

2023 - 2024

Colegio Maya

Family Handbook

Colegio Maya is where the whole community works together to foster individual talents.

We hear every voice.

We work hard.

We excel at being ourselves.

What we say matters. What we do matters more.





Colegio Maya - The American International School of Guatemala
(502) 6644-1200 | www.cm.edu.gt

[DIRECTOR'S LETTER](#)

[YEARLY SCHOOL CALENDAR](#)

[SCHOOL CONTACT INFORMATION](#)

[SCHOOL CULTURE](#)

[Colegio Maya](#)

[Purpose \(Community Generated, March 2022\)](#)

[Core Values](#)

[COLEGIO MAYA'S LEARNING PRINCIPLES](#)

[PERSONAL LEARNING CULTURE](#)

[ACCESS AND TRANSPORTATION](#)

[Transportation](#)

[After-school bus transportation](#)

[Bus behavior](#)

[Bus passengers](#)

[Car passengers](#)

[Changes in transportation](#)

[Campus access](#)

[Guest/Visitors](#)

[Leaving campus](#)

[ATTENDANCE](#)

[Arrival and Dismissal Schedule](#)

[Late arrival and early departure procedure](#)

[Tardiness](#)

[Skiping Class](#)

[Absences](#)

[Medical Leave Absences](#)

[Illness During the School Day](#)

[School Sponsored Event/National Federation](#)

[Absence Accountability Process](#)

[University Visits](#)

[Make-Up Work](#)

[Late work policy](#)

[ADMISSION AND GRADE PLACEMENT](#)

[CHANGE OF ADDRESS/CONTACT INFORMATION](#)

[GUATEMALAN BACHILLERATO \(PLAN G\)](#)

[HEALTH OFFICE INFORMATION](#)



Colegio Maya - The American International School of Guatemala
(502) 6644-1200 | www.cm.edu.gt

[LUNCH/SNACK INFORMATION](#)

[LOST AND FOUND](#)

[WITHDRAWALS AND TRANSFERS](#)

[After-School Activities \(ASA\)](#)

[UNIVERSAL STUDENT SUPPORT](#)

[STUDENT BEHAVIOR EXPECTATIONS SCHOOL CLIMATE - \(BOARD POLICY 1440\)](#)

[School agreements, regulations, and procedures](#)

[School Rules and Consequences](#)

[Appeals Process](#)

[Conditional and Probationary Contracts](#)

[Academic Dishonesty](#)

[Artificial Intelligence \(AI\)](#)

[Dress Code](#)

[PARENT-SCHOOL COMMUNICATION](#)

[Communicating with the Board of Directors](#)

[TECHNOLOGY AND COMMUNICATION](#)

[About School Communications and Access to Academic Information](#)

[About the use of technology](#)

[User Privacy](#)

[Acceptable Use of the Internet](#)

[Online Guidelines for Students](#)

[Guidelines for Commenting on Others' Work](#)

[On-Campus Usage of Mobile Devices](#)

[Supported Devices](#)

[Usage of Technology Agreements](#)

[Cyber Safety Tips for Parents & Students](#)

[COLEGIO MAYA ZOOM USE AND RECORDING ACKNOWLEDGEMENT](#)

[ELEMENTARY PARENT/STUDENT HANDBOOK](#)

[ELEMENTARY KEY CONTACTS](#)

[ACADEMICS](#)

[ASSESSMENT, GRADING AND REPORTING](#)

[ARRIVAL and ATTENDANCE](#)

[Arrival and Dismissal Schedule](#)

[GENERAL INFORMATION](#)

[TECHNOLOGY](#)

[Mobile Devices](#)



Colegio Maya - The American International School of Guatemala
(502) 6644-1200 | www.cm.edu.gt

[Personal Devices](#)

[School Phones](#)

[RESPONSIBLE USE AGREEMENT FOR ECC THRU GRADE 5 \(RUA\)](#)

[SECONDARY STUDENT/PARENT HANDBOOK](#)

[KEY CONTACTS](#)

[BELL SCHEDULE](#)

[COURSES and COURSE PLACEMENT](#)

[ASSESSMENT AND REPORTING](#)

[ATTENDANCE AND ABSENCE](#)

[STUDENT BEHAVIOR EXPECTATIONS](#)

[STUDENT LEADERSHIP](#)

[AFTERSCHOOL ACTIVITIES AND CLUBS](#)

DIRECTOR'S LETTER

Dear Parents, Faculty, Students, and Community Members,

Welcome to the 2023-2024 Maya Family Handbook. We are truly excited to embark on this learning journey together. In the following pages, you will find information intended to provide you with support and guidance in terms of our operations as a learning community. We hold all students and teachers to high expectations and by providing specifics we can ensure that the needs of all are being met.

However, a school is more than rules and regulations. At its heart, Colegio Maya intends to nurture all who walk through our doors. As we begin the 23-24 school year, it is important to highlight our Strategic Plan, approved in May of 2022. The Strategic Plan outlines an exciting way forward for Maya, while drawing on our 65 years of success. This year we will be focusing on our Core Value of "We Hear Every Voice." The intent of this value is to unite our diverse and international community.

Michael Pettersch
Director



Colegio Maya - The American International School of Guatemala
(502) 6644-1200 | www.cm.edu.gt

YEARLY SCHOOL CALENDAR

August						
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		

1-2: New Staff Orientation
3-8: Full Staff Orientation
9: First Day of School - Semester 1

January						
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			

Dec. 17 - Jan. 8: Winter Break
8: Full PD for Teachers - No School for Students
9: First Day of School - Semester 2

September						
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

15: Holiday - Guatemalan Independence Day
18: Full PD for Teachers - No School for Students

February						
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		

7: PD - Early Release Day
20-24: Family Holiday

October						
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: PD Early Release Day
13: End of the Quarter 1
20: Holiday - Guatemalan Revolution
25: Parent-Teacher Conference

March						
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						

6: PD - Early Release Day
22: End of the Quarter 3
22: Clash of Colors - Early Release Day
25-29: Spring Break

November						
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		

1: Holiday All Saints Day
15: PD Early Release Day
22: Early Release
23-24: Holiday - Thanksgiving

April						
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				

10: Student Led Conference
17: PD - Early Release Day

December						
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: Early Release
14: Last day of Semester 1 (End of Q2)
Dec. 15 - Jan. 9: Winter Break

May						
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	

1: Holiday - Labor Day
15: PD - Early Release Day
31: Senior Graduation

June						
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: Class of 2023 Graduation
7: Early Release
7: Last Day of School (End of Q4)

Holiday/No School
Parent-Student-Teacher Conferences
Professional Development (Full and Half Days)
Early Release Day

Days	
Semester 1:	86
Semester 2:	96
Total Days	182

5

(06/19/23)



Colegio Maya - The American International School of Guatemala
(502) 6644-1200 | www.cm.edu.gt

SCHOOL CONTACT INFORMATION

Reception:	6644-1200
School Director's Secretary:	6644-1203
Health Office:	6644-1234
Elementary Office	6644-1216
Secondary Office:	6644-1219

Administrative Contacts		
Director	Michael Pettersch	director@cm.edu.gt
Director's Assistant	Lidu Gonzalez	assistant@cm.edu.gt
Elementary Principal	Ken Fernandez	kfernandez@cm.edu.gt
Elementary Principal's Assistant	Patricia de Vassaux	pvassaux@cm.edu.gt
Elementary Counselor	Jessica Vega	jvega@cm.edu.gt
Secondary Principal	Christopher Muller	cmuller@cm.edu.gt
Secondary Principal & College Counselor's Assistant	Paola Davila	pdavila@cm.edu.gt
Secondary Counselor	Ana Lucia Arce	aarce@cm.edu.gt
College Counselor	Katia Kayayan	kkayayan@cm.edu.gt
Business Manager	Jennifer Kayayan	jkayayan@cm.edu.gt
Director of Curriculum, Instruction & Assessment / AP Coordinator	Jeff Fifield	jfifield@cm.edu.gt
Technical Director	Pamela Garcia	pgarcia@cm.edu.gt
Admissions & Marketing Coordinator	Stefanie Mejia	admissions@cm.edu.gt
Cashier Office	Jose Zacarias	jzacarias@cm.edu.gt
Athletic Director	Jamie Day	jday@cm.edu.gt



Colegio Maya - The American International School of Guatemala
(502) 6644-1200 | www.cm.edu.gt

SCHOOL CULTURE

Colegio Maya

Colegio Maya, The American International School of Guatemala, was founded in 1958 and is a private, non-profit, non-sectarian, co-educational day school which serves a diverse international community, preparing responsible global citizens through a rigorous U.S. accredited college preparatory program. Colegio Maya develops ethical values and inspires students to achieve their unique potential for excellence through challenging academics, arts, sports, leadership, and committed participation in social service.

Purpose (Community Generated, March 2022)

Colegio Maya is where the whole community works together to foster individual talents.

Core Values

We hear every voice.

We work hard.

We excel at being ourselves.

What we say matters. What we do matters more.

COLEGIO MAYA'S LEARNING PRINCIPLES

(Developed in conjunction with the Common Ground Collaborative)

We can all learn how to learn.

The most important advantage we can give learners is to support them in becoming proficient, self-directed and confident learners. It is necessary to teach the conceptual understanding, competencies and the dispositions of character that build our capacity for lifelong learning.

Common learning cultures need a common language to create consistent meaning.

To make learning happen effectively, we need to use a common language that describes what learning is and how we do it at Maya. This language allows us to reflect, discuss and receive feedback about our learning culture.

Learning is both a personal and social activity.

We all have different starting points and different interests which can result in different learning pathways. Purposeful collaboration and substantive conversations, in social contexts, can help us articulate our ideas clearly and allow our ideas to be challenged. This leads to deeper understanding of ourselves and others.



Colegio Maya - The American International School of Guatemala
(502) 6644-1200 | www.cm.edu.gt

Learning is both cognitive and emotional.

Learning is about making and strengthening neural connections. This process is strongly influenced by our emotions. Brain research shows us that our emotions can affect our brain chemistry, and our reactions to our learning experiences must be understood to enhance our future successes.

Transfer of learning happens best in rich, relevant contexts.

All genuine learning involves transfer from previous learning. To provide opportunities for successful genuine learning, we need to provide rich contexts that are relevant to all learners so that they will have access to opportunities to make connections to prior understanding, to reason and to make generalizations.

PERSONAL LEARNING CULTURE

Personal Learning definition: *Personal learning is a progressively student driven model in which students deeply engage in meaningful, authentic, and rigorous challenges to demonstrate desired outcomes.* (Zmuda, Curtis, & Ulman. 2015)

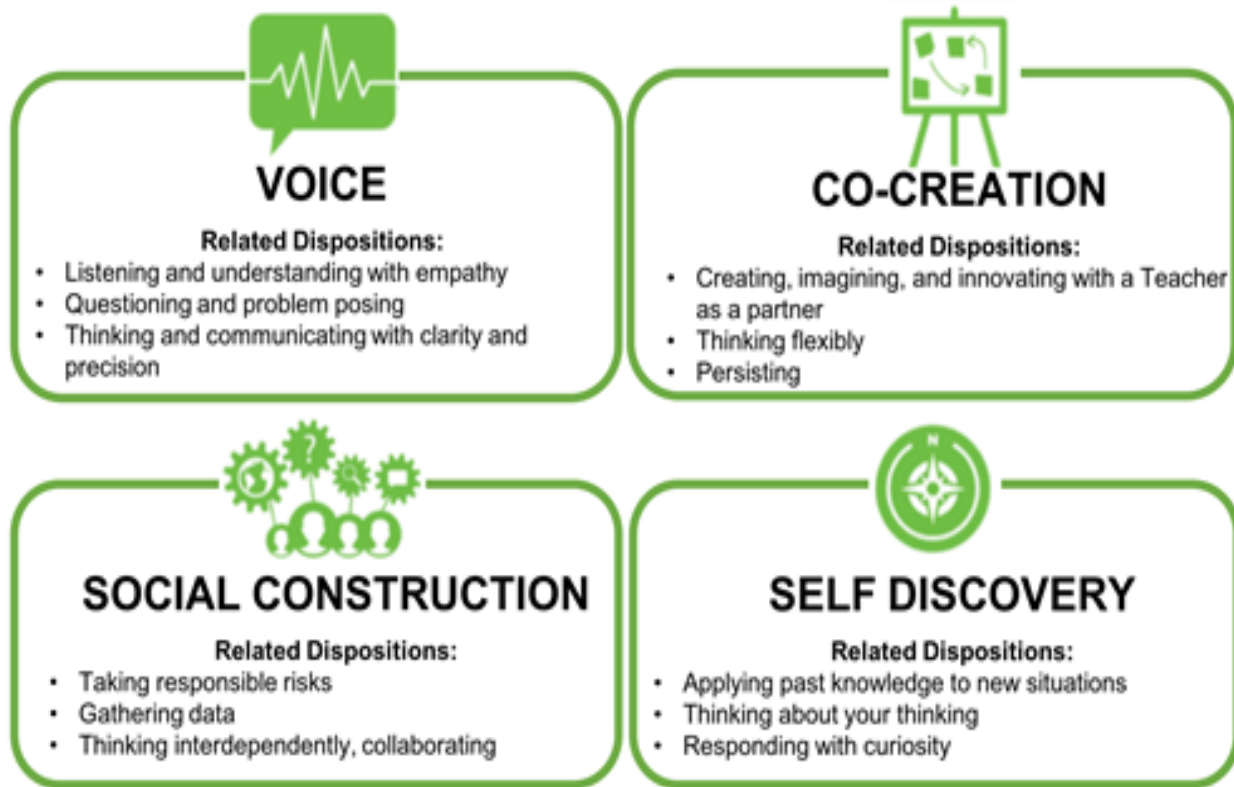
Colegio Maya is committed to growing and sustaining a personal learning culture which is made up of a community of learners based on the shared belief that thinking is central to complex problem solving rooted in inquiry, collaboration, and emergence of new ideas in the spirit of innovation. Learners take risks as creative thinkers in tackling challenging tasks that beg deep learning which can be messy, joyful and energizing. Instruction is designed to attend to individuals' needs and skills with opportunities to explore and develop students' own passions and interests in growing a sense of personal purpose. Students are able to build disciplinary knowledge with cross-disciplinary skills that result in rich demonstrations of learning. Interdisciplinary learning opportunities are paths that allow students to flourish with the support of learning dispositions such as Habits of the Mind and the Elements of Cultures of Dignity through a more learner-driven practice.

The Four Attributes of Personal Learning

They describe how the Colegio Maya learning community values and takes action in growing thinking and learning in a culture dedicated to engaging students in meaningful, authentic and rigorous learning.

The Four Attributes of Personal Learning are:

1. VOICE: Increasingly more open for every individual to share their thinking
2. CO-CREATION: Thinking interdependently to construct and take actions on ideas
3. SOCIAL CONSTRUCTION: Building networks and connections to seek out and share expertise
4. SELF DISCOVERY: Reflecting on learning and gaining insights through self-knowledge (Kallick & Zmuda, 2017)



Credit: Allison Zmuda, Learning Personalized - <https://www.learningpersonalized.com/>

The 7 Key Elements of Personal Learning are:

- Element #1: Goals (Disciplinary, Multi-disciplinary, Dispositional)
- Element #2: Inquiry/Idea Generation (What topic sparks thinking? Worth pursuing?)
- Element #3: Task & Audience (Expanded opportunities to share information, ideas & performances)
- Element #4: Evaluation (What and how is performance evaluated?)
- Element #5: Cumulative Demonstrations of Learning (Evidence of learning over time; Growth)
- Element #6: Instructional Plan (Student empowerment)
- Element #7: Feedback (Open to continuous learning)

Each of the 7 Key Elements of Personal Learning represent an opportunity for a conscious choice to move closer to learning that empowers the student to be a significant part of the instructional design process. The learner is at the center of the curriculum.



Colegio Maya - The American International School of Guatemala
(502) 6644-1200 | www.cm.edu.gt

Habits of Mind

Those are integral parts of the personal learning culture. These thinking dispositions intelligently support social, emotional and cognitive behaviors as learners navigate and thrive in their personal learning. The Habits of Mind are:

1. Thinking about Thinking (metacognition)
2. Managing Impulsivity
3. Persisting
4. Listening with Understanding and Empathy
5. Thinking Interdependently
6. Applying Past Knowledge to New Situations
7. Thinking and Communicating with Clarity and Precision
8. Taking Responsible Risks
9. Continuous Learning
10. Thinking Flexibly
11. Finding Humor
12. Striving for Accuracy
13. Gathering Data through All the Senses
14. Creating, Imagining, and Innovating
15. Responding with Wonderment and Awe
16. Questioning and Posing Problems (Costa & Kallick, 2009)

ACCESS AND TRANSPORTATION

Transportation

Transportation to and from school is available to all Colegio Maya students and is a door to door service (with the exception of the after school bus service at 4:00 and 5:00.) It is expected that students maintain appropriate behavior/conduct at all times under the direction of the bus monitors.

Bus Drop-Off: As per the predetermined schedule, Maya students will be dropped off at the designated stop. For elementary students, an adult must meet and escort the elementary student home. If an adult is not waiting, the student will stay on the bus for the remainder of the route. The bus will then return to the student's stop. If an adult is not present at the student's home, the student will be taken back to school. Parents will be informed if their child is involved in any irregularity or problem that may occur on the bus.

After-school bus transportation

Colegio 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. In order to use this service parents must complete a bus contract with the school receptionist.



Colegio Maya - The American International School of Guatemala
(502) 6644-1200 | www.cm.edu.gt

We have different types of bus service:

- ASA Bus will transport students to their designated or prearranged drop off in Zones 10, 14, 15, 16, and Carretera a El Salvador.
- An ASA bus going up the Carretera El Salvador will be determined by how many students are enrolled in ASA and need that service.

Students/families are required to fill out an ASA Bus Contract in order to be able to use this service. These forms are located with the school receptionist in the front lobby.

Bus behavior

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 not following any of the following bus rules:

- Students are required to fasten their seat belts.
- Students stay in their seats while the bus is moving.
- Students sit and talk quietly while on the bus, so as not to distract from, or disrupt, 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 heads outside of the bus windows.
- Students may only get off the bus at their assigned bus stops.

Bus passengers

- 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 Colegio Maya officials if there is space.
- Students riding the bigger buses may, on special occasions, have a friend ride home with them.
- Guests are not permitted on the bus during the 23-24 school year.
- Due to bus seat availability and routes, non-bus riders are not permitted to ride the bus.
- Due to bus seat availability and routes, bus riders are not permitted to switch routes.
- Phone calls from students during the day to get permission from parents are not allowed. Permission to pick up students not in your immediate family must be filled out through the SchoolAid app.--Please see changes in transportation below.
- Bus contracts must be renewed at the beginning of each year.



Colegio Maya - The American International School of Guatemala
(502) 6644-1200 | www.cm.edu.gt

Car passengers

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 by noon, pick up a pass before leaving the main building, and hand the pass to the guard as they pass the exit (garita).

Changes in transportation

Parents are required to complete any requests for bus or car passes or any irregular dismissal from school using the SchoolAid app. All applications and requests must be made before 11:00am. Requests for all passes for both bus and non-bus riders should be made through this application. Examples include:

- non-Bus rider: student leaving school to go to a friend's house
- non-Bus rider: student going to an emergency doctor's appointment
- bus riders: change of address for drop off/pick up

The application is also used to communicate:

- school transport route status notifications.
- student checkIn / checkout notices on the route.
- bus or car change requests.
- emergency notifications
- school calendar and news alerts
- Seniors driving to school

Seniors with a valid Guatemalan driver's license may be allowed to drive to school. They must receive written approval from the secondary school office before being issued a car sticker that will allow them to park on campus. Permission is based on the number of parking spaces available, a student's behavior and academic record, and is conditional on all necessary paperwork being submitted.

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 Colegio 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 unless the school is informed through the SchoolAid app in advance and the passenger is listed on the parking permit. These should be listed on the application form and approved by the relevant school office.
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.



Colegio Maya - The American International School of Guatemala
(502) 6644-1200 | www.cm.edu.gt

6. No students will be allowed to access their vehicle during the school day or visit the car park, unless specific permission from the Principal has been given.

Failure to adhere to these rules will result in the revocation of the driving and parking permit.

Campus access

Colegio Maya is a closed campus from 7:50am until 2:20pm. During the day, students may not use the parking lot and should remain in their designated areas during break times.

Unauthorized campus departure is a concern for the well-being of our students. Indeed, it is a serious matter and can result in a search for the student(s) that includes Guatemalan authorities. The consequence for an unauthorized campus departure is typically an in-school restriction.

Guest/Visitors

All visitors are required to check-in with the receptionist before proceeding to other areas of campus. Visitors must sign in and will be issued a badge that must be worn at all times on campus. Visitors must adhere to Colegio Maya policies and regulations.

Colegio Maya reserves the right to refuse permission to any visitor to enter the campus.

Colegio 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. Requests by non-school officials to see students while under school supervision must be referred to the Director. 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.

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

For student guests, a request should be sought from the Division Office. If granted, a guest form, available on the parent dashboard, must be filled out a week in advance and signed by the host's parent and approved by the Principal. Requests for visitation on the first or last day of classes will not be granted.



Colegio Maya - The American International School of Guatemala
(502) 6644-1200 | www.cm.edu.gt

Leaving campus

Students may be permitted to leave the school grounds during the school day with prior permission via the SchoolAid app by 10:00am or before. Students must check out with the receptionist before departing.

Students engaged in after-school activities may not leave campus at the end of the regular school day and then return.

Medical appointments should be scheduled outside of school hours.

ATTENDANCE

Arrival and Dismissal Schedule

The times below reflect the hours of the school day:

Elementary/Secondary Students should arrive between:	7:30-7:45
School Academic Hours	7:50-2:20
After school activities:	2:30-4:20

At the end of the school day, all students need to go home unless they have an after-school activity or scheduled tutorials. No student should be on campus after 2:30 unless they are in a school authorized activity and under the direct supervision of school personnel.

Late arrival and early departure procedure

As a school, we understand traffic can be unpredictable and important events come up during the day that prohibit students from arriving on time, or results in parents taking students out of school early. However, we would ask that parents keep these instances to a minimum.

1. Students arriving late

Students who arrive after 7:50 must report to reception in the main Administration building to sign in and collect a tardy pass to deliver to the division secretary. Students will be recorded as tardy in PowerSchool.

2. Students departing early

Students departing early from school are required to have a pre-arranged pass via the SchoolAid app which needs to be completed before 10:00am.



Colegio Maya - The American International School of Guatemala
(502) 6644-1200 | www.cm.edu.gt

Tardiness

Being on time to class is an important part of academic life. Students who are late to class miss instructional time and disrupt the learning of others. It is, therefore, an expectation for students to be punctual for all classes during the day. Students who arrive after 7:50 must report to the Reception Desk to sign in and collect a tardy pass.

After 5 or more tardies and/or 5 or more absences, the Receptionist will create a report for the corresponding section Principal.

Excessive tardiness may result in a student being placed on a conditional/probationary contract, and may even affect their re-enrollment for the following school year.

Skiping Class

A student is deemed to have skipped class if they are in school and miss a class without notifying the Director and/or the Division Office. Skipping class is a serious offense as it strikes to the heart of our purpose as a school. In addition to the academic consequences, the incident is documented in the permanent student file, parents are notified, and other disciplinary actions may be taken, including detention and suspension.

Absences

Colegio Maya abides by our accrediting agencies' standards in relation to our ability to grant credit or promote students.

There is a direct correlation between class attendance and academic performance. It is the responsibility of parents to ensure that students attend school on a regular basis in order to ensure that their academic achievement is not impacted by excessive absences. Students who frequently miss class time jeopardize their learning and the ability of the school to evaluate their work and/or grant credit for work done.

We ask parents to take careful measures to ensure students avoid excessive absence from school. This includes studying the school calendar carefully before requesting time off school for a student, in order to ensure students do not miss class, especially before or after the holidays. For example, taking a week's leave could negatively impact a student's enrollment status, if they are then forced to miss school due to illness at a later point in the year.

The attendance requirement at Colegio Maya is 90% of the total number of school days. The school understands that on certain occasions students may be required to miss school due to unforeseen circumstances, religious observations, or family responsibilities; this 10% absence allowance takes these situations into account.

Absences exceeding the 10% allowed, will result in a hold placed on re-enrollment until a meeting is held between parents and administration to determine any academic and/or behavioral issues as a result of missed class time. Students who are absent for more than 20% of days in the school year (as permitted by Guatemalan Ministry



Colegio Maya - The American International School of Guatemala
(502) 6644-1200 | www.cm.edu.gt

requirements) will not be promoted to the next grade level and generally will not be permitted to re-enroll for the following year.

- Attendance is recorded daily. Excessive absences will result in an office referral and a letter to parents with requirements to make-up work.
- Parents are expected to contact the school via email on the day of their child's absence. The email should describe the reason for the absence and must be sent to the respective administrative assistant (Elementary School: pvassaux@cm.edu.gt; Secondary School: pdavila@cm.edu.gt).
- Students who are absent for three consecutive days due to illness must bring a doctor's note to excuse the absence.
- Students who anticipate a prolonged absence from school must make arrangements with their teachers at least a week in advance in order to receive the assignments and work schedule for the time they will be absent. They should complete [a pre-arranged absence form](#) which the teachers will sign, outlining a timeline for making up missed work and assignments for credit. Students may also be required to attend after school make-up sessions in the Division Office. Parents will be notified in advance when this is the case.
 - In the Secondary School, a final assessment is an integral part of the learning process and will be scheduled during the final week(s) of each semester. Students are required to be present for these assessments/examinations.

Medical Leave Absences

Occasionally medical leaves of absence may be necessary for effective management or treatment of a medical or emotional issue. Leaves of this nature may be implemented when requested by a student and their parent or when a member of the health services staff, counselor, Principal or Director deem it necessary. Medical leaves can be required by the school for diagnostic evaluation or treatment. A medical leave may also be implemented when a student requires a level of care that surpasses that which is available on school premises. A follow-up letter will be sent to the family outlining conditions of medical leave.

Illness During the School Day

Students who get sick at school will only be authorized to go home by the School Doctor. The Doctor will notify the Division Office and teachers, and contact parents to arrange the pick-up.

School Sponsored Event/National Federation

Participation in school-sponsored activities, such as AASCA events or field trips, or events and activities where students are representing their country as part of national federations, are authorized absences that will not be counted against the student.



Colegio Maya - The American International School of Guatemala
(502) 6644-1200 | www.cm.edu.gt

Absence Accountability Process

- If a student is absent, an email needs to be sent in the morning to the Division Assistant indicating the absence.
- If a student is absent due to illness, documentation from a medical professional is needed only after the third consecutive day. This documentation is only sent to the Division Assistant for processing.
 - If a student is absent due to a school-sponsored event or National Federation, then the absence will be documented as excused. Documentation supporting the absence for National Federation activities is only sent to the Division Assistant for processing.

University Visits

Ideally, university visits happen during summer months or during holidays. Students are reminded that they are required to be on-campus for final examination weeks and any internal assessments for College Board and/or any other external examinations.

Make-Up Work

When students are absent from school, they will be required to make up missed work and assignments.

Elementary: Teachers will coordinate with parents to determine the work to be completed.

Secondary: Students are afforded the following timeline to complete work from missed classes: The number of classes missed = the number of days to make up the work. Students may also be asked as a result of excessive absences or lates to attend after-school make-up sessions in order to help them catch up on work missed. These sessions will run in the Secondary office when following our regular schedule and students will be required to make arrangements to be collected at the end of the session. Parents will be notified by an email a day in advance.

Late work policy

Missing assessments should be completed within the time agreed upon by the school and family in order to provide the teacher with sufficient evidence of a student's learning, in order to:

1. Have an accurate measure of how well the student has achieved the learning objectives.
2. Ensure the student understands the relevant assessment processes and tools.

Further classification on Late-Work Policies can be found in each Division's sections.

ADMISSION AND GRADE PLACEMENT

Students are typically placed in the grade that follows next in the 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 Colegio Maya are enrolled as full-time students. Colegio Maya does not offer part-time, partial, or correspondence programs except under particular circumstances.



Colegio Maya - The American International School of Guatemala
(502) 6644-1200 | www.cm.edu.gt

1. Students admitted to Colegio Maya, who have no previous school records will be enrolled on an audit basis pending receipt of previous school records.
2. Students admitted to Colegio Maya when there are fewer than 20 days left in a semester, and who have current grades from a previous school, may receive Colegio 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 Colegio Maya semester exam grade/or grade level expectations.
3. 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, the number of years in school, age, and other factors deemed relevant by the administration and the professional staff.
4. 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.
5. Other decisions regarding placement will be made on a case-by-case basis.
6. Acceptance of students with limited ability in English will be in accordance with the admissions policy concerning English for speakers of other languages.
7. A student with a below average academic record may be admitted on academic probation status.
8. The school does not generally accelerate high-achieving students.

Testing and other assessments are used to ensure that students are appropriately placed. The school has the discretion to determine the proper placement for new students.

Secondary: Students entering Colegio Maya in grades 9, 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. Colegio Maya will give consideration to students who transfer mid-semester and provide us with a progress grade in a class that aligns with our current classes. Only credit earned at Colegio Maya will be reflected on our transcript.

Promotion to the next grade level is based on students achieving the necessary credits for coursework - see graduation requirements. Students who fail to achieve credit for a course will be required to make up the credit either in breaks or after school during a semester or through taking summer credit recovery courses. These are often taken online by students.

CHANGE OF ADDRESS/CONTACT INFORMATION

In order for the school to keep updated records, inform the school receptionist promptly of any change and complete the change of address and [contact information form](#).



Colegio Maya - The American International School of Guatemala
(502) 6644-1200 | www.cm.edu.gt

GUATEMALAN BACHILLERATO (PLAN G)

All students complete and receive a U.S diploma when they graduate from Colegio Maya. Up through the end of grade 10 all students complete the requirements from the Guatemalan Ministry of Education. At the end of grade 10, students and families can choose to continue meeting the Guatemalan requirements in addition to the standard expectations at Colegio Maya. Pursuing Plan G commits a student to a specific course of study, including additional courses and commitments outside of the standard school day. Any additional tuition costs related to Plan G (i.e. online courses) is paid by the school as part of a student's standard tuition.

Students will be required to complete [a letter](#) confirming whether or not they are committing to the Guatemalan Diploma.

HEALTH OFFICE INFORMATION

The school health professional is on duty from 7:30 a.m. until 3:30 p.m. The primary responsibility of the school health professional 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 all students receive the best possible care while on the school campus.

Upon enrolling at Colegio Maya, and every two years thereafter, parents are required to submit to the school health professional the Health Information/Release Form, Colegio Maya Health Card, copy of the student's immunization record, and Standard Physical Examination form completed by a nurse practitioner or physician.

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. Parents will provide their current telephone number at home, work, and cellular, as well as the number of a friend or relative for emergency contact.

1. The Health Office

The health office stocks basic over-the-counter (OTC) medication. In order for your child to receive such medications, you must have on file completed health forms giving permission to give OTC medication.

2. Prescriptions

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. In order for the school health professional 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



Colegio Maya - The American International School of Guatemala
(502) 6644-1200 | www.cm.edu.gt

medication must be accompanied by the corresponding doctor's prescription in order for the doctor to administer the medication at school.

3. Incidents

Students who become ill or injured during the school day are sent by their teacher to the health professional's office. Minor illnesses and injuries are treated in the Health office. If a student is so ill that they cannot continue to attend class, they are kept in the Health Office and the health professional contacts the parent or guardian by telephone. The Secondary office and secondary Principal will be updated by the school doctor.

4. Send Home

A student will be sent home if the doctor determines that they should be or if they have 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 healthcare provider has made a diagnosis and authorized the child's return to school.
- **Lice and Nits.** A student with lice and nits is not permitted at school. If your child has lice and nits, please treat him or her and notify the school. Your child may return to school once treatment has begun.

Students may not call home and ask to be collected if they feel unwell. They must report to the school doctor who will then notify the divisional office and Principal; parents will then be contacted.

5. Visit to the Hospital

If a student's illness or injury is such that a visit to the hospital is necessary, the school health professional 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 school health professional 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.

6. SOS

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 Médica ambulance will be called and the student will be taken to the hospital accompanied by the school health professional or an



Colegio Maya - The American International School of Guatemala
(502) 6644-1200 | www.cm.edu.gt

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

7. Returning to School

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.

8. Health Insurance

Colegio Maya does not have a student health insurance policy. It is the parent's responsibility to provide health insurance for their child(ren). All costs associated with clinic or hospital visits, as well as ambulance services must be paid for by the parents or guardians. However, Colegio Maya does provide accident insurance, which covers incidents on campus and on school sponsored trips. Student accident insurance cards are kept in the Colegio Maya Health Office. All costs associated with the incident will be paid by the parents or guardians.

Students shall undergo private auditory screening once every two years. Families must provide a certificate of examination by September 30th to the Health Office.

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

Upon enrolling at Colegio Maya, and every two years thereafter, parents are asked to submit the Health Information/Release Form, 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 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.

LUNCH/SNACK INFORMATION

Daily lunch and snack services at Colegio Maya are provided by [Grab Eat & Go](#) a full service food provider committed to using high quality ingredients and offering healthy choices. The professional chefs prepare weekly lunches and snacks with a focus on nutrition and a balanced diet.

Weekly menus for students, parents and teachers can be accessed via Lets Grab Eat and Go (Logo light green app with the chef hat). Payment for food service can be with the QR from the app, use the user one your kid, cash or card. Food service is available in the Colegio Maya daily from 7am-2:30pm.



Colegio Maya - The American International School of Guatemala
(502) 6644-1200 | www.cm.edu.gt

All questions, concerns, and suggestions can be directed to the Grab Eat & Go Administration via Whatsapp at +502 3064 5895

LOST AND FOUND

Articles of clothing and other items found on campus will be placed in the Lost and Found bin located at the entrance to the elementary school as well as at the main office. Students are responsible for checking the lost and found to claim their lost items. At the end of each semester, unclaimed items are usually donated to local community service organizations.

WITHDRAWALS AND TRANSFERS

Students are permitted to withdraw from school during any time of year. If a student withdraws from Colegio Maya before the end of a semester, only a "progress grade" (to date) can be given. Course credit will not be considered or granted for any student who has not completed at least 80% of the semester. When students withdraw to transfer to another school, Colegio Maya will provide the necessary documents upon written request of the parents. A minimum of 7 days notice is required. Student transcripts and records will not be released if the student has not returned school property or owes money for lost library books, etc.

After-School Activities (ASA)

After School Activities at Maya are additional learning and enrichment opportunities for students, the program is intended to build interpersonal skills and good sportsmanship, while enhancing the Maya experience.

The ASA sessions are offered by Maya staff as well as outside providers. As a result, some ASAs are free, while others have a cost. The ASA program runs during the first and second semesters, and sessions are held Monday through Friday. A list of ASA descriptions and opportunities is sent at the beginning of each semester, and sign-up can be done online or in person.

UNIVERSAL STUDENT SUPPORT

English for Speakers of Other Languages (ESOL)

Students who are identified as needing additional English language support will be assigned to our ESOL program. The process is based on teacher observations/input and student needs, or is a continuation of the students learning plan from a previous school. Students are also assessed using the World-class Instructional Design Assessment (WIDA) which is a diagnostic tool for language.



Colegio Maya - The American International School of Guatemala
(502) 6644-1200 | www.cm.edu.gt

Upon entering the program, students will receive support from the ESOL teacher based on their learning plan. Using strategies ranging from online platforms to collaborating with classroom teachers, ESOL students will develop their academic, social and communicative language skills. Based on their English language level, students will benefit from both pull-out and push-in models. The pull-out model addresses identified student-specific linguistic needs that are delivered within the ESOL classroom. The push-in model is an active collaboration and co-teaching between the ESOL teacher and the classroom teacher. The ESOL instructor, in conjunction with the principal, classroom teacher and SST team, determines the degree of pull-out or push-in.

ESOL students are assessed three times a year using the World-class Instructional Design Assessment (WIDA) assessment. For students to be considered proficient, they must score a 6.0: *"In Speaking, Writing, Listening, and Reading, the learner must use a range of grade-appropriate language for various academic purposes and audiences. Agility in academic language use must be reflected in oral fluency and must contain automaticity in response, flexibility in adjusting to different registers, and skillfulness in interpersonal interaction. English language learners' strategic competence in academic language use must facilitate their ability to relate information and ideas with precision and sophistication for each content area. - WIDA 2022"*

If a student reaches level 6 by mid-year, they are exited from the program.

Student Study Team Meetings (SST)

Faculty members who have concerns about any student's academic progress and or behavior can refer him/her to a Student Study Team Meeting (SST). The SST meeting is a time to clarify, explore, and create strategies that will promote the student's success. A letter is sent to parents regarding the SST that includes the information of what an SST is, and the parents are asked to contact the school to schedule an appointment with the Division Principal, School Counselor, and SST team.

Learning Support

Colegio Maya's Learning Support program was established to provide remedial help and classroom support to students with a specific learning disorder in grades one through eight as identified by a psycho-educational evaluation conducted by an outside professional.

The Learning Support (LS) pull-out/push-in program incorporates a multi-sensory approach through individualized/small group instruction in a variety of strategy presentations to enable a student's development and success in specific learning areas as identified in an Individual Learning Plan. The Learning Resource Specialist also "pushes into" the classroom to support the students at the moment. Close collaboration with the classroom teacher is key to this program.



Colegio Maya - The American International School of Guatemala
(502) 6644-1200 | www.cm.edu.gt

Progress is monitored on a regular basis and reported quarterly in the student's Individual Learning Plan and LS report card. Each student's progress is also reviewed in Student Study Team meetings (SST) that are scheduled during the beginning of the first quarter and the end of the third quarter.

The student's classroom progress is closely monitored as well through regular communication with each classroom teacher. The expected outcome for all LS students is to become independent learners who are mainstreamed into their regular grade level curricula. For more information, please check the Support Services link on the school's webpage.

Counseling Program and Services

The Colegio Maya Counseling Program is an integral part of all student experiences, providing proactive and responsive services to meet the personal, social, and emotional needs of the school community. Through collaboration with all relevant education professionals and coordination of programs, we ensure that comprehensive services are available to all students. We value a student-centered approach that empowers students to reach their full potential in an ever-changing society. Colegio Maya believes that the social and emotional development of students has a direct impact on their academic achievement. The counselor works with students, faculty, staff, parents, and community partners to promote a positive school climate that develops their educational, social, career, and personal strengths.

1. Counseling Services

- Developmental in nature
- Preventative in design
- Designed to reach students, parents, and teachers through classroom guidance, consultation, individual, small group counseling, and crisis intervention.

2. The Counselor Helps Students Grow Personally and Socially

- Supporting new students in their transition
- Developing self-knowledge
- Making effective decisions
- Developing relationship skills
- Learning healthy choices
- Improving responsibility
- Resolving conflicts

3. The Counselor Assists Students in Educational Planning

- Setting and reaching academic goals
- Developing a positive attitude toward learning
- Understanding individual learning styles
- Improving study skills
- Improving organizational skills
- Recognizing and utilizing academic strengths



Colegio Maya - The American International School of Guatemala
(502) 6644-1200 | www.cm.edu.gt

STUDENT BEHAVIOR EXPECTATIONS SCHOOL CLIMATE - (BOARD POLICY 1440)

Colegio Maya is committed to providing a safe, positive, inclusive and respectful learning environment for all students, staff members, and parents. Every student has the right to an equitable opportunity to learn and achieve their full potential. All members of the Colegio Maya community have the right, at all times, to be treated with respect and dignity, within a physically and emotionally safe, inclusive school environment. Therefore, all Colegio Maya community members are expected to actively engage in, and promote those behaviors, which contribute to fostering a positive, inclusive, and safe school climate. Any form of behavior that violates this right is considered to be in violation of the Colegio Maya values and expectations for appropriate behavior and interpersonal relationships.

Any form of abuse, (e.g., bullying, interpersonal violence, disrespect, humiliation, harassment, or threat of violence) by any member of the Colegio Maya school community is unacceptable.

Examples of abuse include, but are not limited to:

- Physical abuse (e.g., hitting, pushing, tripping, unwelcome physical contact, encouraging another person to hurt someone, spitting on others);
- Verbal abuse, either oral, written, or through the use of social media and/or technology (e.g., teasing, threats of harm to a student or to his/his friends and/or family, using offensive names, inappropriate gestures, jokes, songs, rhymes and/or nicknames, ridiculing, marginalizing, spreading rumors, malicious social network gossip, intimidating phone calls, SMS texting);
- Physical and/or verbal intimidation and threats;
- Derogatory statements or discriminatory comments about another's physical appearance and dress;
- Acts of retaliation against any person who reports an incident of abusive behavior;
- Intentional or malicious false accusations of abusive behavior;
- Rejection or exclusion of members from a group;
- Blocking access to school property or facilities;
- Stalking;
- Emotional or psychological abuse or maltreatment (e.g., rude or menacing gestures, spreading unauthorized pictures or video, non-verbal gestures intended to humiliate, embarrass, reject or threaten);
- Academic sabotage;
- Cyber bullying (e.g., bullying that occurs by use of electronic or communications devices through means of emails, instant messaging, text messages, chat rooms, blogs, bash boards, websites, forums, photo and video sharing);
- Extortion (e.g., threatening to take one's possessions, food, money, etc.) or stealing or damaging of one's property;
- Constantly hurting the feelings of others;



Colegio Maya - The American International School of Guatemala
(502) 6644-1200 | www.cm.edu.gt

- Discriminatory comments or inappropriate gestures with regard to race, religion, physical appearance, gender, or sexual orientation;
- Vandalism of another's belongings;
- Sexual harassment is any repeated, unwanted behavior of a sexual nature such as teasing, innuendos, name-calling, and/or touching. Sexual harassment may be verbal, visual, written, physical, or electronic (including but not limited to, photographing, recording and disseminating material). It can occur between people of different genders or those of the same sex.

School agreements, regulations, and procedures

When a family enrolls in Colegio Maya, the parents and students agree to conform to school procedures and to comply with school rules. Respect for rules, regulations, and procedures of Colegio Maya greatly enhances the educational atmosphere at school and reflects positively on the entire Maya community. Respect for one another, cultural sensitivity, and understanding are essential elements in an international school community.

Colegio 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 staff is authorized to appropriately address 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.

At Colegio Maya, everyone has the right to a conducive learning environment and to feel safe physically and emotionally:

1. Anywhere on campus, remember our rule:
"Respect yourself and others; keep hands, feet, and objects to yourself. Walk in the building and on sidewalks; and low voices inside."
2. At all times
 - Respect school property and authority.
 - Deposit trash in trash cans.
 - All students must remain in supervised areas while on campus.
3. During Passing Time
 - Walk on campus at all times
 - Keep to the right so others can pass on the left
 - Remember: others are in class during your transition. Walk quietly and orderly in lobbies and walkways.
4. In The Classroom
 - Be attentive and listen carefully
 - Follow classroom agreements and expectations
 - Ask teacher for permission to leave the classroom
 - Use a pass from the teacher to go to the principal, health office, to another building, or any place other than the classroom during class time
 - Do all work neatly and legibly following teacher guidelines



Colegio Maya - The American International School of Guatemala
(502) 6644-1200 | www.cm.edu.gt

- Turn in finished work on time, following teacher guidelines
5. During Emergency Drills
- We practice emergency drills several times a year. The drills we practice are general evacuation to the soccer field for fire or other emergency issues; evacuation to the bus to leave campus; and earthquake with evacuation to the soccer field. We expect students and adults to do the following:
- Be serious
 - Walk silently
 - Listen to and follow directions
6. During Snacks And Lunch
- Follow the Cafeteria and Recess Guidelines Posted
 - Clean up your area after eating
 - Line up with your class when instructed to do so
 - Inform the teachers on duty when leaving the playground area
7. In Restrooms
- Flush toilets, do not flush toilet paper - place it in the trash can
 - Wash hands and place paper towels in trash cans, do not linger or hang out in the bathroom
8. In The Library
- This is a place for study and reading. Please work quietly.
 - No food or drinks allowed.
 - Return books on time so others can use them.
9. Technology Learning Center
- No food/drink allowed in the lab.
 - Computers/iPads/Chromebooks are for academic purposes only.
 - Gaming, instant messaging, chatting, downloading programs and plug-ins, and viewing entertainment videos are prohibited.
 - Be respectful of the equipment and of others using the lab.
 - Work quietly.
 - Listen and follow the directions carefully.
 - Use only your own individual account, remembering to log off when finished.
 - Advise the teacher immediately if coming across any information that makes you feel uncomfortable. *Please see the Cyber Safety information and the Colegio Maya Technology Agreement in Section VIII.
10. Behavior At Assemblies/Concerts/Drama Productions
- No food and beverages may be consumed in the theater.
 - Catcalls, whistling, and other types of disruptive noises are not permitted.
 - In the PAFA Theater, the approved General Rules must be followed.



Colegio Maya - The American International School of Guatemala
(502) 6644-1200 | www.cm.edu.gt

PAFA Theater Protocols

- In the PAFA Theater, the approved General Rules must be followed.
- Food and beverages are not permitted.
- Catcalls, whistling, and other types of disruptive noises are not permitted.
- People are also expected to be polite and considerate upon entering and leaving the theater.

Food and Beverages

Food and beverages may be consumed outside, 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 with the teacher's approval.

Emergency Drills

We practice emergency drills several times a year. The drills we practice are: general evacuation to the soccer field for fire or other emergency issues; evacuation to the bus to leave campus; earthquake with evacuation to the soccer field; and lockdown drills. We expect students and adults to do the following:

- Be serious
- Listen to and follow directions
- Respond quickly to advice
- Walk in silence when an evacuation is required

School Rules and Consequences

At Colegio Maya, everyone has the right to a conducive learning environment and to feel physically and emotionally safe. To ensure that this occurs, the following rules and consequences apply, in accordance with the requirements of the Guatemalan Ministry of Education.

Minor incidents are dealt with by the teacher and/or principal, and these have a verbal and/or written warning. The most severe incidents (Categories 2 and/or 3) are referred to the principals and/or the discipline committee for very serious matters.

Category 1

Behaviors not demonstrating personal responsibility. Minor offenses that do not disrupt the learning of others.

Offenses and behaviors in this category include but are not limited to the following:

- tardies to class
- dress code infringement
- materials not brought to class, work not handed in on time
- Littering



Colegio Maya - The American International School of Guatemala
(502) 6644-1200 | www.cm.edu.gt

- play fighting
- leaving valuables unattended
- inappropriate use of technology
- interrupting teaching or learning
- collecting money or goods without authorization
- inappropriate displays of affection or affective relationship
- use of indecent language
- selling items in school for personal profit
- non-return or falsification of forms sent to parents
- inappropriate use of the facilities
- Discriminate against any member of the educational community.

Depending upon the infraction the following consequences may be employed by the teacher and/or principal.

- verbal warning to provide feedback and give a reminder of the expectations
- seat change
- removal of item for a class period
- retained after class
- conflict resolution with the counselor
- peer mediation
- a phone call and/or letter to parent
- teacher conference with parents
- completion of values learning plan
- suspension of personal device use privileges
- report if necessary to the relevant principal
- ongoing behavior is documented (report cards, behavior log, file) upon informing the parent(s)
- A first offense results in a warning; a second offense is reported to parents and incurs a log entry. Three minor rule infractions will be treated as if they were a Category 2 violation.

Category 2

Disrespectful behaviors or actions. Offenses that disrupt the teaching and learning of others or REPEATED (exceeding 3) Category 1 behaviors.

Offenses, actions, and behaviors in this category include but are not limited to the following:

- insubordination or disrespect to a teacher/administrator
- bullying/cyber-bullying
- inappropriate use of technology or social media (e.g. taking pictures or video without permission during class, carrying printed or digital material that incites violence or contains pornography)
- academic dishonesty (For Secondary School, further clarification available in the Secondary Handbook)
- minor damage to furniture, equipment, facilities, or adornment of the school



Colegio Maya - The American International School of Guatemala
(502) 6644-1200 | www.cm.edu.gt

- insulting, slandering, defaming, threatening, or repressing any member of the Community, including parents, students, administrative and faculty
- disrespecting cultural differences, an essential element in Colegio Maya; or discrimination due to physical condition, ethnicity, age, gender, economic condition, religion, pregnancy, or disability of any member of the community
- theft
- burning fireworks without authorization
- being the author or promoter of vulgar expressions or drawings on school facilities or through any other electronic printed media
- unexcused absences
- omission of complaint

Serious incidents are referred to the disciplinary committee. Depending upon the infraction the following consequences may be employed.

- meeting with parent
- meeting with counselor
- student completes a values learning plan to reflect on their behavior
- an official written warning, placed in the student's file.

The student's parents or legal representative will be responsible for correcting any damages that the student incurs while committing the offense.

Additional actions and consequences could include:

- restriction or loss of personal device use privileges
- In-School or out of school suspension in accordance with Ministry guidelines
- loss of bus (or other) privileges
- student placed on a conditional contract
- They will be sanctioned with a written attention call preparing the corresponding minutes, which must be registered in the file of the student.

A first offense is reported to parents and incurs a consequence from the examples above. Repeated offenses will be treated as a Category 3 violation.

Category 3

Serious offenses or REPEATED category 2 offenses. o REPEATED (more than 2) Category 2 Behaviors. These include behaviors that violate the rights of others or are illegal or are dangerous.

Offenses, actions, and behaviors in this category include but are not limited to the following:

- use of physical, emotional, verbal, or psychological violence against any member of the community
- causing destruction or major damage to the educational facilities
- theft of other's property
- possession of dangerous or illegal items (including real or replica weapons); the wielding of any item that could cause harm
- possessing or accessing pornographic material



Colegio Maya - The American International School of Guatemala
(502) 6644-1200 | www.cm.edu.gt

- computer hacking; downloading viruses knowingly, or sending malware or viruses to another's computer
- academic dishonesty (For Secondary School, further clarification available in the Secondary Handbook)
- committing or participating in acts classified as crimes by the legal system, either inside or outside the school facilities.
- any conduct of harassment, (cyber), intimidation, social blocking, manipulation, or coercion against any member of the community in a repetitive manner
- any instance that brings the name of the school in disrepute
- promotion, sale, distribution, or use of cigarettes, tobacco, vaping devices, liquor, drugs or any other psychotropic or illegal substance
- failure to report a category 3 offense or crime
- developing, organizing, supporting, and/or participating in actions that can be linked to terrorism and related offenses
- hiding information and/or using falsified documents during the admissions process

Incidents are referred to the disciplinary committee. Depending upon the infraction the following consequences may be employed:

- parent, teacher, administrator conference
- internal or external suspension
- placement of student on a probationary contract
- re-enrollment status placed on hold or recommendation for conditional or non-re enrollment for the following year

Additional actions and consequences, depending on the offense could include:

- replacement of property and/or expenses
- referral for internal/external counseling
- report to local authorities

Decisions resulting in the expulsion of a student from school may be appealed, following the Appeals Process.

Appeals Process

Appeals for a reversal of an imposed sanction should take place within five (5) days following notifications. The appeal for reversal is filed before the authority that issued the resolution (Disciplinary Committee).

The Disciplinary Committee will re-examine the behavior with the detailed report, within five days after the appeal has been filed. The same can be filed by a person who has been part of the dossier, or who has an interest in it. Within fifteen (15) days after the hearing, as required by law, a resolution will be issued.



Colegio Maya - The American International School of Guatemala
(502) 6644-1200 | www.cm.edu.gt

Any offense that is not explained in this document yet is one that jeopardizes the physical or emotional safety or the rights of others will be sanctioned according to the decision made by the Disciplinary Committee.

Tobacco, alcohol, and other drugs

The possession, use, or distribution of illegal substances or devices for the consumption of tobacco, alcohol and other drugs is prohibited. Colegio Maya is a drug free campus.

Any student attending Colegio Maya or Colegio Maya activities or events suspected of being under the influence of, in possession of, buying, selling, giving, or receiving any illegal substances, shall be immediately suspended while a decision is made regarding the student's continued enrollment and if so, under what conditions.

Inappropriate Displays of Affection (PDA)

Colegio Maya students are expected to show good judgment and restraint when on campus. Colegio Maya students may partake in the customary greetings; however, prolonged displays of affection are not permitted.

Conditional and Probationary Contracts

Students may be placed on a conditional or probationary contract for low academic achievement or for conduct that fails to meet the expectations established in the school regulations and handbooks. This will involve a meeting with the student, the parents and the division principal in which clear guidelines and expectations as to behavior, consequences, and timeliness for all parties will be established which will involve. All notices regarding probation should be written and signed by the Principal and a parent.

Academic Dishonesty

Academic honesty is a critical measure of a students' integrity and one that directly relates to our core values at Colegio Maya. Students' choices, opportunities to learn and grow, and academic achievements are documented throughout their school career. It is important to note that the tracking of academic honesty incidents and consequences for academic dishonesty carry over from year to year. When determining disciplinary action, academic malpractice that has occurred in the past in previous grade levels and current classes will be considered. Cases of academic dishonesty such as cheating, plagiarism, etc. are dealt with on a case by case basis. The principal, teachers and counselor work with the student to understand the situation and determine consequences.

Please see the School Rules and Consequences section for further information on the categorical Academic Dishonesty consequences.

Artificial Intelligence (AI)

AI is a rapidly evolving technology that has the potential to revolutionize education. AI tools can be used to personalize learning, provide feedback, and automate tasks. However, there are also concerns about the use of AI in education, such as the potential for academic dishonesty. When using AI tools in education, it is



Colegio Maya - The American International School of Guatemala
(502) 6644-1200 | www.cm.edu.gt

important for the student to be transparent about their use of these tools. If they use an AI tool to generate text, image, or graph, they must credit the tool in their work. They must also be able to explain their work sufficiently to give confidence that it has been created by them. Our school is committed to using AI in a way that is ethical and effective. We believe that AI has the potential to revolutionize education, but we also recognize the need to be transparent and to mitigate the risks associated with its use, such as ascertaining the authenticity of student work in order to evaluate the appropriate level of student mastery for a standard.

Colegio Maya will not ban the use of AI software because that is not the appropriate response to innovation which, over the next few years, has the potential to be a tool as ubiquitous and routine as calculators and online search engines. Furthermore, AI does not threaten the values of Colegio Maya, and when used ethically, with integrity, and serve to promote our Core Values by increasing academic discourse in a manner that makes learning relevant and timely.

Rather than engage in the use of AI-detection software, we aim to rely on the professional judgment of our teaching faculty, as they are best placed to know what a student is capable of. Should a piece of work appear not to be produced by a student, then the above guidelines for Academic Dishonesty will be applied by administration.

Adapted from, and inspired by: International Baccalaureate Organization: Academic Integrity Policy (2023); International Society for Technology in Education (ISTE): Bringing AI to School - Tips for School Leaders (2023); United States Department of Education - Office of Educational Technology: Artificial Intelligence and the Future of Teaching and Learning (2023).

Dress Code

Dress Code - (Board Policy 7410)

Policy 7410 states: Colegio Maya is a student's place of business. Therefore, students are expected to come to school appropriately dressed and groomed. Clothing worn to Colegio Maya should be comfortable and modest. Faculty and Administration are expected to enforce the dress code with consistency and fairness.

Dress code Clarifications:

- Students' clothing should be clean, in good condition and appropriate for a school setting and for any special school events.
- Clothing should not advertise or refer to alcohol, drugs, smoking or be printed with slogans, sayings, or allusions that may be interpreted to contain profanity or any racial or sexual biases.
- Exposure of midriffs or underwear is not allowed.

Care of School and Personal Materials:

Colegio Maya does not assume ANY responsibility for replacing lost or stolen items.



Colegio Maya - The American International School of Guatemala
(502) 6644-1200 | www.cm.edu.gt

Personal Belongings

- Students are encouraged not to bring excess money, electronic devices, valuable articles, or toys to school.
- Student's backpacks, lunch bags, or other articles are to be kept in their appropriate places as designated by the teacher. All backpack compartments need to be zipped up at all times.
- Trading cards are not allowed at school. Students who bring them will receive a verbal warning and will be required to take them home. Should the student bring the cards to school again, the principal will collect the cards and parents will be responsible for picking them up from school.
- Students are responsible for returning all items that are borrowed from school and they must maintain a neat and orderly desk or cubby space at all times.
- Teachers may 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. At the end of the year, student's report cards will be withheld if books have not been returned or paid for. Supply Lists are issued to parents via the school website.

PARENT-SCHOOL COMMUNICATION

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

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 PTSA (parent-teacher-student association) meetings.

In order to maintain a well-organized system of communication, Parents must follow the steps below:

- If there is a specific problem with a child and their work in school, the best person to see is the classroom teacher. An appointment to see a teacher may be made by calling the appropriate office or contacting the teacher via email. Problems of a personal nature or questions about a student's program and their 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 questions addressed to them by mail. An appointment may be made with their secretary.



Colegio Maya - The American International School of Guatemala
(502) 6644-1200 | www.cm.edu.gt

As a parent, you can expect that email responses should be within 24 hours during the working week. Please note, an email response indicating that the school is looking into a situation, or simple acknowledgement of receipt, is acceptable.

Question, Idea, or Concern		
Academic or Behavior	Program or Curriculum	Procedure or Policy
Respective Teacher ↓ Counselor ↓ Principal ↓ Director	Respective Teacher ↓ Director of Curriculum & Instruction ↓ Principal or Technology Director ↓ Director	Principal, Finance Director, Human Resources, or Admissions ↓ Director (will present topic to the Colegio Maya Board of Directors)

Communicating with the Board of Directors

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, the Director is the normal channel of communication between the Board and the public. Questions about school policy should be referred to the Director.

Communications directed to the Board concerning the day-to-day administration of the school or individual students will be referred to the Director for reply or action as neither the Board nor the individual board members 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.

TECHNOLOGY AND COMMUNICATION

About School Communications and Access to Academic Information

As the 21st Century goes on, healthy access to academic information, technology usage and narrow communications with students and parents are vital. Most of Colegio Maya's procedures are going paperless, including communications for parents. Please read carefully and follow our communication procedures in order to maintain a clear flow of information between our Community.



Colegio Maya - The American International School of Guatemala
(502) 6644-1200 | www.cm.edu.gt

1. Resources Website for Parents

This private site contains the Parent and Student Handbook and other reference information regarding school procedures. This site is accessible with the provided Colegio Maya Email Address (@cm.edu.gt).

[Parents Resources Center](#)

2. Resources Website for Students

This private site contains the Parent and Student Handbook and other reference information regarding school procedures. This site is accessible with the provided Colegio Maya Email Address (@cm.edu.gt).

[Students Resources Center](#)

3. Colegio Maya Email Address for Parents

There is a designated School email address @cm.edu.gt for every registered parent and/or tutor. All communications to parents will be sent to these addresses. Please contact our Technology Department at technologystaff@cm.edu.gt to configure and access this email on all your smart devices in order to ensure email reception from School.

4. Colegio Maya SMS Emergency System

Emergency messages or notifications are also sent to your registered cellphone numbers. Keep in mind that this system needs to be updated when you change your cell phone numbers. You'll find a cell phone number update form on the resources website to communicate the school your new cell phone number.

5. PowerSchool Academic Information

Maya parents have access to their child(ren)'s academic information through PowerSchool. View your child's Schoology and PowerSchool accounts regularly, check if your child has completed or submitted the required work by directly checking in with your child, and subscribe to notifications. Colegio Maya's official reporting system is the printed report card and signed transcripts.

6. Colegio Maya's Official Social Networks

It is recommended to follow/subscribe to the following Social Networks:

- Facebook: facebook.com/colegiomayaguatemala
- YouTube: [thecolegiomaya](https://youtube.com/thecolegiomaya)
- Twitter: [@colegiomayagt](https://twitter.com/colegiomayagt)
- Instagram: [colegiomayagt](https://instagram.com/colegiomayagt)



Colegio Maya - The American International School of Guatemala
(502) 6644-1200 | www.cm.edu.gt

About the use of technology

Colegio Maya embraces technology and its integration into student learning in the 21st century. The school considers the access and usage of Colegio Maya technology resources is a privilege rather than a right. The privilege is given to those who act responsibly. Within reason, Colegio Maya will honor personal privacy, freedom of speech and access to information. Administrators and staff reserve the right to review files and communications and remove inappropriate files.

Appropriate use of technology is the responsibility of everyone in the CM community. Colegio Maya is not responsible for damage or loss of personal electronic devices. Students should adhere to the following [Colegio Maya Online Guidelines](#).

Consequences: Students who use electronic devices and technology inappropriately may have their privileges to use the device/technology revoked, have the device confiscated and face other disciplinary action. Please refer to the Student behavior expectations section.

User Privacy

Electronic communications, downloaded material and all data stored on the school's technology resources, including files deleted from a student's account, may be intercepted, accessed or searched by school administrators or designees at any time in the regular course of business to protect users and school equipment.

Acceptable Use of the Internet

Students are responsible for good behavior on the Internet just as they are in a classroom or a school hallway. Internet services are to be used in a responsible, efficient, ethical and legal manner. The school reserves the right to remove internet access for any students who abuse the privilege of using the internet in a responsible and ethical manner.

Online Guidelines for Students

These guidelines have been developed to highlight appropriate use of online technologies (e.g. apps, blogging, wikis, photo and video sharing, etc.). The questions in italics have been designed to help students make an appropriate decision.

- Your behavior online should be no different from your behavior in class.
Ask yourself: Would you consider your piece of writing, photo or video appropriate for class?
- Do not share personal information.
Ask yourself: Could someone find me (in real life) based on this information? Can someone link your photo and your name?
- Think before you post.
Ask yourself: What could be the consequences of this post?
- Know your audience.



Colegio Maya - The American International School of Guatemala
(502) 6644-1200 | www.cm.edu.gt

Ask yourself: *Who is this post/comment aimed at?*

- Do not post pictures/videos of others without permission.

Ask yourself: *Are you respecting the privacy of others? Have you posted any names with any photos?*

- Know how to give constructive feedback.

Ask yourself: *Am I contributing to the discussion and helping others learn and develop?*

- Be respectful.

Ask yourself: *Am I treating others in the same way I would want to be treated?*

- Use appropriate language and proper grammar and spelling.

Ask yourself: *Is the message of your post/comment affected by the language you have used?*

- Only post factual information (no gossiping).

Ask yourself: *Are you sure, what you are saying is true?*

- Cite your sources.

Ask yourself: *Are you the original creator of work?*

Guidelines for Commenting on Others' Work

As a commenter, students will be commenting on other people's work regularly. Good comments:

- are constructive, but not hurtful;
- are always related to the content of the post;
- include personal connections to what the author wrote;
- answer a question, or add meaningful information to the content topic;
- use appropriate language and proper spelling and grammar.

On-Campus Usage of Mobile Devices

In general, when using mobile devices on-campus (smartphones, tablet computers, laptops, etc.) for learning purposes, the student agrees to make available at any time to teachers, administrators, or technology staff the contents on their device screen, running applications, and messages sent/received while being in class time.

A student may use the Wi-Fi service provided to connect to the Internet and/or run mobile device applications only, and must agree with the terms and conditions detailed on the captive portal displayed on the mobile device prior to browsing the Internet.

Supported Devices

This is a list of devices that have been proved compatible with our infrastructure and do not represent a security threat. Jailbroken devices are not permitted. Other devices rather than the ones described below will be subject to revision and approval by the technology authority.

1. Apple:

- MacOS 12 and above
- IOS 12 and above

2. Android



Colegio Maya - The American International School of Guatemala
(502) 6644-1200 | www.cm.edu.gt

- Devices with 7.0 and above.
- 3. Microsoft
 - Devices with Windows 10 and 11.
- 4. Amazon
 - Kindle devices with Web browsing capabilities
- 5. Chromebooks
 - Chromebooks devices with 70.0.3538 or above

Colegio Maya reserves the right to deny access to unsupported devices.

Usage of Technology Agreements

By having access to Colegio Maya's tech resources, a student agrees to:

1. Always respect equipment and software.
2. Ask questions when unsure and report problems with equipment and software immediately.
2. Adhere to mobile device procedures in the school.
3. Never use any form of technology to bully or intimidate, or encourage others to.
4. Respect the privacy of individuals when using technology equipment.
5. Avoid creating, accessing, downloading, storing or printing content that:
 - depicts profanity, obscenity, the use of weapons or violence.
 - promotes the use of tobacco, drugs, alcohol or other illegal or harmful products.
 - contains sexually suggestive messages.
 - sexually explicit or obscene.
 - contains language or symbols that demean an identifiable person or group or otherwise infringe on the rights of others.
 - causes or is likely to cause disruption to School activities or its orderly operations.
 - contains rude, disrespectful or discourteous expressions inconsistent with civil discourse or behavior.
 - constitutes bullying, cyberbullying, harassment or intimidation or any other violation or offense referred to in the School Manual.
6. Respect the work and the privacy of folders and not open or remove others' items.
7. Avoid accessing games and sites that are inappropriate in a school context.
8. Avoid using any personal social networking sites while at school.
9. Use information available on the Internet in such a way that does not breach copyright.
10. Print only what is needed and follow the school's printing guidelines.
11. If a school device is needed for long-term home use a \$100 deposit is required.

Cyber Safety Tips for Parents & Students

1. Always ask an adult if you're unsure of anything when you are online.
2. Don't sign up for sites that are 13+ if you are not old enough (Facebook, YouTube, Instagram, etc). Remember YAPPY (the personal information you should not share online) – Your full name, address, phone number, passwords, your plans.



Colegio Maya - The American International School of Guatemala
(502) 6644-1200 | www.cm.edu.gt

3. Don't add people as online friends unless you know them in real life or have parent permission. Never arrange to meet an online friend without talking to a parent.
4. Remember that you cannot believe everything you read on the Internet and you can't trust everything online friends tell you.
5. Choose sensible names for usernames, email addresses, etc.
6. Talk to your parents about what you're doing online and let them know when you're going on the Internet.
7. Know what cyberbullying is and tell someone if you think it's happening to you. Cyberbullying is when someone picks on you, annoys, embarrasses, or threatens you over and over again using technology, such as the internet or a phone.
8. Protect your digital footprint: don't put anything online that you wouldn't want all your friends, family, teachers, and future employers to see.
9. Treat others online the way you'd like to be treated.

There are many websites for families to explore cyber safety. It's highly recommended that parents research and make sure to communicate with their child periodically regarding the websites they are visiting. We want our students ready for "21st Century Technology Skills" and in the process we want them to be safe. We need parent support in this endeavor.

COLEGIO MAYA ZOOM USE AND RECORDING ACKNOWLEDGEMENT

Please see the [ADDENDUM - ONLINE LEARNING PLAN, Colegio Maya Online Learning Program Expectations, Roles, and Responsibilities.](#)

2023 - 2024

Colegio Maya

Elementary Handbook





Colegio Maya - The American International School of Guatemala
(502) 6644-1200 | www.cm.edu.gt

ELEMENTARY PARENT/STUDENT HANDBOOK

On behalf of the entire elementary staff, we welcome you to the Colegio Maya Elementary (PreK-Grade 5) for the 2023-2024 school year. We are committed and delighted to provide an outstanding learning experience for all of our students. Together, we partner as Maya community members in our long Maya history of providing a quality learning experience that is outlined in our handbook. You will find information regarding our learning ecosystem, values, focus on social-emotional learning, grading and assessment, agreements (rules), internet safety, general information, and more.

Parent involvement in a child's education is of the utmost importance. The home/school partnership is ongoing over the school year and beyond. We communicate with families at home via email, video conferences, parent workshops, PowerSchool, Schoology, face-to-face meetings, parent volunteers, and phone calls. All of these systems are in place because we want you, the parents, to be informed and aware of your child's responsibilities and day-to-day activities.

Please read this information with your children to ensure everyone is familiar with the information presented. If you need more information, please contact the elementary office at 6644-1216 or via email to Elementary Principal, kfernandez@cm.edu.gt or Elementary Administrative Assistant, pvassaux@cm.edu.gt.

Thank you again for trusting us with this important chapter in your children's life.

Sincerely,

Ken Fernandez
Elementary Principal
Colegio Maya Elementary & Early Childhood Center

Catch the Spirit!



Colegio Maya - The American International School of Guatemala
(502) 6644-1200 | www.cm.edu.gt

Key Contacts

Elementary Principal	Ken Fernandez	kfernandez@cm.edu.gt
Director of Curriculum, Instruction & Assessment	Jeff Fifield	jfifield@cm.edu.gt
Spanish	Monica Bernhard	mbernhard@cm.edu.gt
Visual Art	Andrea Lorini	alorini@cm.edu.gt
Physical Education & Health	Priya Sisodia	psisodia@cm.edu.gt
Technology Integration	Tita Haeussler	thaeussler@cm.edu.gt
Music	Alex Cortez	acortez@cm.edu.gt
Library Resources	Angelique Vives	avives@cm.edu.gt
Social Emotional Counselor	Jessica Vega	jvega@cm.edu.gt
Learning Support	Laura Henry	lhenry@cm.edu.gt
ASA/Clubs Coordinator	Cindy Quan	cquan@cm.edu.gt

ELEMENTARY STAFF DIRECTORY

1. Elementary Office

Ken Fernandez -Principal

kfernandez@cm.edu.gt

Patricia de Vassaux - Assistant

pvassaux@cm.edu.gt

2. Early Childhood Center

Claudia Martinez de Obregon -PK/Kinder

cmartinez@cm.edu.gt

Cindy Quan -PK/Kinder Teacher Aide

cquan@cm.edu.gt

Bree Kraft - PK/Kinder Teacher

bkraft@cm.edu.gt

Natalie Bernhard de Castellanos - PK/Kinder Teacher Aide

nbernhard@cm.edu.gt

3. Lower Elementary

First Grade

Michelle Johnson

mjohnson@cm.edu.gt

Second Grade

Karen Wilcock

kwilcock@cm.edu.gt

Jacqueline Vassaux - LE & UE Teacher Aide

jvassaux@cm.edu.gt



Colegio Maya - The American International School of Guatemala
(502) 6644-1200 | www.cm.edu.gt

4. Upper Elementary

Third Grade

Monica Shroyer

mshroyer@cm.edu.gt

Natasha Jennings

njennings@cm.edu.gt

Fourth Grade

Sasha Soto

ssoto@cm.edu.gt

Sarah Sadrkhanlou

ssadrkhanlou@cm.edu.gt

Fifth Grade

Rosalie Ip

rosalie@cm.edu.gt

Danielle Krohn

dkrohn@cm.edu.gt

5. Elementary Specialists

Physical Education -Priya Sisodia

psisodia@cm.edu.gt

Technology -Tita de Haeussler

titahaeussler@cm.edu.gt

Library - Angelique Vives

avives@cm.edu.gt

Music - Alex Cortez

acortez@cm.edu.gt

Art - Andrea Lorini

alorini@cm.edu.gt

6. Student Support Services

ESOL - Cri Fernandez

cfernandez@cm.edu.gt

LS - Laura Henry

lhenny@cm.edu.gt

Counselor - Jessica Vega

jvega@cm.edu.gt

7. Spanish Department

Anabella de Bond

abond@cm.edu.gt

Kristine de Arriola

karriola@cm.edu.gt

Monica Bernhard

mbernhard@cm.edu.gt

Angela Mayorga

amayorga@cm.edu.gt

School Contact Information

Reception:

6644-1200or 6644-1201

School Director's Secretary:

6644-1203



Colegio Maya - The American International School of Guatemala
(502) 6644-1200 | www.cm.edu.gt

Health Office:

6644-1234

Elementary Office:

6644-1216

Elementary School Philosophy

Colegio Maya Elementary aims to make learning relevant and meaningful to students by adopting an inquiry-based, integrated curriculum, which focuses on the whole child as a learner. We promote cross-cultural understanding and differentiate instruction to meet students' varying needs, abilities and learning styles. Literacy, numeracy, and inquiry (science and social studies) are curricular areas taught in homeroom classrooms. Students also receive instruction in the areas of art, media literacy (library), music, physical education, technology, and Spanish (grades 1-5).

We believe that children take responsibility for their learning when they understand what it means to learn, to be reflective, and to set and reach personal learning goals. Knowing that children have their own unique learning styles, lessons are structured to meet the needs of all learners in the classroom with ongoing assessment strategies and timely feedback to support continuous learning.

To promote rigor and engagement, students engage in projects with real purpose and demonstrate their learning in authentic contexts. Their voices shape their demonstrations of learning. Because missteps occur in every learning journey, failure is treated as part of the learning process; teachers coordinate to provide students multiple opportunities to demonstrate their learning. Learning portfolios are an indispensable tool that both drive student reflection and demonstrate student growth not only within an academic year, but throughout their elementary school journey.

The Elementary School experience includes learning opportunities for students in and beyond the classroom through service and co-curricular activities. We offer an environment that is both dynamic and nurturing. Decisions about teaching and learning are based on practices that are developmentally appropriate for a given age. Colegio Maya is a community of learners who work together to develop our skills and explore the world around us. Parental involvement is considered an essential aspect of building a strong connection between home and school.

These elements combine to provide students with a strong sense of their own identity and the ability to take ownership of their own learning and interests. Our program encourages students to identify their own strengths and challenges, providing them space and support to grow from both failure and success. Students leave elementary school prepared for the next steps of their educational journeys.



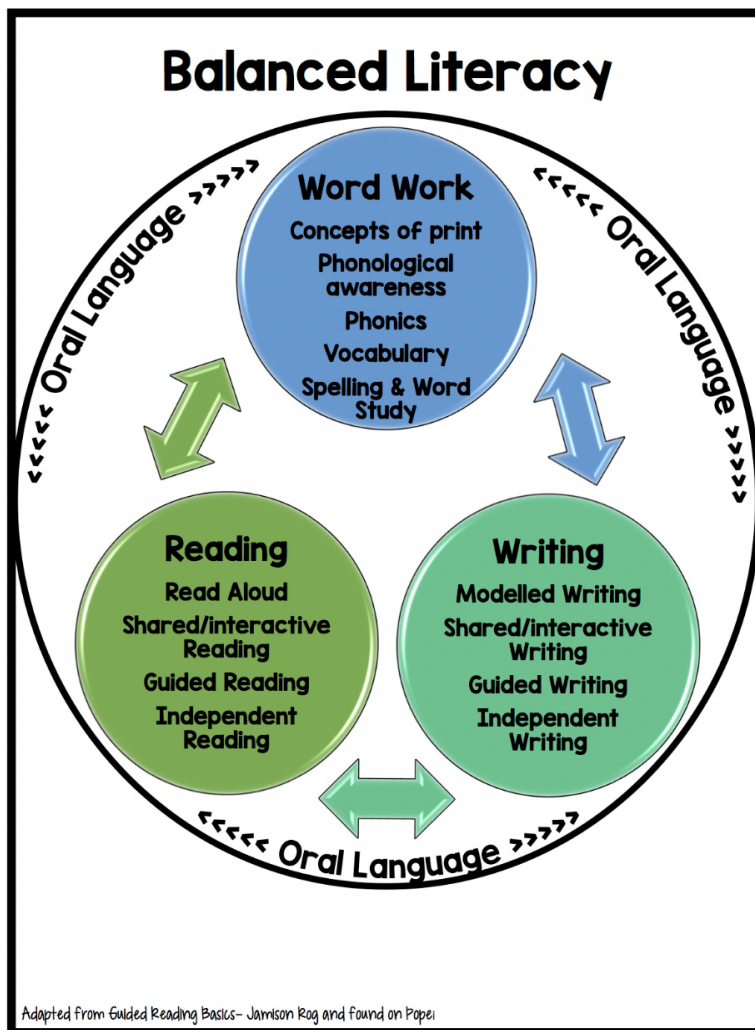
Colegio Maya - The American International School of Guatemala
(502) 6644-1200 | www.cm.edu.gt

Academics

Balanced Literacy Approach

We use an integrated and differentiated model of literacy instruction to meet the needs of every student. The Balanced Literacy Model at Colegio Maya was developed by teachers who are experts in the field of language arts. Our primary curricular resources include Reading and Writing Units of Study from Teachers College, Columbia University and Foundations. Maya also utilizes the Diagnostic Reading Assessment (DRA) and Teachers College as our reading benchmarking systems.

This visual provides an overview of the instructional practices of our program



Further description of each instructional approach can be found [here](#).



Colegio Maya - The American International School of Guatemala
(502) 6644-1200 | www.cm.edu.gt

Numeracy

[Bridges in Mathematics](#) is a comprehensive math curriculum that equips teachers to fully meet standards for mathematics in a manner that is rigorous, coherent, engaging, and accessible to all learners. The curriculum focuses on developing students' deep understanding of mathematical concepts, proficiency with essential skills, and the ability to solve complex and novel problems. The curriculum is a living document continually updated and improved through collaboration with teachers.

Bridges blends direct instruction, structured investigation, and open exploration into daily lessons. This approach taps into the intelligence and strengths of students by presenting material that is as linguistically, visually, and kinesthetically rich as it is mathematically powerful.

Student achievement is continuously monitored through a comprehensive assessment program rich in diagnostic and formative assessment tools that Colegio Maya teachers use to differentiate instruction and meet individual students' learning needs.

Units of Inquiry

Conceptual understanding and competencies associated with science and social studies are explored through units of guided inquiry. Colegio Maya utilizes the Next Generation Science Standards ([NGSS](#)) and the [C3 - College, Career & Civic Life Framework for Social Studies Standards](#) as our guide. During the [inquiry cycle](#), students also develop transdisciplinary competencies such as communication, collaboration, self-management, critical thinking, and creativity, as well as developing character traits such as resilience, empathy, and integrity. Students in ECC to Grade 5 are actively engaged in four inquiry units per year. Further details regarding the Units of Inquiry can be found in the Elementary segment of the [Academic Learning Program](#).

STEM

STEM is an acronym for Science, Technology, Engineering, and Math education. It is an interdisciplinary approach that is problem-based and often hands on. Elementary students participate and STEM Challenges throughout the year and STEM concepts/activities are built into many of the grade level inquiry units and a natural part of our Tech/Design classroom.

Physical Education, Art, Music, Library, and Technology/Design

Students from ECC to Grade 5 attend physical education two times per week. Elementary students, though not required to change clothes for PE, should wear appropriate clothing to allow for participation in such activities as running, jumping, kicking, gymnastics, and tumbling.

Art classes offer opportunities to awaken the imagination and foster creativity in students using artistic and dynamic methods and strategies. Each student is able to create and explore the world of art and different



Colegio Maya - The American International School of Guatemala
(502) 6644-1200 | www.cm.edu.gt

styles, explore color theory and its applications, explore the possibilities of shapes and images using different artistic techniques such as drawing, painting, etc., with which they will allow their projects to be innovative and expressive, highlighting their own interpretations and personality.

Elementary Music is an introductory music class. The focus of this class is to provide students with many enjoyable experiences in music and opportunity to learn and develop a variety of music-related skills. Through singing, playing, listening and reading, students will experience the various elements of music. In class, students will be introduced to various styles and kinds of music. They will have many opportunities to excel in musical performance, and reading music and musical literature.

Library classes are on a flex schedule with a minimum of one time per week. Students can check out library books as desired, and the library catalog is regularly incorporated into the units of inquiry. The library hosts a number of events over the course the year and is a learning space that is utilized in a variety of ways.

Colegio Maya has a committed Makerspace and Lego lab. Students attend Technology class once a week to learn about design, coding, robotics and tech related concepts. The Makerspace is utilized for various classroom projects and the Lego/Computer lab is available to students daily. Technology is also integrated into the classrooms via iPads, Chromebooks, and a host of apps.

Spanish Language

Spanish in the elementary takes place daily for students in Grade 1 to Grade 5. Students are placed in classes based on levels I-IV. At the beginning of the year, new students are assessed by the Spanish teachers and placed into language level groups.

ASSESSMENT, GRADING AND REPORTING

Assessment and Evaluation

Understanding where each and every child is in their academic progress is important to us as a school. Through formative and summative assessments, observations, and goal setting, students are supported in achieving their academic potential.

We use the following assessment practices to determine growth:

1. Observations and Conference Records

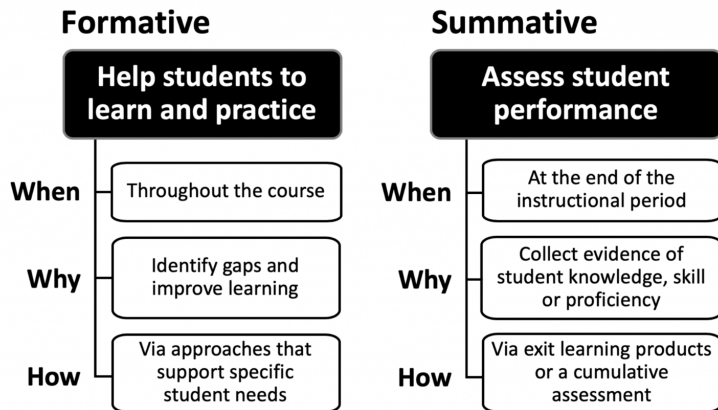
Teachers maintain anecdotal records of student learning outcomes, skills, attitudes, behaviors, and growth areas. These are recorded during instructional time, independent work, and 1:1 conferences.

2. Student In-class Work Samples



Assigned writing/reading/inquiry tasks are assessed using a variety of rubrics, checklists and self-assessments and reflections.

3. Formative and summative assessments



4. Running Records

Reading benchmark assessments support our work in differentiation and helping your child find a “just right book” and advance their reading skills.

External Standardized Tests

NWEA TESTS - As part of their evaluation, students in grades 3-5 complete Measures of Academic Progress (MAP) tests designed to identify a student’s academic level based on the Common Core standards in reading, language usage and mathematics. These take place twice a year, normally in the Fall and Spring. These tests are used by the school internally to offer information about students’ competency levels and comparisons with United States and international norms. Keep in mind that the NWEA MAP is a snapshot of the student on the day the test was given. We are able to use the results to see if they are congruent with what we observe on a day-to-day basis in the classroom as well as set targeted personal learning goals for students.

Standards-Based Grading

At the Elementary level, the key standards and concepts of reading, writing, numeracy, social studies, and science are reported individually to parents. Mastery is reported within a 4 category rubric, not as a number grade. Please see this presentation of [Standards-based Grading Explained](#) for an in-depth explanation of its use.

Levels of Achievement: Level of expected progress at the time of reporting with the goal of grade level mastery by the end of the school year.



Colegio Maya - The American International School of Guatemala
(502) 6644-1200 | www.cm.edu.gt

Levels of Achievement	
Accomplished	The student demonstrates independence in their transference of learning above the grade level standard.
Meeting	The student consistently demonstrates mastery of relevant knowledge and skills. The student is able to independently apply their understanding.
Developing	The student is progressing toward grade level mastery of the relevant knowledge and skills. The student is able to apply their understanding with guidance and support.
Beginning	At this time the student demonstrates limited mastery of the relevant knowledge and skills. Additional guidance and support is needed.
IE	Insufficient Evidence- Further assessment in this area is in progress
NA	Not Assessed

Grading and Reporting

1. Reporting of Academic Progress

Colegio Maya Elementary is committed to communicating student learning progress to parents formally four times a year. Parents receive a comment-based student progress report at the end of Quarter 1 and Quarter 3. Grades are provided on the Semester 1 and Semester 2 report cards.

2. Report Cards and Comments

Questions or concerns regarding student reports need to be addressed with the classroom teacher first. If further clarification or discussion is necessary, follow-up can take place with the division principal and teacher. Comments for Spanish classes are provided for Quarter 1 and Quarter 3.

3. Parent Teacher and Student-Led Conferences

As part of the home-school partnership that we value at Colegio Maya, parents are expected to attend two formal conferences, one in October and the Student Led Conference in April. Conferences are an opportunity for parents to directly engage with their child's learning progress. During conferences, teachers share information and student data along with learning goals. It is also a chance for parents to share information regarding their observations at home, build a positive relationship and foster communication between home and school.



Colegio Maya - The American International School of Guatemala
(502) 6644-1200 | www.cm.edu.gt

Transdisciplinary Competencies

Transdisciplinary Competencies are a set of skills that students learn and utilize across disciplines and within real-world contexts. For school reporting, they are typically teacher observations and reports of student behavior across subject areas.

In line with the school's Strategic Plan, the use of Habits of Mind is being purposefully implemented. During the 2022-23 school year, teachers and students were initially exposed to the Habits of Mind (HOM). For the 2023-24 school year, teachers will be engaging students in more focused use of the Habits of Mind, especially in providing feedback that supports learning.

Counseling and support are provided for students who have specific behavioral and/or social-emotional challenges that impact their learning experience. Counseling specialists collaborate with students, parents, and classroom teachers to develop individual student support plans using interventions and strategies ensuring full access to the school's curriculum. In addition, SEL (social-emotional learning) is promoted through the programmatic application of Habits of Mind in classroom lessons, assemblies and initiatives.

The target is to use a formal reporting system of the Habits of Mind for the 2024-25 school year.

Home Learning

At Colegio Maya, we value academics and family time. Many of our students experience a very active lifestyles both inside and outside of school. With the vast majority of student learning taking place in the classrooms with teachers and peers, the primary focus of home learning is on reading. Building a home reading routine for elementary students is crucial for their academic, cognitive, and emotional development. Research demonstrates students who develop reading routines at home achieve higher academic success, enhanced imagination and curiosity, more self-confidence, and better focus and concentration. Establishing daily reading routines at home is an expectation for Colegio Maya families and students. The guidelines are listed below:



Colegio Maya - The American International School of Guatemala
(502) 6644-1200 | www.cm.edu.gt

Daily Developmentally Appropriate Reading Times

GRADE LEVEL	READING *Note: These times represent minimum
Kindergarten to Grade 2 Picture books, ABC/Counting Books, Nursery rhymes, Early readers, Animal stories, Non-fiction, Humorous books, Series books, Comics and Graphic novels	10-15 min
Grade 3 to Grade 4 Chapter books, Adventure and action stories, Blogs, Fantasy and Science Fiction, Poetry, Realistic Fiction, Bio/Autobiographies, Non-fiction, Newspapers	20-25 min
Grade 5 Chapter books, Adventure and action stories, Blogs, Fantasy and Science Fiction, Poetry, Realistic Fiction, Bio/Autobiographies, Non-fiction, Newspapers	25-30 min

Reading for Kindergarten through second grade should be a shared reading experience with a parent every night. Reading in the home language is also highly encouraged.

Colegio Maya also utilizes a number of school-supported digital resources such as IXL and Lexia. These platforms allow for targeted and personalized instruction that can be done at home and in conjunction with student goals and may be assigned to support individual student growth. In addition, Pebble Go, Sora, BrainPop, and resources on Schoology are always available for students to use at home.

During the course of the school year, special projects may be assigned which require students to work at home. In these instances teachers will communicate the expectation and guidelines. Additionally, home learning assignments may be assigned on an as needed basis for students who require additional support. These home assignments will be specific to the students needs and will be monitored by the teacher. Student work or assignments that are missed due to absences may be assigned as homework as required.



Colegio Maya - The American International School of Guatemala
(502) 6644-1200 | www.cm.edu.gt

ARRIVAL and ATTENDANCE

Arrival and Dismissal Schedule

We ask that elementary students be on campus between 7:30-7:40 to prepare for the day. All students arriving before 7:30 need to report to the Elementary Playscape, Lego Lab, or lobby. ECC students need to report directly to their classroom.

Early Morning Elementary Recess:	7:30-7:45
Morning Announcements	7:50-7:55
School Academic Hours	7:55-2:20
Pre-Kindergarten Students Dismiss at:	12:00
Buses leave at:	2:30
After School Buses	3:30

Attendance and Tardies

Elementary student attendance is important to ensure consistent and appropriate academic, social, and behavioral development. Teachers cannot effectively evaluate students who arrive late, leave early, or have excessive absences. The attendance requirement at Colegio Maya is 90% of the total number of school days. The school understands that on certain occasions students may be required to miss school due to unforeseen circumstances, religious observations, or family responsibilities; this 10% absence allowance takes these situations into account. For further information, please refer to the General section in the Colegio Maya Family Handbook.

Parents are expected to contact the school via email on the day of their child's absence. The email should describe the reason for the absence and must be sent to the respective administrative assistant (Elementary School: pvassaux@cm.edu.gt; Secondary School: pdavila@cm.edu.gt).

Class begins at 7:55 after the morning announcements. Families/students who are tardy on a regular basis will receive a formal notification and may need to set an appointment with the school administrator.

Late work/Make up work

When students are absent from school they will be required to complete missed work, assignments or assessments as determined by the classroom or Spanish teachers. Arrangements can be made between the teacher, parent and student to determine deadlines for make up assessments or assignments.



Colegio Maya - The American International School of Guatemala
(502) 6644-1200 | www.cm.edu.gt

GENERAL INFORMATION

Assemblies

Elementary assemblies are an opportunity to celebrate student achievements, share student learning, watch performances, make announcements and bring the community together. Parents are invited to join both the smaller more frequent Min-Warrior Time assemblies as well as the larger whole school assemblies.

Birthday Party Guidelines

Student birthdays are important and are announced over the school PA in the morning. Students are also recognized in their classrooms and throughout the day. To maximize time in the classroom for educational purposes, birthday celebrations should be limited. Parents interested in providing a treat (food) need to inform the classroom teacher and Elementary Administrative Assistant prior to the day and be sure there are no allergies within the class. Treats must be easy to distribute and small in size. No gifts, party favors, or prizes are to be shared at school.

Teachers are not responsible for passing out birthday invitations. If a child invites everyone to the birthday party, then teachers can assist.

Field Trips

Field trips are an important and valuable part of our student learning experience. Through connecting with local community organizations and businesses, students are engaged in real-life learning. Each year field trip opportunities are designed by teachers to ensure curriculum connections and students' interests are considered.

Students participating in a field trip must have all documentation returned by the communicated deadline (permission slip, etc.) A student may not attend a field trip if the documentation is not provided. Colegio Maya sponsored transportation is used for all field trips, and students must travel to and from the trip location using school transportation. A student may be restricted from a trip due to behavioral concerns. In such matters, the respective parents and students are informed by the principal. Should a student not demonstrate appropriate behaviors while on a field trip, consequences will be determined.

Lost and Found

Parents are requested to clearly label their child's belongings (clothing, bags, lunchboxes, waterbottles). Items left by students around the Elementary building/grounds are brought to the Elementary Lobby and placed in the lost/found bin. The exception is valuable items such as wallets, jewelry, or money. These are given to the ES Administrative Assistant. Students and parents are regularly encouraged to check the lost/found bin. Multiple times a year, unclaimed items from the lost/found are displayed to assist students and families in locating lost items.



Colegio Maya - The American International School of Guatemala
(502) 6644-1200 | www.cm.edu.gt

Lunch/Snack Information

Elementary students have a morning snack and recess between 9:15-10:10 depending on the grade level. Students are encouraged to bring in healthy choices and should not share their snacks with other students. Lunch/Recess period for elementary students is forty minutes. Lunch times are as follow:

ECC-Grade 2 11:55-12:35

Grade 3-Grade 5 12:35-1:15

Parent Opportunities

Partnering with parents is a foundational value at Colegio Maya, and there are multiple opportunities for parents to engage.

Homeroom Parents: Each classroom has a Homeroom Parent who is confirmed at the beginning of the school year. Responsibilities include communicating with homeroom families about upcoming events, organizing events, and coordinating with the PTSA.

Parent Volunteers: Parents interested in helping, presenting, or sharing their expertise are welcome to contact their homeroom teacher to coordinate class visits.

Parent Partnership Sessions: Over the course of the school year, ES Parents have the opportunity to attend informative and interactive meetings led by Administrators, Counselors, and Teachers. Examples of topics range from curriculum, report cards, and technology to student well-being, and trends in education. These sessions are both social and informational events typically held in the morning for about an hour.

Parent-Teacher or Student-Led Conferences

Conferences are scheduled for all Elementary students after the 1st and 3rd Quarters. All parents, as per membership in the Colegio Maya Community, are expected to attend.

Parent-Teacher-Student Association (PTSA)

The Parent-Teacher-Student Association is an active and supportive parent-led group that supports our Colegio Maya community through events and fundraisers. Parents are strongly encouraged to attend meetings and sign up for events.

Personal Items

Personal items of value should not be sent to school as they may be lost or damaged. This includes but is not limited to, trading cards, collectibles, electronic game devices, and toys. Exceptions are made for classroom related activities/events or school related events. The school is not responsible for lost/damaged personal items.

Promotion / Retention

Promotion and grade level advancement will be based on mastery of the curriculum. In instances of student retention, the school Administration and Ministerio de Educación Technical Director work directly with families.



Colegio Maya - The American International School of Guatemala
(502) 6644-1200 | www.cm.edu.gt

Student Class Placement

The process of yearly class placement begins in late May and is designed to create heterogeneous academic groups, promote diversity and provide a positive social-emotional learning environment. The criteria for placing students includes academics, language, student support, social interaction and gender. A form is provided to the current grade level teaching teams who work collaboratively to create class lists for the following year. The lists are then reviewed by the Universal Student Services Team. The final review and placement are done by the Principal, Counselor, and Administrative Assistant. Parent requests for specific classroom placement can be received; however, final student placement is determined by the Administration using the aforementioned process and criteria.

Students who arrive during the year are placed at the discretion of the Principal, Counselor, and Universal Student Services Team.

Student Leadership (STUCO)

Elementary students from Grade 3 to Grade 5 have an opportunity to take on leadership roles as officers or classroom representatives. Elections for both positions are run in late August/early September. Upper Elementary students are eligible to run for an officer (President, Vice President, Treasurer, and Secretary) role, with the exception of the STUCO President, which is for Grade 5 students only. Students interested in participating submit their participation forms and campaign for the position they would like to hold. Once elections are held, class representative positions (1-2 per class) are voted on to complete the process. Students are expected to commit to their role for the year and fulfill their responsibilities as an officer. Elementary STUCO meets once per week and follows the same vision statement as Secondary STUCO.

Transitions

Each year, Colegio Maya has new students and teachers. The counselor meets with students both when they are new and when they are leaving to help them cope with the transition they are going through. Moving to Middle School is another transition that involves working with our Grade 5 students to anticipate changes they may face and allay fears as they move forward. Multiple Grade 5 transition sessions are planned, including work with parents and Secondary teachers.

Tutoring

At times, students may need additional support outside of the classroom. Families who seek tutorial support outside of school must inform the classroom teacher and administration. This ensures that the tutor and school are partnering to support students. Communication between the tutor and classroom teacher is encouraged in order to create continuity in learning. The school can recommend tutors to families as needed. Note, Colegio Maya teachers are not able to provide tutoring to students who are currently in their class.



Colegio Maya - The American International School of Guatemala
(502) 6644-1200 | www.cm.edu.gt

TECHNOLOGY

Students in the elementary utilize technology through various learning platforms and in a variety of contexts. Within the lower elementary (ECC-G2) devices such as iPads are available for classroom use. For upper elementary students (G3-G5) there is a 1:1 program with a Google Chromebook assigned to each student as the device they can use daily. Upper elementary students should not bring a device to school as the Colegio Maya BYOD program begins in Middle School.

Mobile Devices

Elementary students with mobile devices are expected to keep them in their backpack/bookbag over the course of the day. If the phone is needed to communicate with family members or an emergency, students must inform their teacher. Consequences for elementary students using their mobile devices without permission are:

First offense: Verbal warning and review of the expectations.

Second offense: Parents notified and phone confiscated for the day.

Third offense: Phone confiscated and parents meeting set (Category 2 disciplinary offense).

Personal Devices

Gaming devices are not allowed to be used during the school day and should not be brought to school. Colegio Maya is not responsible for lost, stolen, or damaged personal devices.

School Phones

In case of emergency, students can utilize the Administrative Assistant's (Ms. Patty) phone to contact family members.

RESPONSIBLE USE AGREEMENT FOR ECC THRU GRADE 5 (RUA)

Vision

In line with the Colegio Maya mission, students, teachers, parents, and the school community will engage in responsible, safe, and ethical use of technology. Our goal is to empower our students through the use of technology to inquire, learn, collaborate, create, and utilize modern world skills in our global society and digital world.

Digital Citizenship

At Colegio Maya, we believe that being a digital citizen is part of our mission. Together with teachers, administrators, parents, students, and the school community at large model the International Society for Technology in Education (ISTE) standards and code of conduct outlined below when using any device.



Colegio Maya - The American International School of Guatemala
(502) 6644-1200 | www.cm.edu.gt

Agreement (this applies to all devices used at school, including iPads/tablets, kindles, laptops, and mobile devices)

1. I will use electronics responsibly by treating them delicately, putting them away, and making sure they are charging.
2. I will ask for help if I don't know what to do.
3. I will only work on the programs and apps that my teacher tells me to use.
4. I will keep information about myself or anyone else on the Internet private (like my passwords, name, or a picture of me). I will check in with my teacher or an adult when posting pictures of myself or classmates.
5. I will always log in as myself and only share my passwords with my teacher and parents.
6. I will never use electronics to bully, hurt, write hurtful/bad comments or frighten others and if I know that others are, I will tell my teacher.
7. I will not post or send pictures or videos of my friends or me, or copy videos or photos of my friends without their permission.
8. I will tell an adult if I read or see something inappropriate when using school devices.
9. I understand that I can't copy words or pictures and hand it in as my own work. I must reference it using the appropriate guidelines.
10. I will always log out from any device.
11. I will use school devices for schoolwork only.
12. I understand that if I do not follow these agreements I might not be able to use my device, the Internet, or other technology resources at Colegio Maya.

2023 - 2024

Colegio Maya

Secondary Handbook





Colegio Maya - The American International School of Guatemala
(502) 6644-1200 | www.cm.edu.gt

SECONDARY STUDENT/PARENT HANDBOOK

Welcome to the Colegio Maya Secondary School (Grades 6-12). We appreciate having you as a member of our Maya Community. Together we will partner to provide your child(ren) with the best education possible that includes a rigorous curriculum, researched-based programs, and a highly-qualified collaborative faculty and staff.

This handbook is your information guide to the Secondary School. It contains information regarding programs, grading and assessment, agreements (rules), internet safety, basic schedules, and more. Should you have any questions or clarifications please contact the Secondary School Office at 6644-1210 or email Paola Davila at pdavila@cm.edu.gt.

Parent involvement in your child's education is of the utmost importance. The home-school connection is reinforced through daily/weekly emails, Schoology, PowerSchool, conferences, individual meetings, informational evenings, and phone calls. We have all of these systems in place because we want you, the parents, to be informed and aware of your child's responsibilities and their day-to-day activities.

Read this Handbook with your children to make sure everyone is familiar with the information presented.

Thank you again for trusting us with this important chapter in your child's life.

Sincerely,

Mr. Christopher Muller
Secondary Principal



Colegio Maya - The American International School of Guatemala
(502) 6644-1200 | www.cm.edu.gt

KEY CONTACTS

Secondary Principal	Chris Muller	cmuller@cm.edu.gt
Secondary Office Assistant / College Counselor Assistant	Paola Dávila	pdavila@cm.edu.gt
Director of Curriculum, Instruction & Assessment / AP Coordinator	Dr. Jeff Fifield	jfifield@cm.edu.gt
Athletic Director	Jamie Day	jday@cm.edu.gt
After-School Activities (ASA) / Clubs Coordinator	Cindy Quan	cquan@cm.edu.gt
Art & Design Department Head	Andrea Haeussler	ahaeussler@cm.edu.gt
College Counselor / Social Studies Department Head	Katia Kayayan	kkayayan@cm.edu.gt
English Department Head	Karen Boehm	kboehm@cm.edu.gt
Learning Support	Aida Zea	azea@cm.edu.gt
Library Resources / Online Course Coordinator	Angelique Vives	avives@cm.edu.gt
Mathematics Department Head	Danielle Naimey	dnaimey@cm.edu.gt
Science Department Head	Aubry Burr	aburr@cm.edu.gt
Social-Emotional Counselor	Ana Lucía Arce	aarce@cm.edu.gt
Spanish Department Head	Mónica Bernhard	mbernhard@cm.edu.gt
STEAM Coordinator	John Baskett	jbaskett@cm.edu.gt

BELL SCHEDULE

TIME	A or B Day	TIME	Warrior Wednesday	TIME	Early Release Day (ERD)
0750-0910	1 A/B	0750-0855	1 A/B	0750-0845	1 A/B
0910-0930	BREAK	0855-0915	BREAK	0850-0945	2 A/B
0930-1050	2 A/B	0915-1020	2 A/B	0945-1005	BREAK
1055-1215	3 A/B	1025-1125	WARRIOR TIME	1005-1100	3 A/B
1215-1300	LUNCH	1125-1205	LUNCH	1105-1200	4 A/B
1300-1420	4 A/B	1205-1310	3 A/B		
1420-1530	TEACHER TIME	1315-1420	4 A/B		
		1420-1600	TEACHER TIME		



Colegio Maya - The American International School of Guatemala
(502) 6644-1200 | www.cm.edu.gt

COURSES and COURSE PLACEMENT

Advanced Placement (AP) Course Enrollment Guidelines

Students are encouraged to take challenging courses, such as the AP classes offered at Colegio Maya. A full list of courses is included in the [Academic Program](#).

A student who wishes to take an AP course must:

- consider the commitment necessary to complete an AP course
- strongly consider their level of interest in the subject
- complete an AP course application form
- meet course entrance requirements (see [requirements link](#))
- take the accompanying AP exam in the spring (*Students requesting testing accommodations should contact the AP Coordinator no later than October 1).

In addition:

- Parents must pay the cost of this exam.
- Students may take AP exams of subjects not offered by the school as per AP guidelines. Please check first with the AP coordinator by October 1.

Due to the demands of AP courses it is strongly recommended that students take no more than 4 AP courses in any given year. Any request to take more than 4 AP courses requires approval from the AP coordinator and Secondary Principal.

Online Courses

Students can take an online course as part of the program of study at Colegio Maya only following a written request and approval in writing from the Principal. Except for cases of remediating a failed course, online courses can only be used to enrich a student's program, not to replace a course or requirement offered at Colegio Maya.

These following conditions must be met for all online courses:

- The course must be offered by one of Colegio Maya's approved providers.
- Online courses will only be approved for students who have clearly demonstrated the ability to successfully work independently, without the need for continual reminders and supervision.
- All assignments, assessment, grading and evaluation will be determined by the online provider and reported to the student/coordinator. Colegio Maya will record the final grade as indicated by the online provider on the student's transcript.
- Students will be proctored for any and all tests/assignments as per the expectations of the online provider. In addition Colegio Maya may add additional proctoring expectations and require that all semester/final exams be proctored.



Colegio Maya - The American International School of Guatemala
(502) 6644-1200 | www.cm.edu.gt

- Tuition for online courses will be paid by the student's family in addition to the regular Colegio Maya tuition unless the online course is meeting a specific graduation requirement that cannot be taken due to a scheduling conflict with another specific graduation requirement or is part of the requirements for a student pursuing the Guatemalan Bachillerato.

For further details please consult the [CM Protocol regarding Online Courses](#)

All students taking an approved online course will report to the online coordinator who will:

- Confirm registration and payment of the student with the provider.
- On a bi-monthly basis, review the student's progress and report this progress to the student's parents.
- Serve as the point of contact between Colegio Maya and the online provider for any needed school to school communications.
- Report interim and final grades from the online provider to the student's parents and to secondary office.
- Proctor all necessary tests/assignments.

Changing, Adding, or Dropping a Class

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 and counselor agree that it is in the best interest of the student to drop the class. For further guidelines please refer to [Colegio Maya Protocol for Dropping or Changing a Course](#)



Colegio Maya - The American International School of Guatemala
(502) 6644-1200 | www.cm.edu.gt

Graduation Requirements (Board Policy 6600)

To be eligible for graduation from Colegio Maya, a student must earn twenty-eight credits in grades 9-12. The requirements below reflect the minimum program a student is required to complete in grades 9-12 in order to earn a US High School diploma from Colegio Maya; however, Maya encourages all students to pursue a challenging academic course of studies in high school.

English	4 credits
Spanish / Foreign Language	4 credits
Social Studies	4 credits
Science	4 credits
Mathematics	4 credits
Physical Education	1 credit
Health	½ credit
Technology	½ credit
Electives	6 credits
Total	28 credits

As seniors conclude their studies at Colegio Maya, each student will create a presentation to reflect on their learning journey. In the Spirit of Colegio Maya, the presentations typically focus on academic performance, co-curricular activities, service learning and student life that have provided valuable experience in bridging the steps for the student's next ventures after graduation. Family, friends, students and teachers are all invited to attend the presentation and celebrate the successes of the students.

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

ASSESSMENT AND REPORTING

Achievement Levels and Transdisciplinary Levels

Students in Secondary School are graded on a four band 1-8 scale to indicate their progress towards learning standards. Standards-based grading is used (see the [Standards-based Grading Explained](#) presentation for a clearer understanding). Reminder: Individual assessments are not averaged to determine a final level of achievement.



Colegio Maya - The American International School of Guatemala
(502) 6644-1200 | www.cm.edu.gt

Levels of Achievement for Subject Specific Standards

Secondary	Level	Descriptor
7-8	Accomplished	The student demonstrates a consistent and deep understanding and mastery of the relevant knowledge, concepts and/or competencies. They may have the ability to teach the concept/ competency to others, to independently apply the concept/competency in novel situations, and/or to independently make connections between concepts.
5-6	Competent	The student demonstrates mastery of the relevant knowledge, concepts and/or competencies. They are able to apply their understanding independently in a range of closely-related situations.
3-4	Developing	The student demonstrates some mastery of the relevant knowledge, concepts and/or competencies. The student is able to apply their understanding in controlled situations with support.
1-2	Beginning	The student demonstrates limited or no mastery of the relevant knowledge, concepts and/or competencies. They may be able to make some connections between the concepts. Students providing no evidence of learning by the submission deadline will be awarded no grade. A level 1 or 2 is a failing grade and leads to non-credit in High School.

Transdisciplinary Competencies

Transdisciplinary Competencies are a set of skills that students learn and utilize across disciplines and within real-world contexts. For school reporting, they are typically teacher observations and reports of student behavior across subject areas.

In line with the school's Strategic Plan, the use of Habits of Mind is being purposefully implemented. During the 2022-23 school year, teachers and students were initially exposed to the Habits of Mind (HOM). For the 2023-24 school year, teachers will be engaging students in more focused use of the Habits of Mind, especially in providing feedback that supports learning. The target is to use a formal reporting system of the Habits of Mind for the 2024-25 school year.

For full details on assessment please refer to the following documents:

- Colegio Maya [Assessment Principles](#)
- Colegio Maya [Assessment Agreements](#)



Colegio Maya - The American International School of Guatemala
(502) 6644-1200 | www.cm.edu.gt

Reporting on Progress

The school year is divided into two grading periods (semesters) but student progress is measured across the whole year. The school communicates student learning progress to parents formally four times a year by sending home a progress report at the end of each nine-week quarter.

Reports on student progress take a number of forms and occur formally at the end of each quarter / semester. These reports include:

- Two Interim Reports (October and March)
- Two End-of-Semester Reports (January and June)
- Two Conferences - teacher-directed conference (October) and student-led conference (April)

Reports should aim to:

- communicate growth
- identify next steps
- report on performance against learning standards
- communicate the learning of concepts, competencies and character traits
- celebrate achievements

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

External Standardized Tests

- MAP TESTS - As part of their evaluation, students in grades 6-8 complete Measures of Academic Progress (MAP) tests designed to identify a student's academic level based on the Common Core standards in reading and mathematics. These take place twice a year, normally in the Fall and Spring. These tests are used by the school internally to offer information about students' competency levels and comparisons with United States and international norms.
- PSAT TESTS - In Grades 9 and 10, students sit the Preliminary SAT, and in grade 11 students sit the Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT). These tests are administered by the College Board and in grade 11 cosponsored by the National Merit Scholarship Corporation in the United States. Tests for grade 11 normally take place in October with results delivered in December, and in grades 9 and 10 tests take place in the Spring.
- SAT TESTS - Students take the SAT tests outside of school at various times during the year. The school does not provide SAT preparation for students.

End of Semester Assessments

A final assessment (exam or project) is an integral part of the learning process and will be scheduled during the final week(s) of each semester. *Students must be present for these assessments.*



Colegio Maya - The American International School of Guatemala
(502) 6644-1200 | www.cm.edu.gt

ATTENDANCE AND ABSENCE

Arrival and Dismissal Schedule

REGULAR CAMPUS HOURS

Secondary students should arrive by:	7:45
Classes begin	7:50
School Academic Hours	7:50-2:20
Buses leave at	2:30
Late bus leaves at	4:55

Academic and Activity Balance

Because absences have academic consequences (direct or indirect), we strive to help students better understand the time that is involved in the choices they make, both academic and activity, and provide clear guidelines as to the balance we feel would be advisable. We recognize that each student is capable of different levels of involvement, and we also wish to reinforce the general guideline regarding activities and university admissions: seek quality over quantity - a commitment that demonstrates leadership and growth is more meaningful than participating in a large number of activities. Students should consult the yearly calendar, and plan activities (considering the school absences that will result) with the consultation of parents and the counselor / academic advisor.

The following guidelines are used to identify a lack of balance, and not following these guidelines will result in the denial of permission to participate in school trips.

- A student cannot participate in school sponsored travel if they are missing summative assessments.
- If the student has accumulated eight (8) or more absences in any class for the semester, then the student cannot miss classes for a school sponsored trip.

Homework

Philosophy

Having an academically rigorous curriculum does not mean that students should have more work. Homework should be something that needs to be done for the greater understanding of a subject. It is not extra work to be completed to fulfill curriculum requirements. Colegio Maya faculty want to make sure students are balancing their rigorous academic schedule with their home life in a healthy, mindful way.

The Colegio Maya faculty strives to make each homework assignment meaningful. Homework gives students the opportunity to practice skills/concepts, prepare for a new topic, or elaborate on material already introduced. Homework contributes toward building responsibility, self-discipline, and lifelong learning habits. It is the intention of Colegio Maya faculty to assign relevant, challenging, and meaningful homework assignments that reinforce classroom-learning objectives. Teachers will share with students the purpose of each homework assignment.



Colegio Maya - The American International School of Guatemala
(502) 6644-1200 | www.cm.edu.gt

Through these guidelines, Colegio Maya aspires to be an environment where homework is an extension of our purpose: where the whole community works together to foster individual talents.

Expectation

Teachers will assign no more than 30 minutes of homework for each class. This will not surpass a total of 2 hours per night for classes on one day. *This expectation does not apply to Advanced Placement (AP) courses.*

Guidelines

- ❖ Students have a right to receive homework that will enhance their learning. Teachers have a responsibility for assigning homework that is beneficial for the learner.
- ❖ The homework expectation does not apply to long term projects, unfinished work, makeup work from absences, or studying for summative assessments.
- ❖ Homework is assigned for a student to complete individually, based on their understanding from class. That said, students may use other resources as needed to complete assignments, but only as needed.
- ❖ Homework should be communicated on Schoology on the date it is assigned.
- ❖ Work that is not finished in class, and therefore assigned as homework, should not be included in the 30-minute timeframe.

Late Work Policy

Dealing with non-submitted and late work will be considered consistently across all subjects and grade levels. Teachers should insist that all work is submitted on time and is representative of the student's best ability. In some cases, late work may not be accepted; this condition will be clearly communicated to students in writing when the assignment is given. In all other cases if students do not submit work on time they will be allowed to submit work, within a maximum of 2 weeks of the original due date or the end of the unit, whichever is shortest. This timeframe is agreed upon through discussion with the student, and the teacher has the right to set the final submission date.

Non-submission of work will not be awarded a grade and will be marked as missing in the gradebook. Missing work will not be used in the calculation of a final grade.

If students do not submit the evidence of learning by the original deadline, then the following guidelines should be used:

- The teacher should meet with the student to determine if late submission of the work will be allowed and to devise a reasonable timeline or corrective plan for when the work will be submitted, if applicable.
Late work or non-submission of work is reflected in the competency of self-management on the report. In addition, for repeated behavior, parents must be notified.
- A teacher should consult with administration when a student does not submit the work after this level of support has been provided. At this stage a determination will be made in regards to the implications of non-submitted evidence for this assessment and the final grade for the student. Academic contracts will be put in place, as required.¹



Colegio Maya - The American International School of Guatemala
(502) 6644-1200 | www.cm.edu.gt

- Formative assessment will not be accepted or reassessed after the summative deadline has passed. Students who fail to provide sufficient evidence for a course will not be awarded academic credit for the course. Students achieving a level 1 or 2 in High School at the end of semester or end of the year will not receive the credit towards the transcript and will be required to create a plan for next steps if the credit is a requirement for graduation.¹
- Students placed on a conditional contract will have conditions to be met within an agreed upon timeline. Failure to meet a conditional contract will result in a student being placed on a probationary contract.

STUDENT BEHAVIOR EXPECTATIONS

Academic Dishonesty

Academic dishonesty includes but is not limited to:

- plagiarism - the representation of the ideas or work of another person as the candidate's own; the copying of published works or parts of work from any work including, but not limited to books, magazines, pamphlets, and digital media, and presenting it as one's own work;
- a failure to cite or reference correctly the words or ideas of someone else;
- paraphrasing incorrectly;
- translating from one language to another without giving proper reference;
- cheating, copying, attempting to copy, or helping or enabling someone to copy on quizzes, tests, homework, projects, and/or assignments. Students are required to ensure they take care of their work (e.g. avoid lending work to another student or uploading work to a student support site);
- fabrication;
- misconduct before, during or after a major assessment - possession of unauthorized material, disclosing information to another candidate or receiving information about the content of an assessment or any action that gives another student an unfair advantage;
- submitting work completed by someone else;
- a pattern of absences for assessments, compromising their integrity and creating an unfair situation with classmates.

Consequences for Academic Dishonesty

Academic honesty is a critical measure of a students' integrity and one that directly relates to our core values at Colegio Maya. Students' choices, opportunities to learn and grow, and academic achievements are documented throughout their school career. It is important to note that the tracking of academic honesty incidents and consequences for academic dishonesty carry over from year to year. When determining disciplinary action, academic malpractice that has occurred in the past in previous grade levels - and current classes - will be considered.

In the case of plagiarism, failure to cite or reference correctly, incorrectly paraphrasing, and translating from one language to another without attribution, the following consequences apply:



1. First offense related to plagiarism, failure to cite or reference correctly, incorrectly paraphrasing, and translating from one language to another without attribution.
 - The teacher will meet with the student.
 - The teacher will identify the offense within the assignment and will provide corrective instruction to avoid similar instances. The student will be asked to redo the work for a grade on a timeline determined by the teacher.
 - Parents will be informed
 - The incident will be recorded in a behavior log
2. Second offense related to plagiarism, failure to cite or reference correctly, incorrectly paraphrasing, and translating from one language to another without attribution.
 - The Principal will meet with the teacher, students, and parents.
 - The teacher will identify the offense within the assignment.
 - The Principal will outline the prior instance of academic malpractice, if any, that directly relates to the current incident.
 - The student and parents will sign a letter committing to academic honesty and the incident will be recorded in a behavior log and the letter kept in the student's file.
 - The student will be asked to redo the work for a grade on a timeline determined by the teacher.

For subsequent offenses of academic malpractice, the student may not redo the work for a grade, and the gradebook will reflect no grade and a note referencing the academic malpractice incident.

All subsequent offenses will be managed by the secondary Principal, will include a meeting with parents and the student, and may result in further disciplinary action up to and including suspension. Refer to the consequences in the Categories 1-3. *Repeated patterns of academic dishonesty and particularly egregious offenses may be reported to inquiring agencies.*

In the case of cheating and copying on quizzes, tests, homework, projects, and/or assignments, fabrication, misconduct before, during or after a major assessment, submitting work completed by someone else, or a pattern of absences for assessments, the following consequences apply:

1. First offense related to cheating and copying on quizzes, tests, homework, projects, and/or assignments, fabrication, misconduct before, during or after a major assessment, submitting work completed by someone else, or a pattern of absences for assessments.
 - The teacher will meet with the student.
 - The teacher will identify the offense and will provide corrective instruction to avoid similar instances. The student will not be allowed to redo the work.
 - The gradebook will reflect no grade and a note referencing the academic malpractice incident.
 - Parents will be informed.
 - The incident will be recorded in a behavior log



Colegio Maya - The American International School of Guatemala
(502) 6644-1200 | www.cm.edu.gt

2. Second offense related to cheating and copying on quizzes, tests, homework, projects, and/or assignments, fabrication, misconduct before, during or after a major assessment, submitting work completed by someone else, or a pattern of absences for assessments.
 - The Principal will meet with the teacher, students, and parents.
 - The teacher will identify the offense.
 - The secondary Principal will outline the prior instance of academic malpractice, if any, that directly relates to the current incident.
 - The student and parents will sign a letter committing to academic honesty and the incident will be recorded in a behavior log and the letter kept in the student's file.
 - The student will not be allowed to redo the work.
 - The gradebook will reflect no grade and a note referencing the academic malpractice incident.

All subsequent offenses will be managed by the secondary Principal, will include a meeting with parents and the student, and may result in further disciplinary action up to and including suspension. For subsequent offenses of academic malpractice, the student may not redo the work for a grade, and the gradebook will reflect no grade and a note referencing the academic malpractice incident.

All subsequent offenses will be managed by the secondary Principal and may result in further disciplinary action up to and including suspension. Refer to the consequences in the Categories 1-3. Repeated patterns of academic dishonesty and particularly egregious offenses may be reported to inquiring agencies.

Absences for an assessment:

If a student shows a pattern of 2 or more absences for assessments, compromising their integrity and creating an unfair situation with classmates, this will be treated as a matter of academic dishonesty. As in such matters, if the absence is not excused through an official doctor's note or family emergency, students will not receive feedback on learning, will not receive credit for the work, and will have a behavior log that, if repeated, will become a pattern of academic dishonesty that must be reported to inquiring agencies.

PE Clothing Guidelines

For PE, students should wear clothing that will prevent injury and is conducive to movement - and shoes that are safe for running, jumping, kicking, and moving. Clothing should be in line with the same dress code that is school appropriate for everyday wear and should include the following: Shorts or athletic pants, t-shirt or long sleeve shirt, socks. It is recommended that students bring a change of socks and shoes as well as a change of clothes for when conditions are wet outside.

Students will be required to change out of their PE clothes and into their school clothes after PE class. If students have PE 1st period then they may come to school in their PE clothes but **MUST** change into their school clothes after PE.



Colegio Maya - The American International School of Guatemala
(502) 6644-1200 | www.cm.edu.gt

Student Complaints and Grievances

Decisions made by Colegio 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. Most complaints and grievances can and should be settled at the level where they arise: between the student and the teacher or other Colegio Maya employee, as necessary, with the help of the counselor or Principal. Colegio Maya personnel will deal with student complaints promptly.

Selling Products or Services on Campus

The sale of products or services from student to student is not permitted on campus. Any fundraising for school activities must be approved by the corresponding division Principal or central administration.

Fundraising/School Representation

All activities involving fundraising by student groups must be authorized by the designated school administrator. Students wishing to fundraise should complete an application form which will be approved by the ASA/Clubs Coordinator and/or an administrator. No individual student or student group may represent Colegio 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 Organization Funds

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

Student organizations doing fundraising must keep their funds 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 funds 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 activities;
4. Deposits and withdrawals are made as follows:
5. 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.
6. 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



Colegio Maya - The American International School of Guatemala
(502) 6644-1200 | www.cm.edu.gt

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.

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

STUDENT LEADERSHIP

Student Council

Vision Statement

As proactive leaders, we cultivate our Colegio Maya Spirit by collaborating with and empowering others to serve purposes beyond our own self-interests in order to improve our community. We believe that leadership is a mutually affirming process in which we act with respect, responsibility, integrity, empathy, passion, and commitment.

1. Middle and High School Student Council

The purpose of the Student Council at Colegio Maya is to initiate, organize, and operate activities throughout the school year inclusive of the entire secondary student body. Each Student Council is composed of an executive council, which includes the following members selected by the middle or high school student body: President, Vice President, Treasurer, Secretary, and Public Relations Officer. The two class officers (President & Public Relations Officer), 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.

2. Elections for Executive Council Officers for the upcoming school year are held sometime during the last four weeks of the school year. Elections for class officers are held during the first month of the school year.

AFTERSCHOOL ACTIVITIES AND CLUBS

Student Activities and Clubs

Activities beyond the classroom offer students a venue for meeting friends and getting involved with their school and community; therefore, Colegio 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. A list of activities is published at the start of each semester.

After school activities are 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



Colegio Maya - The American International School of Guatemala
(502) 6644-1200 | www.cm.edu.gt

conduct codes, as well as the attendance requirements, because of the responsibilities they assume while representing the school at events and activities.

Student-run, teacher-sponsored clubs take place at lunchtimes and in some instances, after-school. Students interested in starting up a club should see the After-School Activities & Club Coordinator, Ms. Cindy Quan.

Students are not allowed to remain on-campus after school unless they are involved in a supervised activity or in a supervised location.

Athletics

Students who have had academic or disciplinary concerns may be prohibited from participating in field trips at the discretion of the school administration.

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 participates 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 cannot 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 is not attending the field trip.
- Personal bodyguards may not ride on or accompany school transportation nor participate in the field trip activities. This is to ensure the safety and security of all students.

National Honor Society/National Junior Honor Society

Colegio Maya inducts new members, grade 8 and 9, into NJHS, and grades 10-12, into NHS, who have been at Colegio Maya for at least one semester, each September. NHS members are selected on the basis of their academic accomplishments, their accomplishments in the areas of leadership and service, and their character. NJHS also considers a student's citizenship. A 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.



Colegio Maya - The American International School of Guatemala
(502) 6644-1200 | www.cm.edu.gt

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 they are 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).

2023 - 2024

Colegio Maya

Athletics Handbook



WARRI**RS**

Colegio Maya



Colegio Maya - The American International School of Guatemala
(502) 6644-1200 | www.cm.edu.gt

Preface

Colegio Maya, The American International School of Guatemala, believes that the opportunity for participation in a wide variety of student-selected activities is a vital part of a student's educational experience. Such participation is a privilege that carries with it both behavioral and academic responsibilities to the school, to the activity, to the student body, to the community and to the students themselves. These experiences contribute to the development of knowledge and skills as it relates to selected activities, as well as, the social and emotional development of the child that enables the student to maximize their educational experience.

While we encourage all students to participate in our school athletics and activities program, it is essential that the planning of such participation includes *realistic consideration* of the time involved. We must be aware that an overextended student can have an adverse effect on the individual involved, their academics, as well as their mental and emotional health and their fellow classmates/teammates and coaches. The Athletics Program stresses commitment and discipline from all its participants, therefore, when a student is choosing to participate they must consider all factors involved in order to create the ideal environment for them to thrive in selected activities.

Colegio Maya athletics and activities play an important part in the life of the Maya student. Our goal is participation in one or more activities for all students. We hope you will get involved, and have fun!

Philosophy

The job of the sponsors/coaches of the activities at Maya is to help the students to be successful in the events in which they participate. Involvement, dedication, sportsmanship, punctuality, responsibility, respect and pride from all members of any given activity is important. For this to happen, the students and sponsors/coaches must decide to raise their level of commitment and intensity, and strive to be the very best they can be.

We believe that the students should be afforded an opportunity to experience a variety of extra curricular activities having the chance to interchange and interact with Guatemalan schools and culture as well as represent Guatemala and Colegio Maya in International tournaments.

Purpose

The fundamental principle for competitive activities and sports is to enhance the education and development of our youth. Our programs point to promote and supplement the regular curricular program of the school. This is done through participation in friendly games, Invitational & Local Tournaments and AASCA International Events.

Standards

School representatives in all sports activities will be required to have a satisfactory academic record, demonstrate good conduct, sportsmanship and citizenship in all school activities, and meet all the eligibility academic and behavioral requirements, including attendance requirements as outlined in the Colegio Maya Family Handbook.



Colegio Maya - The American International School of Guatemala
(502) 6644-1200 | www.cm.edu.gt

Coaches and sponsors of athletic programs should strive to instill the following fundamentals in their athletes:

- The competitive urge to excel.
- The love of and respect for the activity, sport and its participants.
- The acceptance of officials' decisions without grumbling, defiance or disobedience.
- A high sense of honor, duty, ethical character and sportsmanship.
- A co-operative spirit and a spirit of goodwill towards opponents, coaches and teammates
- The knowledge that participation in an activity is a reward in itself and special privileges for participants are not to be expected or condoned.
- The ability to meet academic and behavioral standards while participating in the Athletic Program.

Principles

To be of maximum effectiveness, the Athletics Program will:

- Be planned in such a way as to result in opportunities for many individuals to explore a wide variety of activities.
- Be closely coordinated with the general instructional program and properly articulated with the other departments of the school.
- Engender respect for the rules, values and policies with which the school conducts its programs.
- Confine the school athletics to events, which are sponsored and supervised by the proper school authorities to ensure proper safety and organizational regulations are met.

For Parents of Prospective Participants

Involvement in the Colegio Maya Warriors Athletic Program requires that students and parents be aware of specific guidelines and rules. Please familiarize yourself with the principles laid out in this Athletic Handbook as well as the Colegio Maya Family Handbook. Another effective method for communicating these guidelines is through written forms requiring the signatures of the individuals involved (ex. student, parent, coach, teacher, doctor). Forms will be handed out at the beginning of each season and are also available in the Athletic Department Office.

In order to participate in Colegio Maya's Athletic Program, all prospective athletes must submit the following form to their respective coach, *before* they may begin the activity:

- Completed Parent Permission Form Specific to the sport(s) in which they will participate. (HS and MS)
- Signed [Athletic Code of Conduct](#)

Students who are selected to participate in tournaments abroad (International Competitions) will be notified a minimum of three weeks prior to the event. Travel costs assumed by students' parents for these events must



Colegio Maya - The American International School of Guatemala
(502) 6644-1200 | www.cm.edu.gt

be paid in full to the Cashier Office by the established deadline. Failure to meet this deadline will result in the student being unable to participate.

Any student-athlete who suffers a serious/major injury during the season that results in missed practices and/or games will not be eligible to resume competition until the student has been cleared by a doctor. Some discretion can be used, depending upon the nature of the injury; however doctor clearance will apply to all broken bones, head and neck injuries.

[2023-24 Season Sports Schedule](#)

High School Athletics

Varsity and Junior Varsity Sports are open to all students (Grade 9-12) enrolled in the High School. They represent the highest level of athletic ability at Maya. Exceptional athletes in Grade 8 may be permitted to play for the highschool junior varsity and/or varsity team, based on the Coach's decision, parental approval and Athletic Director input as well. Junior Varsity teams consist of high school players who are still in their development stage for that sport. The Junior Varsity teams will consist of 8-10th grade players, whereas, Varsity selected teams will consist of students who demonstrate a high level of skill, knowledge and ability, as well as, the appropriate team player attributes to be a key member of the Varsity team.

Practice times will be established at the beginning of the season. Practices will be held after school and may include Saturdays, especially a few weeks before leading up to an international AASCA tournament. Middle School teams will practice three days a week during their season and High School Teams will practice 4-5 days a week. Practices will be held Monday through Friday from 2:30-4:20pm. Approximately two hours per session, they may also have a game/practice scheduled either during the week, or on a Saturday. This will be communicated at least one week in advance so students are aware of the game/practice schedule.

Each Sports Season will begin once all students have had the opportunity to sign-up and sign-ups meet the minimum requirement for that sport. Students will meet their coaches, sign the [Athletes Code of Conduct](#) and practice according to the [season schedule](#).

Bicultural Tournaments

Bicultural Tournaments involve local schools. These events are organized by the Athletic Directors of various international schools working together to provide opportunities for our students to compete in preparation for international AASCA tournaments. More details about the tournaments will be shared with Coaches, Players and Parents as the schedule is defined.

Most games involving Maya teams will take place at Colegio Maya, during after school hours. Sometimes Maya players will travel to other schools in Guatemala City. An award ceremony and presentation follows the completion of the tournament.



Colegio Maya - The American International School of Guatemala
(502) 6644-1200 | www.cm.edu.gt

Friendly Games

Friendly Games are an annual competitive game held at Colegio Maya and in other schools. Our HS and MS athletes compete with different Schools in friendly games in order to increase their exposure to competitive play and grow their skill set and experience.

Middle School Athletics

The goal of Colegio Maya's Middle School Athletics Program is to get as many individuals participating as possible. An inclusive approach that devalues overt competition is stressed so that the athletes may develop their skills in a supportive environment. Friendly games and triangular tournaments, allow our MS athletes to play against other Guatemalan schools.

Activity Participation Requirements

- Students will be allowed to participate in practices and/or games of any sport, once they have handed in the following forms:
 - i. Parent Permission Form on file for each sport season (HS and MS)
 - ii. Parent Permission form for specific home and away Games (MS and HS)
- Students interested in an activity may pick up the above forms from the Athletic Director, or their respective coaches. Students will not be allowed to participate in practices and/or games until these obligations are met.

Eligibility

All students will be eligible to try out at the beginning of each sport season. Season dates, days and practice times will be shared at the beginning of the sports season.

- A student will be declared eligible if they are not on academic probation status, has not been suspended from sport practice during the semester, or has not quit the team.
- At the discretion of the administration and the athletic director, a student who consistently arrives late or is consistently absent from school may have their eligibility status reviewed.
- Students who fail to meet these requirements will not be allowed to participate in Athletic Field trips, competitions or one-day tournaments that may be scheduled during the year.
- When a student is declared ineligible for school attendance or behavioral reasons, the following procedure is implemented:
 - The student is placed on a two-week probation period. Teachers, coaches and parents are notified by the athletics' office. (Probation means that a student may participate in practices, but not in games.)
 - The student has two weeks to improve their grades to meet the eligibility requirements (or specific requirements as agreed upon by coach, teacher and administration).
 - At the end of the two weeks, the athletics office checks with teachers and administration to obtain current grades, and attendance records. Students are declared eligible or ineligible.
 - A student deciding to quit a team after a three week trial period during the season may not be able to participate in other school sports for the rest of that semester until the student writes a



Colegio Maya - The American International School of Guatemala
(502) 6644-1200 | www.cm.edu.gt

formal letter showing their commitment to participate for the whole season. This letter needs to be signed by the students and their parents. The final decision will be taken by the secondary principal, coaches and the Athletic Director.

Additional information of Participation and Eligibility

- A student who has not completed a summative task in a course will be on probation until the work is made up and the grade is determined. (Probation means that a student may participate in practice, but not in games.)
- If a student is absent on a school day, they may not partake in afternoon practices or games, that time should be spent on making up the work missed during his/her absence. A student arriving late for school must arrive no later than 9:30 to be eligible for a game or practice on that day.
- Students must remember that athletics are an extracurricular activity. Therefore, a student must be academically successful before considering participation in the after-school sports program. Previous and current behavior will be a major determining factor for participation.
- A student must be in school the day before, the day of, and the day after a competition, event or trip.
- [Rules and Guidelines for Participation in International AASCA Events](#)

Student Responsibilities

The regulations and consequences listed below will be applied to all students who participate in sports related activities or overnight trips with other schools. Students must remember that they have been chosen to represent Colegio Maya therefore they should act with dignity and respect towards all individuals for the duration of the event.

- All students will be expected to conduct themselves with dignity, sportsmanship and a sense of fair play in all competitions.
- Appropriate dress is required for each practice. No jewelry, jeans or inappropriate shoes.
- Attendance to ALL practices unless pre-approved by the coach/AD due to medical reasons is paramount to selecting team members for AASCA events.
 - Tardies: Students may not be tardy more than three times: Start time for all practices is at 2:30 pm unless otherwise instructed by AD or Coach.
 - First tardy, student and coach talk and the student receives a warning for being late to game/practice.
 - Second tardy, the student will not be allowed to participate in game/practice for that day.
 - Third tardy, the coach and athletic director will talk to students and issue appropriate consequences.
 - Absences:
 - Students are allowed a maximum of 5 absences
 - Students need to talk to the coach or send an email copied to the athletic director in the event of an absence. (Medical excuse, sick day, etc.)



Colegio Maya - The American International School of Guatemala
(502) 6644-1200 | www.cm.edu.gt

- In the event of injury or medical reasons a doctors note is required and exceptions will be made at the coaches/AD's discretion
- Each student is expected to follow the behavioral rules and expectations, as well as, uphold the Colegio Maya values as outlined in the Colegio Maya Family Handbook.
- The coaches will take the following factors into consideration when selecting team members to compete in tournaments and games:
 - Attendance
 - Academic Responsibility
 - Attitude and Effort,
 - Physical Condition
 - Technical Knowledge and Ability
 - Ability to be a positive contributing member to the tea
- The use and/or possession of drugs, alcohol and/or tobacco will not be tolerated during any event in which Maya students participate. If a student is found to have used and/or possessed any of the above during an event, the following consequences will be administered:
 - Alcohol
 - Automatic dismissal from the activity. No further participation allowed during this sport season.
 - Application of Colegio Maya Family Handbook policies.
 - Drugs:
 - (Confirmed Usage)
 - Automatic dismissal from the current event. No further participation allowed during this sport season.
 - Application of Colegio Maya Family Handbook policies.
 - No further trips for one (1) year from the date of incident.
 - (Confirmed Possession)
 - Suspension from current event.
 - Implement Colegio Maya Family Handbook policy.
 - Tobacco (Including Vaping)
 - Suspension from the activity.
 - Implement Colegio Maya Family Handbook policy.

Appropriate Dress when traveling abroad

Maya requires that students traveling to games away from school, dressed neatly; wearing the designated team travel shirt with blue jeans. Remember that they are ambassadors of the school. Violations of dress standards can lead to a one-day suspension from a particular event.

Attendance at Practices/School



Colegio Maya - The American International School of Guatemala
(502) 6644-1200 | www.cm.edu.gt

Because Maya emphasizes the responsibility and participation to athletes, team members have an obligation to be at ALL practices and games. Coaches reserve the right to limit participation in games, practice or dismiss from the team if team members are continuously absent from scheduled practices.

Uniforms

Maya Warrior Athletes play as a team and they should look like a team. Athletes are to be in full uniform when participating in matches. The students will be required to buy their uniforms. Equipment of a personal nature (i.e. knee braces; knee pads, shin guards, etc.) are to be purchased by the students as needed.

Ordering of Uniforms

1. Every student will order the uniform by the deadline established and pay in the cashiers office the uniform fee.
2. If for any reason, the student doesn't order the uniform on the day the orders are taken by the company, then the student will need to go to the company to order the uniform and pay for it.
3. The Athletic Director will provide the address and the phone number so the student may go and pay at the company in order the get the uniforms.
4. Any equipment loaned to students must be returned to the respective coaches. Any loss or damage to equipment will be re-paid to the school. The activities office will determine the amount of payment due. Failure to meet these obligations may result in the athlete being unable to participate as a member of a Maya team.

Athletic Awards

Student Obligations

One of the obligations an award winner should assume, is to conduct themselves at all times in such a way as to bring credit to the team, coach, activity and the school. No student may be granted with an award, if they are not in good scholastic (as per eligibility requirements) and citizenship standing at the time the award is determined. No awards are to be granted except upon the recommendation of the coach and the approval of the Athletic Director. To be eligible for an award, students must have complied with all regulations as stated in this manual. The award may subsequently be granted if and when the above conditions are met.

Each member of a team that ends the year in good standing will receive a Certificate of participation. Students nominated for any of the following awards will receive a medal or plaque in recognition of their efforts. Awards are decided on by the coach and can also be nominated by the team and should be approved by the Athletic Director:

Examples of Awards given are:



Colegio Maya - The American International School of Guatemala
(502) 6644-1200 | www.cm.edu.gt

- ❖ The Most Dedicated Player: This award is given to the student who comes to every practice, all games, and the events in their sport season.
- ❖ The Most Improved Player: This award is given to the student who learned and improved their level of skills, during the season and games.
- ❖ The Coach's Award: This award is for the player who was always helping and supporting the coach and teammates. A student who consistently contributes to creating a positive environment, speaks to the coach when needed, advocates for self and others and communicates with officials, parents, other players and coaches in a friendly and diplomatic way.
- ❖ The Most Valuable Player: This award is given to the student who demonstrates a high level of skills that contributed to the teams overall success. They must also have a good attitude towards their teammates, coaches, opponents and referees. Someone who was seen as a key player in all aspects of the sport.
- ❖ The Most Inspirational Player: This award is given to the player who inspires others to do their best through their own example of dedication and commitment, while also encouraging others to aspire to be the best version of themselves they can be and contribute to a positive sports environment.
- ❖ The Perseverance Award: This award is given to the student who demonstrated perseverance despite adversity in both practice and competition.
- ❖ Most Outstanding Athlete Award: This award is given to the most outstanding athlete for both MS and HS during the school year. It is given in recognition to a student who has exhibited outstanding skill in the athletic field and has contributed greatly to the school athletic program through their personal prowess, skill, leadership and sportsmanship qualities. ***The recipients of this award will be decided by the Athletic Director, coaches & Secondary Principal.* The criteria for the award is based on the following:
 - Athletic Ability:
 - Participates in more than one sport and at a Performance level or capability to earn at least one of the special sports awards given for each specific team.
 - Sportsmanship
 - Displays good sportsmanship character both on and off the field. (Gracious in victory, as well as defeat).
 - Attitude towards teammates, coaches, opponents, officials and coaches is positive.
 - Does not display anger or hostility, either verbal or physical towards teammates, opponents, officials and coaches.
 - Leadership
 - Demonstrates leadership in promoting school activities.



Colegio Maya - The American International School of Guatemala
(502) 6644-1200 | www.cm.edu.gt

- Inspires positive behavior in others; demonstrates initiative.
 - Acts responsibly, is reliable and dependable without prodding or a need individual of attention.
 - Exercises influence on peers in upholding school ideas and policies.
 - Is resourceful in applying principles, and making suggestions.
 - Puts the betterment of the team before him/herself.
 - Does not miss practices or games, or let the team down in any way.
- Character
- Takes criticism willingly and accepts recommendations graciously.
 - Constantly exemplifies desirable qualities of personality (cheerfulness, friendliness, poise, and stability).
 - Upholds principles of morality and ethics.
 - Co-operates and complies with school regulations during Events.
 - Show courtesy, concern and respect for others.
 - Observes instructions and rules, punctuality, and faithfulness both inside and outside of the activity.

Important Documents to be familiar with:

- [Athletes Code of Conduct: 2023-2024 School year \(updated June 2023\)](#)
- [Bi-Cultural Tournament: Parent Code of Conduct - Updated Sept. 2022](#)
- [Bi-Cultural Tournament: Players Code of Conduct Updated Sept. 2022](#)
- [Bi-Cultural Tournament: Coaches Code of Conduct Updated Sept. 2022](#)
- [Rules and Guidelines for Participation in International AASCA Events](#)