



PARENT - STUDENT HANDBOOK

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GUIDING PRINCIPLES

MISSION

To provide a challenging bilingual program with high academic standards which develops values, skills, international awareness and attitudes in each student, empowering him/her to lead a productive and well-balanced life within the global community.

VISION

Colegio Maya is committed to maintain and improve its national and international recognition as a bilingual school that nurtures academic excellence and international awareness. The school will empower its students to achieve success in a challenging global society.

PHILOSOPHY

The school strives to provide a nurturing and stimulating environment in which all students can flourish and grow. We are committed to maintaining academic excellence by

- Caring about our students, doing our best to meet their individual needs and empower their self-esteem
- Respecting one another
- Setting and modeling appropriate behavioral standards
- Instilling in them a love for learning
- Practicing positive conflict resolution
- Promoting creativity
- Applying critical thinking skills
- Instill international awareness through respect to other cultures and values
- Teach and practice good democratic values.

STUDENTS' RIGHTS AND RESPONSIBILITIES

The following are rights of all students

- a. To receive a high quality education, both academic and moral
- b. To be treated fairly by teachers, classmates and by other employees at Colegio Maya
- c. To participate in cultural, social, civic, and athletic activities related to school
- d. To talk to their teachers and counselors about personal problems in order to receive help and guidance
- e. To suggest projects and ideas that will enhance and/or improve school's discipline and academic programs
- f. To be heard when involved in a discipline related situation
- g. To be allowed to leave school in case of serious sickness or family emergencies
- h. To attend classes in a safe and positive environment
- i. To know what is expected from them in the classroom.

The following are responsibilities of all students

- a. Respect and follow the school's rules and regulations and comply with the consequences
- b. Attend school everyday and be on time
- c. Wear school uniform in an appropriate manner both on and off school premises
- d. Treat teachers, classmates, and school employees with respect, courtesy and consideration
- e. Act honestly at all times
- f. Respect their own and other people's property
- g. Repair any damage caused to the school's and other people's property
- h. Comply with class work and homework assigned by teachers. Be prepared for class with a respectful attitude and all required materials
- i. Demonstrate public spirit with respect and display the appropriately respectful best conduct during cultural and civic activities.

ROUTINE PROCEDURES

ENTRANCE

1. Students should arrive at school between 7:30 and 7:50 a.m. School doors will be closed at 8:00 a.m. Accumulation of three tardiness will result in external suspension
2. In order to comply with curricular standards, some high school grade levels might have class during period 0 (zero) from 7:10 to 8:00 a.m. and/or period 9, from 3:30 to 4:20 p.m.

RECESS

1. Students should go to recess in an orderly manner
2. Students should follow teachers' instructions during this time. Any problem should be reported to the teacher on duty
3. On a rainy day, students will remain in their classrooms or in covered areas
4. Students must use this time to attend to their personal needs.

DISMISSAL

Grades	Dismissal hour
Kinder 4 & Kinder 5	11:40 a.m.
Preparatory	12:15 p.m.
1 st grade – 7 th grade	2:40 p.m.
8 th grade – 12 th grade	3:30 p.m.

Dismissal procedure

- Students must wait in the designated areas inside the premises until they are called for dismissal through the PA system. On rainy days, students will have to wait in their respective classrooms and assigned covered areas
- Parents are to be on time to pick up their children. Traffic should advance in an orderly, respectful manner. For security purposes, we

ask for parents not to exit their cars but to wait until they are in front of the entrance to pick up their son or daughter

- For safety reasons, students are not allowed to go off school premises or cross the street during dismissal
- If a student is leaving school with a person other than his/her parents, a note should be signed by parents or guardian and turned into the homeroom teacher first thing in the morning. Without parent's permission no student will be allowed to leave the school premises. No authorization through the telephone will be accepted.

ATTENDANCE

School attendance is vital to a student's achievement; statistics show that students who develop good attendance patterns are more likely to be successful both academically and socially.

There are some academic activities that are evaluated exclusively through the participation of the student body; therefore absences in such cases affect the academic quality of their education. Examples of these activities are: science labs, cultural visits (museums, theaters, etc.) and educational field trips.

ABSENCES

- a. Colegio Maya expects all students to attend school every day of the school year. The school expects that the only reason for absences will be serious illnesses, infectious and contagious.
- b. In order to receive academic credit and promotion, a student must be in attendance at least 90% of the school year. A student cannot have more than nine unexcused absences per semester long courses and eighteen unexcused absences per yearlong courses
- c. Homework for students who will be absent three or more days, must be requested to the counseling department before 11:00 a.m. Students absent for only one or two days are responsible for asking their teachers for missing work
- d. For absences of three or more days, a medical excuse will be necessary

- e. If a student will be absent for more than a week due to medical reasons, the homeroom teacher should be informed in order to compile the work that the student will be missing. If a student needs to miss a day of school, come in late, or leave school early, he/she will have to ask for permission at least one day in advance. This can be done only for medical reasons or family emergencies. When possible, medical appointments should be programmed after school hours
- f. If a student participates in cultural events and/or national or international events, he/she must justify his/her absence
- g. If a student misses class because he/she will be representing the school in an event the absence will not be taken into account and no consequence will be given.

STUDENTS ILLNESS AT SCHOOL

1. If your child is ill, he or she should not be sent to school
2. Students who are too sick to be in class will be sent home
3. The nurse will administer simple medicines in case of headaches, stomachaches, and fever. Special medications should be indicated on the medical form filled out for each student at the beginning of the year. Other treatments such as antibiotics should be treated home, if not possible indications must come with a doctor's recipe ; and authorized by the parents
4. Parents must authorize, in case of a medical emergency that their child be taken to Hospital Diagnóstico located in Colonia Escalón
5. The school offers medical insurance that covers medical expenses for personal accidents. This insurance enables, in case of an emergency, for students to be taken to Hospital de Diagnóstico. If parents are interested in this insurance, they should solicit it at the school office and pay the corresponding annual fee
6. Students, who present cases with pediculosis, will be sent home for the well being of the student body.

SCHOOL SUPPLIES

1. Students must buy their own school supplies such as pens, pencils, notebooks, erasers, rulers, and other basics required on the list given from the office before the beginning of each school year. A list of materials needed will be handed out in the office and posted on the website at the beginning of each school year
2. Students from 6th through 12th grade must bring a key or combination lock for their locker. In case they do not have one by the end of the first week of school, the school will provide one, charging a nominal fee
3. Colegio Maya will assume no responsibility for items missing from students' lockers. It is recommended that students always keep their lockers locked and not share their key or make duplicates of it nor share the combination of their lock
4. Students should bring all necessary materials and textbooks for each class at all times
5. It is required that all materials be labeled with the student's name and grade and all textbooks covered with clean plastic
6. Lost and found items will be returned for a nominal fee. Contact the Discipline Head for this matter
7. Students' books, work, materials, or personal possessions will not be accepted after 8:00 a.m.

PERSONAL OBJECTS

1. Cell phones will be collected each morning and kept in the main office during the school day. At the end of the day, the phones will be given back to each student. If a student keeps his/her phone during school hours, the phone will be confiscated for a week and parents will be informed about the event. The phone will be returned to the student after the confiscation period expires
2. Students are allowed to bring electronic tablets, MP3-players and personal computers to the school for research purposes only. It is not mandatory that the students bring these devices to the school. The student is the only person responsible for the care, use, and loss

of his/her device. The school will not take any extraordinary measures other than the norm to recuperate lost devices. Electronic devices must be fully charged at home. These electronic devices are to be used during class time only and when instructed to use them by the teacher. When not in use, electronic devices must be put away and turned completely off. Students must not access any restricted websites during school hours

3. If a student disobeys any of the above-established policies, there will be no warning and the device will be confiscated for five school days for first time offenders, and twenty school days for violation the second time. A third offence will result in the restriction to bring electronic devices to the school for a period of 60 days. These days can be extended up until the next school year, if evidence shows that the student is found to be plagiarizing or displaying inappropriate material. Additionally, if a student overpasses the security filter established by Colegio Maya, they will not be allowed to bring any such device to the school for 100 days. These days can be extended to the next school year
4. It is strongly recommended that students do not bring toys or large amounts of cash to the school. The care of all personal objects is under the responsibility of the student.

VISITORS

- Parents are welcome to come to school and ask for assistance from the school's secretaries. No parent should go into the classrooms or premises without previous permission from the administration
- If students from other schools want to leave information about social activities of their schools, they must leave it at the office.

EMERGENCY PLAN

EVACUATION PLAN FOR STUDENTS

In case of emergency or drill, students must follow this procedure:

- All students must get in line and walk out quickly with their hands over their heads following instructions

- Teachers take their students to the designated areas, take roll and wait for further instructions from site-coordinator
- Students must maintain complete silence while teachers take attendance
- Students who are in the bathrooms, hallways or at recess should look for the nearest adult and together go to the nearest designated area
- Students and teachers must wait for further instructions from the site coordinator or the designated substitute.

FURTHER INDICATIONS

In case of emergencies, such as an earthquake, fire, etc. during the school day, Colegio Maya states the procedure to be followed:

- No student may leave school unless it is with his/her parents or other authorized person
- No student may leave with another student who is not on the authorized list
- Students will be allowed to leave with the first authorized person to arrive.

Colegio Maya kindly asks parents to:

- Tune to Radio Femenina (102.5 FM) to get messages from the school
- Do not call the school. We need to have our telephone lines free
- Pick up your child as soon as possible
- Do not park in dismissal areas and obey the instructions given by the security guard
- Wait outside for your child to be dismissed. Only school personnel will be allowed to enter the school grounds
- Students' dismissal will be by the usual departure door by which their grade normally leaves.

LOCKDOWN PROCEDURES

In the case of an intruder on campus, a threat to the school building, or any other threat to the campus that requires school action, the following lock down procedures will be used:

- The site coordinator will order and announce, "Lock down procedure". Immediately direct all students, staff, and visitors into nearest classroom or secured space

- Teachers should scan outside of their classrooms quickly and bring any students in the area into their classrooms
- Classes that are outside school premises should not enter the building and follow their teachers' instructions
- People must move away from windows and doors and turn off the lights
- Do not respond to anyone at the door until the site coordinator announces, "All clear".

GRADING SYSTEM

Colegio Maya's academic year is divided into four quarters. Each quarter is usually divided into eight to ten weeks.

PROGRESS REPORTS

Marking scale for early childhood.

Evaluation Scale	
Scale	Definition
S	Successful in what he/she does.
P	In process or does it with help.
T	Does not do it yet.

Students from 1st to 12th grade will be graded in the first half of each quarter, based on the following system.

1st to 12th grade		
Scale	Definition	Percentage
E	Excellent	96 – 100 %
S	Satisfactory	85 – 95 %
I	Improving	75 – 84 %
NI	Needs Improvement	65 – 74 %
U	Unsatisfactory	0 – 64 %

REPORT CARDS

At the end of each period, students will be graded based on the following system.

Grade	%
A+	100-97 %
A	96-93%
A-	92-90%
B+	89-87%
B	86-83%
B-	82-80%
C+	79-77%
C	76-73%
C-	72-70%
D+	69-68%
D	67-65%
D-	64-60%
F	59-0%

Students in early childhood will be evaluated in aspects like effort and conduct and will be using the following scale:

Evaluation Scale	
Scale	Definition
P	Proficient
IP	In process
NYP	Not yet proficient

PROGRESS REPORTS AND REPORT CARDS

1. Progress Reports will be sent home after the first half of each period. These should be signed by parents and returned to the homeroom teacher, two days after having been received. Based on these grades, parents or teachers may solicit a meeting to discuss the student's progress

2. Report cards and progress reports will be available for viewing through our Internet portal and will be posted on dates stated in the school calendar
3. Report Cards will be turned in at the end of each period. The dates are posted on our school calendar
4. In case a student loses a report card, it will be replaced for a nominal fee.

HONOR ROLL/ HIGH HONOR ROLL

1. If a student achieves "A" and "B" averages (80-100%) in all subjects and "S" or "E" in conduct and effort grades, he/she will obtain an Honor Roll for that period
2. If a student achieves an A average (90-100%) on all subjects and "S" or "E" on conduct and effort grades, he/she will obtain a High Honor Roll for that period
3. With any "NI" or "U" in conduct or effort a student cannot receive the honor roll
4. Students who have been reported for disciplinary infractions more than once will not be eligible for the Honor Roll.

ANNUAL RECOGNITIONS

Academic Excellence: At the end of the academic year, the school recognizes the hardest working student in each grade level. The student must have the highest average of the grade level, and have obtained the Honor Roll during all four quarters and have a clean disciplinary record.

Maya Student Award: This distinction is awarded to the student that best exemplifies the qualities of an ideal student according to the schools' standards. This refers to the student who demonstrates the highest level of camaraderie, sincerity, honesty, respect and loyalty towards the school.

Perfect Attendance: This award is given to all students who have had a flawless attendance record throughout the entire school year. Any tardy, regardless of the reason, disqualifies the aspirant from this distinction.

HONOR CODE

All Colegio Maya students must adhere to the honor code. This is a commitment that is signed before the beginning of each evaluation or schoolwork. Our honor code is as follows:

I pledge my honor that I have not received nor have I given any information during this evaluation.

PROMOTION PROCEDURES

The purpose of this procedure is to guarantee that each student has acquired the skills necessary to complete the following year successfully.

Early Childhood

Students' progress is monitored throughout the school year. If the teacher's opinion states that the student does not show enough maturity or move on to the next grade, parents will be informed through a letter and a meeting during the third quarter of the year. A student cannot repeat any level of Early Childhood more than once.

Primary through High School

- a. A student will not be readmitted if he/she fails any grade twice
- b. A student obtaining two or more "F" averages (59% or less) in core academic subjects will fail the grade
- c. A student obtaining one F (59% or less) and two or more "D" averages (60- 64%) will fail the grade
- d. A student obtaining four "D" (60-64%) averages may fail or pass the grade depending on an administrative evaluation
- e. A student obtaining three "D" (60-64%) averages may pass or fail the grade depending on the administrations evaluation
- f. There will be no promotions on probation
- g. A student will attend summer school or be given a re-examination upon the decision of the administration.

Graduation Requirements

A high school diploma is granted to students who:

- a. Achieve 70% average in all subjects
- b. Pass the "PAES" test, which is a requirement for the High School Diploma from the Ministry of Education
- c. Have completed social service required by the article 26 of the General Law of Education of El Salvador
- d. If a senior fails a course, he/she is entitled to a re-examination in order to earn a passing grade. The student must pass the re-examination to be able to participate in the graduation ceremony.

SUMMER SCHOOL

Colegio Maya encourages students to practice other types of activities during the summer vacation. Nevertheless, Colegio Maya offers a remedial course for students who have failed basic subjects (English, Math, Language) in order to maintain their level of education. Additionally, these subjects are offered with a reinforcement character to the student if the student or his/her parents consider that will be beneficial for the following school year.

Colegio Maya also offers a one-month recreational summer school for children age four through nine.

DISCIPLINE SYSTEM

Students at Colegio Maya are expected to follow school procedures and comply with school rules and regulations. Students should show responsibility by being on time with all the required materials and work and also wearing the correct uniform, studying for tests and quizzes, and turning assignments in on time. They are also expected to be respectful to their teachers, classmates, administrators, and school personnel. The school does not tolerate inappropriate employee-student relationships. School employee-student relationships must be positive, professional, and non-exploitative.

Below is a non-inclusive list of inappropriate behaviors and their consequences. The Administration reserves the right to apply a consequence as deemed necessary.

MINOR INFRACTIONS

- Chewing gum
- Bringing toys to school
- Late arrivals to class
- Bringing magazines, electronic games, or audio equipment to school
- Public displays of affection
- Uniform/grooming violations
- Eating during class
- Rough play
- Littering
- Failing to bring folder/grades signed
- Failing to turn in cell phone during school hours.

Consequences for Minor Infractions

- Verbal warning
- Written warning (by teacher, discipline head and/or principal)
- Detention (after school).

MAJOR INFRACTIONS

- Accumulation of 3 minor infractions
- Use of foul language
- Fighting or any activity that threatens to cause bodily harm to another student
- Destruction of school property and other people's property
- Skipping classes
- Not assisting Saturday school
- Leaving school without permission
- Using safety equipment unnecessarily
- Repeating a minor infraction converts in major infraction
- Hiding information from parents.

Consequences for Major Infractions

- Saturday School

- Counseling
- In-school service projects
- Internal suspension
- External suspension
- Daily report
- Disciplinary step
- In case of plagiarism or cheating a student will receive "0" as a grade
- Loss of privileges (honor society, student government, sports team, etc.).

SEVERE INFRACTIONS

- Accumulation of 2 major infractions
- Plagiarism, forgery, cheating
- Bullying (verbal, non-verbal, physical, sexual, emotional.)
- Vandalism or Arson
- Inappropriate behavior in school or at school events or while wearing the school uniform
- Blackmail extortion
- Hide school information from parents
- Change grades in folder or other document
- Possession, use, or distribution of fireworks or any type of gunpowder
- Possession, use, or distribution of drugs (including alcohol and tobacco) inside or outside the school
- Possession, use, or distribution of weapons
- Stealing
- Misuse of the Internet/Cyber Bullying/Sexting/Texting
- Picture taking of students and/or publicize pictures of teachers, students or any other personnel of the school
- Be disrespectful to teachers or other school personnel.

Consequences for Severe Infractions (Step)

- Students who commit any of the above-mentioned infractions will be removed from Colegio Maya immediately and their case referred to the Disciplinary Committee, which will decide if the students will be able to remain in the school. In case of plagiarism or cheating, the student will receive a zero (0) for academic work.

CONDUCT CONTRACT

The school's administration may extend a conduct contract at any time; this document has to be signed by the student and parents.

DAILY REPORT

Students with daily report must turn in such document at the end of the day to the principal or assistant principal to be signed. Parents must also sign this report, which the student should turn in the following day to the discipline coordinator.

DISCIPLINARY SYSTEM

The disciplinary system is based on the rules and policies of the school. There are certain actions taken when a rule or a policy is broken, these will be recorded in the student's personal file.

DISCIPLINARY COMMITTEE

Objective and Organization

The disciplinary committee's objective is to ensure and oversee that the rules established in the handbook are followed. Two teachers, two parents, and a student, to guarantee a fair and unbiased resolution, comprise this committee.

UNIFORM POLICY

The following rules apply to students from the moment they arrive at school until they leave.

GIRLS

Formal Uniform

1. Kinder-5th grade: Bibbed skirt and round collar shirt/school sweater or jacket.
2. Middle School: Skirt and polo shirt/school sweater or jacket.
3. High School: Skirt and polo shirt/ school sweater or jacket.

*A traditional style flat dark shoe must be worn with the formal uniform. These can be leather or leather-like material. Low cut socks are not allowed.

P.E. Uniform

- Kinder-12th grade: shorts, sweatpants, P.E. t-shirt
- White, grey, blue, or black sneakers must be worn with the P.E. uniform
- White socks (low-cut socks are allowed).

BOYS

FORMAL UNIFORM

1. Early Childhood: Short or slacks, polo shirt, black belt, school sweater or jacket.
2. 1st grade - 12th grade: Slacks, polo shirt, black belt, school sweater or jacket.

*A traditional style flat dark shoe must be worn with the formal uniform. These can be leather or leather-like material. Low cut socks white, blue or black are allowed.

P.E. UNIFORM

- Kinder-12th grade: Shorts or sweatpants, P.E. t-shirt
- White, gray, blue, or black sneakers must be worn with the P.E. uniform
- White socks (low-cut socks are allowed).

UNIFORM CHECK

1. Hairstyles must be conservative. Dyed hair is not allowed. Boys' hair length may not extend below the eyebrows when combed forward, the bottom of the earlobe when combed to the side, and not passed the top of the shirt collar when combed straight back.
2. Uniforms should be in good condition and worn correctly every day. Uniform will be checked by the homeroom teacher.
3. Only school sweatshirts or jackets are allowed.
4. Facial jewelry or piercing is not permitted.

5. Visible tattoos are not permitted.
6. Beards and mustaches are not permitted. If a student is not well shaved, he will have to shave in school. A disposable razor will be provided at a nominal cost.
7. Male students should not wear earrings. Female students are not to wear dangling earrings.
8. Necklaces should be worn inside the shirt. Only one necklace is allowed.
9. Caps or hats are not to be worn at school.
10. Girls should not wear make-up.
11. For field trips, students will be informed in advanced of the uniform they should wear.
12. On jean's days, organized by the honor society, students cannot wear flip-flops, and girls should not wear tank tops.
13. Parents will be informed of uniform infractions. After three uniform infractions, the student will get a detention.
14. The acceptability of the student's appearance will be determined by the school's administration.

SOCIAL ACTIVITIES

The social activities in benefit of the school's community will be organized through the honor society and the P.T.A. All student social activities must be approved by the administration.

ELIGIBILITY GUIDELINES FOR INTRAMURAL AND INTERSCHOLASTIC ATHLETIC PROGRAMS.

Colegio Maya encourages students to participate in sports activities and athletic programs. All students are expected to show good sportsmanship and conduct. To be eligible for participation in certain interscholastic programs students must meet certain academic standards and discipline standards. The administration reserves the right to remove any student from extracurricular activities for poor discipline or conduct. Every student must play in the corresponding category corresponding age requirements.

Additionally, the student body that participates in intercollegiate programs should comply and follow AASCA rules and regulations.

TUITION FEES AND ADMISSIONS CONTRACT

Parents and students should comply with the following procedures:

REGISTRATION

To register for any given year, the student must not have back payments pending. In order to guarantee the inscription for next year, the registration fee should be paid within the established dates; otherwise, the school reserves the right to fill that position. The registration fee is non-transferable and non-refundable. Students who have not paid the registration fee will not be allowed to start school.

TUITION

The tuition is expressed per annum. Annual tuition will be charged regardless of the actual admission date. The school allows tuition to be paid in eleven-monthly installments (August-June). Each installment should be paid during the first ten days of each month.

LATE PAYMENTS AND NON-PAYMENT

Late payments will be subject to a late fee. Students who have not paid the registration fee will not be able to attend school. Students presenting back payments will not be allowed to attend school or take exams.

DOCUMENTATION RELEASE

All fees due to the school including tuition, registration, and charges for damaged or lost school property should be fully paid in order to release documentation such as grades, certificates, diplomas, or transcripts.

Parents are required to sign an admissions contract establishing tuition and fees. Signing this contract implies acceptance of its terms.

Students who have graduated will receive an official report card brief. In case of needing a more detailed report and/or recommendation letters a request must be done at the office paying the its value.