an AdvancED/SACS or similarly accredited institution approved by the administration before August 1st of the next school year. One credit generally represents 130 hours of direct instruction.

H. Academic Risk – Any student with a GPA of 2.0-2.3 at the end of a semester, or upon entrance to Maya, is considered to be at risk.

Consequences:

1. Parents will be informed of this status by the principal.
2. The student must have the teacher, parents, counselor and principal sign a monthly progress report.

I. Advanced Placement (AP) Course Enrollment Guidelines

Students in 10th, 11th and 12th grades are encouraged to seriously consider taking more challenging courses, some of which are the AP classes offered at Maya. A student who wishes to take an AP course must:

1. Consider the commitment necessary to complete an AP course
2. Strongly consider their level of interest in the subject
3. Complete an AP course application form
4. Obtain the approval of appropriate teachers
5. Meet course requirements
6. Take the accompanying AP exam in the spring. The cost of this exam must be paid for by August 30th of the current school year.
7. Students may take AP exams of subjects not offered by the school as per AP guidelines and new AP audit measures.
8. Students can take 4 AP courses per year. Upon special request a senior may be allowed to take 5 AP courses.

J. Independent Study/On-line Courses

Independent study options may be pursued on an individual basis to enrich a student's program. Requests to take correspondence courses on-line or pursue independent study must be submitted in writing to the secondary principal for approval.

Independent Study:

1. The student must complete the independent study proposal form (available in the secondary office).
2. Signatures are required from the supervising teacher, student, parent, and principal before approval and implementation.
3. Independent study proposals must be approved by the end of the first week of the semester. Only one per semester is allowed.

On-line Courses:

- Maya accepts a maximum of 2 full credits during a high school career by correspondence to make up a failed course in order to graduate.
- Students who fail a course must have the credits failed made-up over the summer with official grades registered at the beginning of the following year, in order to continue in the Maya school program.

K. Textbook Loan – All teachers distribute textbooks, which are to be returned at the end of the course. Fines or replacement costs will be assessed if books are damaged or lost. A student who loses a textbook during the school year must pay for its replacement before being issued a second text. Should the lost book be found, the replacement cost will be reimbursed to the student.

At the end of the year, students will not be allowed to take semester exams and/or report cards will be withheld if books have not been returned or paid for.

V. GRADUATION REQUIREMENTS

The requirements listed below reflect the minimum program a student is required to complete in order to earn a diploma from Colegio Maya; however, Maya encourages all students to pursue a challenging academic course of studies in high school.

English	4.0 credits
Social Studies	4.0 credits
Spanish	4.0 credits
Science	4.0 credits
Mathematics	4.0 credits
Physical Education/Health	2.0 credits
(includes 1 year of PE in 9 th grade, 1 semester of health in grades 10-12, and 1 semester of PE in grades 10-12)	
Electives*	6.0 credits
Community Service	Minimum: 10 hours per year (at least 5 with class project)
Total	28.0 credits

*Students must meet the following distribution requirements:

- Performing and Fine Arts 1.0 credit
Art I, Art II, Art III, Advanced Art, Vocal Music I, Vocal Music II, Vocal Music III, Vocal music IV, Beginning Instrumental Music, Advanced Instrumental Music, Introduction to Drama/Speech, Drama Production
- Technology .5 credit
Technology Applications, Multimedia/Yearbook
- Communication/Liberal Arts .5 credit
Academic Writing, Model United Nations (MUN), Knowledge, Theory and Values, Global Issues, Introduction to Drama/Speech, Mandarin I, Mandarin II, College Composition
- Public Speaking .5 credit

Introduction to Drama/Speech, MUN, or KTV

- Physical Education/Health 1.0 credit
Health (requirement of 1 semester), Fit for Life, Active for Life, Adventure Leadership

Seniors present a senior portfolio as part of their graduation requirements. The requirements of this portfolio will be given to seniors during the first week of school.

In order to participate in the graduation ceremony, the requirements must be met in full at least 2 days before the ceremony.

VI. DISTINCTIONS AND AWARDS

- A. Academic Awards Ceremony** – At the end of each year, student achievement and effort are celebrated at an awards ceremony.
- B. Honor Roll** – A list of honor roll students is posted in the main lobby at the end of each semester. Honor roll placement is determined by the student's grade point average (GPA).

First Honor Roll: students with a GPA of 3.7 or higher and no grade below 80

Second Honor Roll: students with a GPA of 3.2 and no grades below 80

- C. National Honor Society/National Junior Honor Society** – Maya inducts new members, grade 9, into NJHS and grades 10-12, who have been at Maya for at least one semester, into NHS each September. NHS members are selected on the basis of their academic accomplishments (a cumulative GPA of 3.3 is required), their accomplishments in the areas of leadership and service, and their character. A five-member faculty committee reviews the

candidate profiles and makes the decision. Notification in writing is given to all candidates.

Transferring an Active Membership – Differing standards and procedures among chapters sometimes cause difficulty for students who transfer schools. Although the Constitution states that transfer members must be automatically accepted into the NHS chapter of the new school, the transferee may be unable to meet the new chapter's standards within one semester.

For example, if a junior transferred to a school that accepted only seniors into the National Honor Society, the junior, of course, could not meet the requirements of the new chapter within one semester.

In such or similar cases, the transfer student may lose NHS membership, until he or she is able to meet the new chapter's standards. In other cases where the cumulative GPA standard of the new school is higher than that of the old school (e.g., 3.5 at the new school but only 3.0 at the member's old school), then the transferee may be granted membership and given a reasonable amount of time (e.g., a semester) to raise the GPA to the new standard, or else told that membership in the new chapter will be bestowed once the student demonstrates the higher, new GPA. In all transfer cases, the faculty council is charged with making a sound, professional judgment regarding the membership status of the individual. (National Honor Society Handbook, 15th Edition)

D. Graduation Honors – Seniors who achieve academic excellence during their academic program at Colegio Maya will be honored with the following distinctions at graduation:

Summa Cum Laude: Students who achieve a GPA of 4.0 or above and no grade below 80 from 11th grade on at Maya.

Magna Cum Laude: Students who achieve a GPA of 3.8 or above and no grade below 80 from 11th grade on at Maya.

Students so honored will select from among themselves two speakers to address the class during the graduation ceremony.

VII. RULES/DISCIPLINE

A. Rules, Regulations, and Procedures – When a student enrolls in Maya, he/she and his/her parents agree to conform to school procedures and to comply with school rules. Respect for rules, regulations, and procedures greatly enhances the educational atmosphere at school and reflects positively on the entire Maya community. Even more important, respect for one another, cultural sensitivity, and understanding are essential elements in an international school community.

Maya rules and regulations are applicable and in effect at all times on campus, on the bus, during school-sponsored events on and off campus, and in the immediate vicinity of the school.

School officials are authorized to question any student concerning his/her behavior while the student is under school supervision. All property in school, including lockers or items brought onto the school campus by students or others, is subject to search by school officials at their discretion.

B. Disciplinary Measures – It is important that students understand the positive results of proper behavior as well as the consequences of improper behavior. In the case of improper behavior, one or more of the following consequences will be applied depending on the individual circumstances and according to the severity of the offense.

- Written communication will be sent to parents and a copy will be placed in the student's cumulative file regarding the infraction
- Lunch/transition detention
- In-school suspension: student is removed from class, must do work, and receives credit for work done

- Out-of-school suspension: student is at home, must do work, and will not receive credit
- Parent conference
- Social probation and subjected to further restrictions
- Behavioral contract
- Ineligibility to participate in AASCA, field trips, and other activities on and off campus
- Loss of privileges (senior privileges, student council, team membership, etc.)
- Recommendation of expulsion to Board

Maya reserves the right to include disciplinary information (when requested) along with official school transcripts, should this be necessary to protect the integrity of the school.

C. Infractions – Conduct code violations include but are not limited to:

- Inappropriate language
- Disruptive behavior
- Littering
- Gum chewing
- Being out of class without a pass
- Arson
- Vandalism
- Possession of explosives and/or fireworks (including smoke or stink bombs)
- Any form of bullying or harassment
- Falsification of information including misuse of names and signatures
- Possession of any kind of weapon (firearms, knives, sticks, bb guns, paintball guns, lighters, etc.)
- Possession of tobacco, alcohol or any illegal drug

- Fights, assaults, and hazing. This includes any activity that threatens to cause or causes bodily damage to another student.
 - Participation in or inciting acts of organized disobedience
 - Unjustified activation of a fire extinguisher or alarm or the school's public address emergency alarm system.
 - Theft (the taking of individual or school property without permission)
 - Skipping class (leaving the school grounds or failing to attend class without authorization)
- *NOTE: No teacher is allowed to cause a student to miss any portion of another class; therefore, students should not arrange to meet with a teacher when they are assigned to be in another teacher's class. Only the principal or counselor can take a student out of class.
- Possession of illicit or pornographic publications or material—videos, tapes, magazines, posters, etc. or viewing such materials on the Internet or school computers. Any attempt at distributing these materials will result in more serious consequences.
 - Chronic repetition of any of the above-mentioned offenses.

D. Academic Dishonesty – Academic dishonesty includes cheating or copying on quizzes, tests, homework, projects, and/or assignments. All teachers who assign essays and term papers will require students to cite their sources to insure originality of work. Maya has accepted the following definition of plagiarism, taken from the *MLA Handbook for Writers of Research Papers, Theses, and Dissertations* (student edition, Joseph Gibaldi and Walter S. Achtert, Modern Language Association, 1977):

Derived from the Latin word *plagium* "kidnapper" and also "plagiarist" in the modern sense, plagiarism is defined by Alexander Lindley as "the false assumption of authorship: the wrongful act of taking the product of another person's mind, and presenting it as one's

own” (Plagiarism and Originality, New York: Harper, 1952, p.2). Plagiarism may take the form of repeating another’s sentences as your own, adapting a particularly apt phrase as your own, paraphrasing someone else's argument as your own, or even presenting someone else's line of thinking in the development of a thesis as though it were your own. **Plagiarism applies to ideas in written, verbal, or electronic form.** In short, to plagiarize is to give the impression that you have written or thought something that you have in fact borrowed from another. Although a writer may use another person's words and thoughts, they must be acknowledged as such.

Maya will not tolerate plagiarism as defined above or any other form of academic dishonesty including invading teachers’ records and property. Students who aid in another student’s attempt at cheating will be held accountable as well.

On the first offense related to academic dishonesty, the student will receive a zero on the assigned task. He/she will be referred to the office and his/her parents and teachers will be notified. A subsequent offense may result in suspension, a parent conference, and even expulsion.

E. Acceptable Use of Technology – Colegio Maya is bound by the copyright of the United States of America and will follow the licensing agreement of the software purchased. The law prohibits any unauthorized duplicating without the permission of the software company. It will be the responsibility of the person requesting the copy to obtain the permission from the software company. Software cannot be checked out to students for use at home. Students may use the software at school only.

Students are expected to be responsible users of technology. Students are encouraged to use the Internet as an information and communication resource. However, school computers should not be used for viewing inappropriate web sites or inappropriate communications. Students should not download software, music, videos, or other materials except in support

of academic projects. All Secondary students are provided with a network folder for storing school related files only. It is the responsibility of each student to back up his/her own files. Accessibility to technology is a privilege and will be revoked if misused. Printing of homework at school is not an available and needs to be done at home.

Colegio Maya, recognizing the positive value of technology and the addictive downside of games, particularly violent and/or sexually explicit games, discourages computer games being played on campus. There can be no games played on library computers. Games played on Maya owned computers, including the laptops and computers in the three labs, must be games staff members have downloaded onto the computers or approved the website connection to access the game. Colegio Maya also asks students to be honorable in the use of their own laptops and use them for educational purposes only during the time they have them on campus. If students are playing games on their own laptops while on campus, they are asked to please use headphones so as not to distract other students who may be studying.

F. Dress Code – Students are expected to come to school appropriately dressed and groomed. Inappropriately dressed students will not be permitted to attend class until they are appropriately clothed.

Dress Code Clarifications:

- Shorts must be tailored and reach mid-thigh level.
- Shirts, blouses, and tops which advertise or refer to alcohol, drugs, and smoking; or are printed with slogans, sayings, or allusions that may be interpreted to contain profanity or any racial, or sexual biases may not be worn to school.
- Revealing clothes, undershirts, and spaghetti strap shirts are not permitted.
- Tattered or torn clothing, including hems, is not permitted.

- Pants must be worn at the appropriate waist level. No exposed mid-drifts or underwear allowed.
- Hats and caps, except stocking caps, may not be worn while in class or assemblies.
- Body piercing is not allowed except for earrings in ears.
- Tattoos are not allowed.
- Hair must be clean and neatly groomed.
- For PE, appropriate attire must be changed into and used in order to promote active movement and hygiene.

G. Public Displays of Affection (PDA) – Maya students are expected to show good judgment and restraint when on campus. Maya students may hold hands and partake in the customary greetings, however, prolonged displays of affection are not permitted. Students engaged in public displays of affection will be referred to the counselor and/or principal’s office where appropriate action will be taken. Parents will be notified of repeated violations.

H. Tobacco, Alcohol, and other Drugs

Board Policy 8.402 Smoking by Students: The Board recognizes the health hazards associated with smoking and tobacco use. Smoking, the use of smokeless tobacco, and the possession of tobacco products by students are prohibited on campus, buses, and at school sponsored activities. Repeated failure to comply with this policy may result in expulsion.

Board Policy 8.403 Alcohol Abuse by Students: The Board reaffirms the position of prohibiting the consumption of alcohol on campus. Possession or consumption of alcohol on campus is a serious offense.

Board Policy 8.404 Drug Abuse by Students: Any student found within the school or at school functions, to be in possession, or buying or selling, giving or receiving any narcotic, stimulant, depressant, or hallucinogenic

drug will immediately have his/her privilege of attending Maya irrevocably withdrawn.

VIII. STUDENT SERVICES/AUXILIARY SERVICES

A. Guidance and Counseling - The counseling department of Colegio Maya is designed to help students develop their educational, social, career, and personal strengths and to become leaders for a more peaceful world. This program takes into special consideration the needs of the international student, specifically addressing the issues of cultural and linguistic differences. The counselor may work individually or in small groups with students.

B. Health Concerns

The school doctor/nurse is on duty from 7:30 a.m. until 3:30 p.m. The primary responsibility of the school doctor/nurse is to treat minor injuries and illnesses that occur at school, first aid for emergencies, and to give CPR (cardio-pulmonary resuscitation). 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, Maya Health Card, copy of the student's immunization record, and Standard Physical Examination form completed by a nurse practitioner or physician to the school doctor/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 Health 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 doctor/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 Health office. **All prescription medication must be accompanied by the corresponding doctor's prescription in order for the school doctor/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 Health office. If a student is so ill that he or she cannot continue to attend class, he or she is kept in the Health office and the doctor/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 school doctor/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 the 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 doctor/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 by the parents or guardians.

A student will be sent home by the doctor/nurse in consultation with the Principal 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 °C 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.

C. Guests/Visitors – Students may invite a friend or relative to spend a maximum of one day at Maya. Visiting ex-Maya students are also allowed up to one day. This visiting day should not occur the first day of school. The Colegio Maya student host is responsible for the guest while he/she is on campus and for advising the guest that he/she is expected to abide by the same regulations that apply to Maya students.

Guests wishing to visit with a friend or relative during the school day may do so if they attend all classes with the Maya student on that day. Guests will not generally be permitted to visit Maya students during the lunch break.

A guest form, available in the secondary office, must be filled out a week in advance and signed by the host's parent and approved by the principal.

All visitors are required to check in with the receptionist before proceeding to the school office. Visitors must be appropriately dressed and must adhere to Maya policies and regulations.

Maya reserves the right to refuse permission to any visitor to enter the campus. Maya will require visitors to leave the school if, in the view of school officials, the visitor is not complying with school regulations or is a threat to the safety of other students or guests. It may also be necessary to sanction the Colegio Maya student responsible for the guest.

Requests by non-school officials to see students while under school supervision must be referred to the director or appropriate school official. If authorized, the director and/or school official will be present throughout such interviews. When possible, parents will be notified by telephone prior to the requested interview.

D. Permission for Field Trips/AASCA Events – Any student participating in a school-sponsored field trip must have written permission in compliance with the procedures indicated by the principal, teacher, or sponsor of the event. Please note the following:

- In approving that a class participate in a field trip, the school administration is making a decision that they feel the trip is safe for student participation. However, the reality is that there are situations that may arise that are not able to be foreseen or taken into account for. It is up to each parent, when presented with their child's permission slip for the field trip to decide whether they think it is safe enough for them to participate. Each family has the right to say "no". Appropriate learning activities will be made available at school for the student who decides not to attend the field trip.
- Personal body guards may not ride on school transportation nor participate in the field trip activities. Bodyguards may follow the bus and once at the place of where the field trip activity will be held, must remain in the parking area and not accompany the students.

If a student has had an injury close to an event, they will need clearance from the school doctor/nurse to participate.

Students who have had disciplinary problems may be prohibited from participating in out-of-town field trips at the discretion of the chaperones with the concurrence of the secondary school administration.

E. Behavior at Assemblies/Concerts/Drama Productions

- Food and beverages are not permitted.
- Students may not leave during a performance unless there is an emergency.
- Catcalls, whistling, and other types of disruptive noises are not permitted.
- Students are also expected to be polite and considerate upon entering and leaving the theater.

- In the PAFA Theater, the approved General Rules must be followed.

F. Food and Beverages – Food and beverages may be consumed outside the cafeteria in designated areas if these areas are kept clean. However, the privilege of eating outside the cafeteria will be revoked if students fail to clean up after themselves. Furthermore, no trays are to be taken from the cafeteria. Food and beverages may be consumed in classrooms only during special activities with teachers present. Also, gum is not permitted on campus.

G. Electronic Devices – Electronic music players are permitted on campus if earphones are used and the volume does not disturb others. They should not be used during drills, assemblies, or at other times and places when specifically prohibited. Classroom use of electronic music players is at teacher discretion. They are not allowed to be used during semester exams.

Maya strongly recommends that students not bring electronic music players, cellular phones, or other items of value to school. Students who bring cellular phones to school are not allowed to use them until school is over at 2:50. Parents will be asked to come to school to pick – up the student’s cell phone if it is used during school hours. These items may be targets of theft, and Maya officials urge students to leave these items home. **Maya is not responsible for loss or theft of personal belongings on campus.**

H. Emergency Drills – Fire, earthquake, and evacuation drills are scheduled periodically. Classroom teachers will give students specific instructions. Students are expected to take all drills seriously.

I. Lockers – Every student will be assigned a locker by his/her advisor at the start of the school year. Students must provide their own combination lock and give the combination to their advisor. Students are not permitted to deface lockers or decorate the outside. The contents of

lockers are the personal property of the student to whom the locker is assigned; however, the school reserves the right to inspect lockers.

Students are expected to keep their lockers and the locker area neat and clean. Students may not go to their lockers during class time.

J. Transportation – Transportation to and from school is available to all Maya students. It is expected that students maintain appropriate behavior at all times under the direction of the bus monitors.

Bus Behavior

Transportation to and from school is available to all Maya students. It is expected that students maintain appropriate behavior at all times, under the direction of the bus monitor and the bus rules below. All bus riders must board buses upon school dismissal. The bus privilege may be revoked due to any of the following **Bus Rules**

- Students are required to **fasten** their **seat belts**.
- Students **stay in their seat** while the bus is moving.
- Students sit and **talk quietly** while on the bus so as not to distract the operation of the vehicle.
- Students **respect** bus property and the property of others.
- 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 should **refrain from putting arms, hands and/or head outside** of the bus windows.
- Students may only get off the bus at their assigned bus stops.

Bus Passengers

1. Students assigned to the smaller vans are not allowed to take a friend on the van 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 12:00 noon**. 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.

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.
3. Seniors: See the section on senior privileges.

After School Bus Transportation

Maya offers bus transportation for students involved in after-school activities who already pay for bus services to some areas of the city. 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 in the secondary office) and return it to the receptionist.

K. Fund Raising/School Representation – All activities involving fund raising by student groups must be authorized by the designated school administrator. No individual student or student group may represent Maya

without prior school authorization. The school's name may not be used to advertise groups or activities without the school's express consent.

Guidelines for Colegio Maya class/student organization funds:

Students are invited and encouraged to participate in an organized class, club, and student organizations. Students can expect supervised leadership opportunities within these, including management of funds when appropriate.

Student organizations doing fund raising must keep their monies in a petty cash fund with the Colegio Maya business office. All fund raising activities need to be approved by advisors and the principal.

Students must deposit monies earned for any given event with the cashier on the next business day after the event. A recognized student organization may have a petty cash fund according to the following guidelines:

1. An account can be opened with the cashier during office hours
2. The account can be opened by the treasurer of the organization with the sponsor's signature
3. The treasurer will be given a ledger book in which to record all financial activity
4. Deposits and withdrawals
 - a) The treasurer can make deposits with the cashier as well as request withdrawal of funds. He/she must do a monthly reconciliation with the cashier, copies of which will be sent to the advisor and the principal.
 - b) Students can request withdrawals from their account on a withdrawal form available at the cashier's office. The treasurer and one advisor must sign any withdrawal slip. Funds can be redeemed the same day as requested, but not immediately. Students need to expect a lapse time of at least an hour before receiving the cash. The treasurer must present actual cash receipts for the money expended to the cashier within 24 hours

after the expenditure. Failure to present receipts may result in cancellation of the account.

5. Organizations must prepare an end-of-year reconciliation with the cashier and may carry funds over from one year to the next.

IX. PARENT-SCHOOL COMMUNICATION

Colegio Maya recognizes the need for proper communications between and among students, parents, teachers, administration and the Board.

The school will maintain regular communication with parents via school notices, the school web page, monthly newsletters, student progress reports, scheduled conferences between school personnel and parents, and question-and-answer sessions at PTA (parent-teacher association) meetings.

If there is a specific problem with a child and his/her work in school, the best person to see is the classroom teacher. An appointment to see a secondary school teacher (6-12) may be made by calling the secondary office or contacting the teacher via e-mail. Problems of a personal nature or questions about a student's program and his/her overall potential and progress may also be discussed with the student's counselor.

Problems that cannot be resolved through a conference with the teacher or counselor and questions of a more general nature concerning the operation of the school may be discussed with the principal. Please call the principal's secretary to make an appointment.

Problems that have not been resolved after conferences with the teacher and principal may be taken to the director, who will also be available to discuss any questions related to the general operation of the school or to school policies and will answer any such questions addressed to him/her by mail. An appointment may be made with his/her secretary.

The Director is the executive officer of the Board of Directors and as such is responsible for the organization, operation, and administration of the total school program. Therefore, he/she is the normal channel of communication between the Board and the public. Questions about school policy should be referred to the director. Normally, communications directed to the Board will be referred to the director for reply or action as individual board members do not directly involve themselves in administrative matters involving students, teachers, and administrators.

Requests for changes in school policy and appeals of decisions made by the Director may be addressed to the Board. All communications to the Board should be in writing and should be addressed to the chair of the Board of Directors. Only the Board acting as a whole in a regular or special meeting will make decisions about school policy.

X. STUDENT LIFE

A. Student Involvement in Decision Making – Maya encourages students, as individuals and as members of the student body, to contribute to their school and to their own education by becoming involved in extra-curricular activities and school government.

Participation is encouraged in two major ways:

1. Maya encourages students, in keeping with their level of maturity, to form class or school organizations (such as student council), which offer practice in self-government and serve as forums for student ideas.
2. As part of their growth toward independence, students are also encouraged to take an active part in making decisions about their individual educational goals and plans. By learning about themselves and about the career

opportunities open to them, they can set personal educational goals and find the best ways to achieve these with the help of the staff.

B. Student Council – The purpose of Student Council at Colegio Maya is to initiate, organize, and operate activities throughout the school year inclusive of the entire high school student body.

The Student Council is composed of an executive council, which includes the following member selected by the high school student body: president, vice president, treasurer, and secretary.

The four class presidents, individually elected by class, are also members of the executive council.

The student council will abide by its constitution and by-laws, which include responsibilities, rules, voting procedures, and eligibility requirements.

Elections: Elections for student body officers for the upcoming school year are held sometime during the last four weeks of the school year. Elections for class presidents are held during the first month of the school year.

C. Student Activities – Maya feels that activities beyond the classroom offer students a venue for meeting friends and getting involved with their school and community; therefore, Maya sponsors various activities, depending on student interest and participation. However, participation in co-curricular and extra-curricular activities is an additional responsibility that should not conflict with the student's primary academic responsibilities. Students are urged to think carefully before deciding to participate in these activities, many of which require a serious time commitment and may involve missing time from class(es) during special events. Careful consideration

should be given as to what effects this will have on one's over-all attendance.

Maya views after school activities as an extension of the regular school day. Therefore, school regulations and rules apply in all situations. Also, students participating in extra-curricular activities will be required to adhere to the dress and conduct code because of the responsibilities they assume while representing the school at events and activities

Maya does not allow students to remain on campus after school unless they are involved in a supervised activity or in a supervised location (e.g. library).

D. Student Complaints and Grievances – Decisions made by Maya personnel which students believe to be unfair or which seem to contradict policies or regulations of the school may be appealed to the principal. As much as Maya wishes to emphasize students' development in self-discipline and intelligent decision making, it must be made clear to students that the persons in charge of the school have special responsibilities that can be carried out only if their authority is recognized, respected, and supported by all. Every attempt is made at explaining the rationale behind decisions and policies.

This must not be construed to mean that students who feel they have been treated unfairly have no recourse. Most complaints and grievances can and should be settled at the level where they arise: between the student and the teacher or other Maya employee, as necessary, with the help of the counselor or principal. Student complaints will be dealt with courteously and promptly by Maya personnel.

E. Classroom and Campus Environment – Students are encouraged to contribute to the attractiveness of their school environment by discarding trash in the appropriate receptacles and by refraining from producing graffiti and vandalism. Special work assignments will be issued to

students involved in such activities. Students will be charged for any damage to school property.

F. Senior Privileges

Driving: Seniors with valid Guatemalan driver's licenses may drive to school. However, they must receive written approval from the secondary school office before being issued a car sticker that will allow them to park on campus. Students who drive to school must proceed slowly and carefully through the parking area. Failure to drive safely will result in revocation of the parking permit.

In addition, the following guidelines/regulations must be followed:

1. A parent or guardian must sign a waiver form releasing Maya from liability should an accident occur.
2. Tardiness or any other irregularity will result in revocation of the privilege, as well as disciplinary action.
3. Only members of a driver's family may accompany the driver to and from school.
4. Leaving school during the school day without following the established procedures will be regarded as skipping school and will result in suspension and/or revocation of the driving privilege.
5. Senior drivers must wait until all buses have passed through the gate before leaving.

Specific senior privileges: Requests for other senior privileges must be submitted in writing to the Principal before October 1.

G. Athletics – The athletic program at Colegio Maya offers male and female students the experience of wholesome competition in team activities. These activities occur within varsity athletics and the physical education program. Traditionally varsity teams are fielded in basketball, soccer, and volleyball. Students are expected to read and follow the guidelines in the Athletic Handbook.

H. Drama – The Colegio Maya high school drama department presents one production each year. Any student may audition for this production. All rehearsals are held after school.

I. Lost and Found – Students should report lost or stolen items to the secondary school office immediately. All lost and found articles, including textbooks, will be sent to the secondary office and PE office to be reclaimed. Unclaimed items will be donated to charity. To prevent loss or theft, students should not leave book bags or personal belongings around the campus unattended.

XI. PARENT TEACHER ASSOCIATION (PTA) – The Colegio Maya community encourages parents to become involved in activities at school. All parents and teachers are members of the Parent Teacher Association, which provides a forum for participation. The PTA elects a board every spring to handle the coordination and execution of activities at Colegio Maya. The following are among the many PTA-sponsored school-wide activities:

Welcome Back Breakfast for Staff
Parent-Teacher Pot Luck dinner
Fun Run
Book Fairs
Reading Incentive
Program

International Day
Christmas Bazaar
Friendship Fair
Teacher Appreciation
Week

Calendar for School Year 09-10

August 2009						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

5/10-Teacher Orientation
11-First Day of School

January 2010						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

11-Teacher Work Day
12-First Day of Second Semester

September 2009						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

2-Teacher Prof. Devel./No School
7-US Labor Day
15- Independence Day (Guatemala)
25-Parent/Teacher Conferences

February 2010						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

3-Teacher Prof. Devel./Early Release
12-Parent/Teacher Conferences
15-US President's Day
24-Teacher Prof. Devel./Early Release

October 2009						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

14-Teacher Prof. Devel./Early Release
19/20-Revolution Day (Guatemala)
28-Teacher Prof. Devel./Early Release

March 2010						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

10-Teacher Prof. Devel./Early Release
24-Teacher Prof.Devel./Early Release
29 Mar./2 Apr.-Easter Break

November 2009						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

11-Teacher Prof. Devel./Early Release
26/27-Thanksgiving Holiday

April 2010						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

14-Teacher Prof. Devel./Early Release
26/29-Accreditation Visit
30-Maya Holiday

December 2009						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

17-Last day of school before Winter Break

May 2010						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

12-Teacher Prof. Devel./Early Release

= Holiday/No School

= Teacher Professional Development/Early Release

SCHOOL DAYS	
Semester 1:	86
Semester 2:	95

2-Last Day of School
3/4-Teacher Work Day

June 2010						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			