

# Student & Parent Handbook 2026-2027



**AMI International School**

AMI International School

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## **Our Vision**

We hope that students graduating from AMI International School will become capable and God-honoring human beings, prepared to succeed in college, pursue meaningful careers, and transform communities for God's glory.

## **Our Mission**

AMIIS serves Guatemala and other nations by providing an excellent and determined education that prepares students spiritually, academically, and socially to transform their world.



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## Introduction

This student handbook is designed to familiarize you with the many facets of student life at AMIIS. You are encouraged to read it carefully and use it wisely. Students and parents must complete and return the contract form at the end of this handbook, indicating their agreement to abide by the provisions contained herein.

Parents/guardians and students accept the contents of the 2026-2027 student handbook as an essential part of the contract between them and AMIIS, both in letter and spirit. Any changes will be posted on our website, [www.amiiscoban.com](http://www.amiiscoban.com). Changes may be made at any time. Please note that it is part of your responsibility to monitor these communication channels, as they are our primary means of informing you about policy changes.

### **AMIIS Administrative Team**

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Administrator



## Letter from the Director

Dear parents, guardians and students,

Welcome to AMIIS!

Welcome home. It is my prayer that this school will become more than just a school for you. I pray that it will become a place where you feel safe to learn the arts, sports, academics, and most importantly, about the God who loves you so much that He was willing to die for you.

This parent/student handbook is designed to give you an opportunity to learn about the many programs and activities our school offers. You will also find AMIIS's expectations for attendance, discipline, academic programs, and athletics for all students and parents. Our school's policies, procedures, and code of conduct are also described in this parent/student handbook.

All of us at AMI International School are committed to educating every student to become disciples of Christ and people of integrity, skilled learners, and responsible and productive citizens. We encourage all stakeholders—students, parents, guardians, teachers, staff, alumni, and community members—to participate in this process. We look forward to working with you over the next year.

To all our new families, thank you for choosing our school and allowing us to begin serving you and your families. It is your prayers and support that enable our school to more effectively meet the needs of our students year after year.

Have a great year. I pray for many victories through Christ and that you grow in your journey to become lifelong disciples of Christ.

Welcome home!

Sincerely,

**Jonathan Moon**  
Managing director  
Senior Pastor



## **Accreditation**

AMIIS aims to achieve Cognia accreditation. Our goal is to graduate all students with a Cognia-accredited diploma to ensure they receive a high-quality education and are prepared to succeed at universities abroad.

## **Admission Policies and Procedures**

AMIIS College seeks young men and women who will benefit from a preparatory and liberal arts college education through a Christian worldview. This is taught by teachers who are knowledgeable and passionate about their field of study, compassionate and enthusiastic toward the students they teach, and grounded in their Christian faith, thought, and character.

Admission candidates are considered based on their academic record, disciplinary record, standardized test scores, evident enthusiasm for learning, and a personal interview that assesses students and their parents' support for AMIIS's vision and mission. All students must have a desire to attend AMIIS and commit to honesty and wholehearted dedication to the study of God's Word. They must also agree to be courteous and respectful to their classmates, staff, faculty, and others.

AMIIS reserves the right to select students and families based on their worldview, lifestyle choices, academic performance, and personal qualifications, including willingness to cooperate with the administration and comply with school policies.

AMIIS does not discriminate on the basis of race, color, national or ethnic origin in its admissions policies, scholarship programs, athletic programs, and other college-administered programs. AMIIS grants students of any race, color, or national or ethnic origin all the rights, privileges, programs, and activities generally available to all other students.

AMIIS is a private school, a private business or non-profit entity that offers or conducts full-time instruction, with a full complement of subjects at the elementary, middle, or high school level.

## **Classroom/Grade Assignments**

Many factors are considered before assigning students to a specific teacher or grade level. Our administration and faculty pray earnestly each year for your child's divine guidance.

Please understand and accept that the final decision regarding class assignments rests with the administration.



## Changes in Policy

The AMIIS administration may add to or modify the school rules, regulations, and policies contained in this document at any time by providing oral or written notice to students and/or parents. Furthermore, no manual can address every situation. This representation of school guidelines is not intended to be exhaustive. The school has the final say in all decisions.

## Extracurricular Activities

AMIIS students have the opportunity to participate in a variety of extracurricular activities such as student council, drama, worship team, community service, field trips, sports, and mission trips.

- Student participation in extracurricular activities is considered a privilege.
- Students who participate in extracurricular activities must assume certain obligations and responsibilities beyond those of other students.
- High standards of conduct, performance, and leadership are expected of all students participating in extracurricular activities.
- Throughout the year, there may be various activities where the administration will use school transportation to transport students to extracurricular activities. These events include, but are not limited to, formal and semi-formal school events, class events, and sporting events. AMIIS is not responsible for any activities or events not sponsored by the school (i.e., birthday parties, Christmas parties, etc.).

## Mission and Vision Statement

### Our vision:

We hope that students graduating from AMI International School will become capable and God-honoring human beings, prepared to succeed in college, pursue meaningful careers, and transform communities for God's glory.

### Our mission:

AMIIS serves Guatemala and other nations by providing an excellent and determined education that prepares students - spiritually, academically and socially - to transform their world.

### Our core values are:

- Each individual is created in the image of God and is called to serve one another in love, unity, and humility.
  - "I am made in the image of God"
- The Word of God is authoritative and necessary for the formation of Christian character.
  - "I am formed by the Word of God"



- The purpose of the school is to create opportunities for success and guide all students, both students and adults, to follow their calling and purpose in life, think critically about the world around them, and collectively redeem the world for Christ.
  - “I am trained to redeem the world”

## **Statement of Philosophy**

AMI International School (AMIIS) exists as a ministry of AMI. AMIIS was established to help prepare children to be disciples of the Lord Jesus Christ. AMIIS seeks to honor God through the ministry of education and equip our students with knowledge based on a biblical worldview. AMIIS will honor God by instilling a desire and love for Christ in every student so that he or she will want to exemplify Him in all areas of life.

The administrators and staff of AMIIS are a collaborative team that places great value on dialogue throughout the planning and implementation of school policy. We believe in positive accountability and setting measurable goals to maintain the highest standards for student learning. It is a profound and purposeful approach to academic excellence.

AMIIS students will receive a comprehensive educational curriculum that develops the spiritual, mental, social, and physical facets of their personality and character, thoroughly equipping them for every good work (2 Timothy 3:17). AMIIS is committed to educating students so they may grow in wisdom and stature, and in favor with God and man (Luke 2:52). To achieve this, AMIIS addresses both the mind and body of the student and encourages discipline in their spiritual and social growth.

Servant leadership is exemplified by the staff and practiced by the students at AMIIS. Staff members serve the student body as stewards of Christ in many areas, including mission trips, community service leadership, chaperones, coaching sports, academic tutoring, and the sponsors' club. AMIIS students have many opportunities to lead in areas such as sports, clubs, self-improvement activities, and performances. They are also given opportunities to serve one another and the staff.

Students accepted to AMIIS have agreed that while attending AMI International School they will do their utmost to represent the values, morals, and ideals of Christ in every circumstance, in every way, every day of their lives. Students are responsible to God, their parents, and the school for their behavior 24 hours a day, 7 days a week, 365 days a year, both on and off campus.

AMIIS believes the Bible teaches that parents are the primary and responsible support for the education, discipline, and restoration of their children. We desire to be a support to parents and not the primary authority in a student's education (Proverbs 22:6, 13:24, 23:13-14, 19:18).



## School-Level Learning Objectives

The three pillars of education at AMI International School are simply Jesus, academic excellence, and servant leadership. By building upon these three pillars, AMIIS students:

- I. Simply Jesus (John 14:6)
  - A. Explore the gospel and character of Jesus Christ.
  - B. Study the Bible and memorize the scriptures at your level.
  - C. Demonstrate your love for Jesus through service, worship, and sharing your faith.
- II. Academic superiority (2 Timothy 2:15)
  - A. Discover how God's Truth permeates all matters and articulates a biblical worldview.
  - B. Read well, write well, and think well according to the standards of each subject and grade level.
  - C. Progress towards graduation and ultimately be academically prepared for the universities or vocations of your choice.
- III. Servant leadership (Matthew 20:26)
  - A. Develop character and discipline through participation in missions, community activities, performing arts and/or athletics.
  - B. Demonstrate servant leadership through student-led activities, events, and/or service projects.
  - C. To contemplate Christ's model of leadership and love for staff and emulate these traits through mentoring, discipleship, and exhortation.

## Statement of Faith

AMIIS is part of the AMI (Acts Ministries International) organization. Therefore, AMIIS adheres to the same statement of faith as AMI.

- **HOLY BIBLE** : The Bible alone is the inspired Word of God. It is the final authority in faith and works (2 Timothy 3:16; 2 Peter 1:20-21; Proverbs 30:5; Romans 16:25-26).
- **TRINITY** : There is one God, eternally existing in three persons: Father, Son, and Holy Spirit. These three are equal and co-eternal (1 John 5:7; Genesis 1:26; Matthew 3:16-17, 28:19; Luke 1:35; Isaiah 9:6; Hebrews 3:7-11).
- **JESUS CHRIST** : Jesus Christ is God the Son, the second person of the Trinity. On earth, Jesus was fully God and fully man. He is the only man who has lived a sinless life. He was born of a virgin, lived a sinless life, performed miracles, died on the cross for humanity, and thus atoned for our sins by shedding his blood. He rose from the dead on the third day according to Scripture, ascended to the right hand of the Father, and will return again in



power and glory. (John 1:1, 14; 20:28; 1 Timothy 3:16; Isaiah 9:6; Philippians 2:5-6; 1 Timothy 2:5).

- **VIRGIN BIRTH** : Jesus Christ was conceived by God the Father, through the Holy Spirit (the third person of the Trinity) in the womb of the Virgin Mary; therefore, He is the Son of God (Matthew 1:18, 25; Luke 1:35; Isaiah 7:14; Matthew 1:18, 23-25; Luke 1:27-35).
- **REDEMPTION** : Man was created good and upright, but through willful transgression he fell; his only hope of redemption is in Jesus Christ, the Son of God (Genesis 1:26-31, 3:1-7; Romans 5:12-21).
- **REGENERATION** : In order for anyone to know God, regeneration by the Holy Spirit is absolutely essential (John 6:44, 65).
- **SALVATION** : We are saved by grace (which is neither deserved nor earned) through faith in Jesus Christ, his death, burial, and resurrection. Salvation is a gift from God, not the result of our good works or any human effort (Ephesians 2:8-9; Galatians 2:16, 3:8; Titus 3:5; Romans 10:9-10; Acts 16:31; Hebrews 9:22).
- **REPENTANCE** : The commitment to turn away from sin in every area of our lives and follow Christ, enabling us to receive His redemption and be regenerated by the Holy Spirit. Therefore, through repentance we receive forgiveness of sins and proper salvation (Acts 2:21, 3:19; 1 John 1:9).
- **SANCTIFICATION** : The ongoing process of surrendering to God to complete the development of Christ's character within us. It is through the present ministry of the Holy Spirit that the Christian is empowered to live a holy life (1 Thessalonians 4:3, 5:23; 2 Corinthians 3:18, 6:14-18; 2 Thessalonians 2:1-3; Romans 8:29, 12:1-2; Hebrews 2:11).
- **THE BLOOD OF JESUS** : The blood that Jesus Christ shed on the Cross of Calvary was sinless and 100% sufficient to cleanse humanity from all sin. Jesus allowed himself to be punished for our sinfulness and the specific sins we have committed, enabling all who believe to be free from the penalty of sin, which is death (1 John 1:7; Revelation 1:5, 5:9; Colossians 1:20; Romans 3:10-12, 23; 5:9; John 1:29).
- **JESUS CHRIST SPEAKS TO ALL BELIEVERS** : Christians are people who have invited the Lord Jesus Christ to come and live within them through his Holy Spirit. They trust in what Jesus accomplished for them when he died, was buried, and rose from the dead (John 1:12; John 14:17, 23; John 15:4; Romans 8:11; Revelation 3:20).



- **BAPTISM IN THE HOLY SPIRIT** : Given at Pentecost, it is the promise of the Father, sent by Jesus after his ascension, to empower the Church to preach the Gospel throughout the earth (Joel 2:28-29; Matthew 3:11; Mark 16:17; Acts 1:5, 2:1-4, 17, 38-39, 8:14-17, 10:38, 44-47, 11:15-17, 19:1-6).
- **THE GIFTS OF THE HOLY SPIRIT** : The Holy Spirit manifests Himself through a variety of spiritual gifts to build up and sanctify the church, demonstrate the validity of the resurrection, and confirm the power of the Gospel. The biblical lists of these gifts are not necessarily exhaustive, and the gifts can occur in various combinations. All believers are commanded to earnestly desire the manifestation of the gifts in their lives. These gifts always operate in harmony with Scripture and should never be used in violation of biblical guidelines. (Hebrews 2:4; Romans 1:11, 12:4-8; Ephesians 4:16; 2 Timothy 1:5-16, 4:14; 1 Corinthians 12:1-31, 14:1-40; 1 Peter 4:10).
- **THE CHURCH** : The church is the Body of Christ, the dwelling place of God through the Spirit, with divine appointments for the fulfillment of Jesus' Great Commission. Every person born of the Spirit is an integral part of the church as a member of the body of believers. There is a spiritual unity of all believers in our Lord Jesus Christ. (Ephesians 1:22, 2:19-22; Hebrews 12:23; John 17:11, 20-23).
- **TWO SACRAMENTS** :
  - Water Baptism : After faith in the Lord Jesus Christ, the Word of God commands the new convert to be baptized in water in the Name of the Father and of the Son and of the Holy Spirit (Matthew 28:19; Acts 2:38).
  - The Lord's Supper : A unique moment of communion in the presence of God when the elements of bread and grape juice (the Body and Blood of the Lord Jesus Christ) are taken in remembrance of Jesus' sacrifice on the Cross (Matthew 26:26-29; Mark 16:16; Acts 8:12, 36-38; 10:47-48; 1 Corinthians 10:16, 11:23-25).
- **HEALING OF THE SICK** : The healing of the sick is illustrated in the life and ministry of Jesus and is included in Jesus' commission to his disciples. It is given as a sign that should follow believers. It is also part of Jesus' work on the cross and one of the gifts of the Spirit. (Psalm 103:2-3; Isaiah 53:5; Matthew 8:16-17; Mark 16:17-18; Acts 8:6-7; James 5:14-16; 1 Corinthians 12:9, 28; Romans 11:29).
- **GOD'S WILL FOR PROVISION** : It is the Father's will that believers become whole. But because of the fall of humanity, many may not receive all the benefits of God's will while on Earth; however, they can still fully trust in Christ alone for His work of salvation and serve Him faithfully regardless of life's circumstances. Nevertheless, that fact should never



prevent all believers from seeking the full benefits of Christ's provision to better serve others.

- Spiritual (John 3:3-11; II Corinthians 5:17-21; Romans 10:9-10).
  - Mental and emotional (II Timothy 1:7, 2:11; Philippians 4:7-8; Romans 12:2; Isaiah 26:3).
  - Physical (Isaiah 53:4-5; Matthew 8:17; 1 Peter 2:24).
  - Financial (Joshua 1:8; Malachi 3:10-11; Luke 6:38; II Corinthians 9:6-10; Deuteronomy 28:1-14; Psalm 34:10, 84:11; Philippians 4:19).
- **RESURRECTION** : Jesus Christ physically rose from the dead in a glorified body three days after his death on the cross. Furthermore, both the saved and the lost will be resurrected; those who are saved to the resurrection of life and those who are lost to the resurrection of eternal condemnation (Luke 24:16, 36, 39; John 2:19-21, 20:26-28, 21:4; Acts 24:15; 1 Corinthians 15:42, 44; Philippians 1:21-23, 3:21).
  - **HEAVEN** : Heaven is the eternal abode for all believers in the Gospel of Jesus Christ (Matthew 5:3, 12, 20, 6:20, 19:21, 25:34; John 17:24; II Corinthians 5:1; Hebrews 11:16; 1 Peter 1:4).
  - **HELL** : After living a life on earth, unbelievers will be judged by God and sent to hell, where they will be eternally tormented with the Devil and the fallen angels (Matthew 25:41; Mark 9:43-48; Hebrews 9:27; Revelation 14:9-11, 20:12-15, 21:8).
  - **SECOND COMING** : Jesus Christ will return physically and visibly to earth a second time to establish his Kingdom. This will occur on a date not revealed by Scripture (Matthew 24:30, 26:63-64; Acts 1:9-11; 1 Thessalonians 4:15-17; 2 Thessalonians 1:7-8; Revelation 1:7).

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## Academic Policies and Procedures

The elementary school (K-5) uses a standards-based reporting system designed to assess student performance against a specific, observable set of grade-level skills. A standards-based system measures each student against the identified and concrete standard, rather than measuring student performance in comparison to other students. This type of reporting instrument keeps teachers, parents, and students focused throughout the year on their mastery of the learning goals for their grade level.

Students will be assessed **three times a year**, at the end of each **term** .

Each assessment includes a report card. A parent-teacher conference is held at the end of the first term and the second term. Please refer to the current school calendar for the dates of these events.



A standards-based report card uses competency scores that are observable and objective, based on end-of-year benchmarks. The following codes will be used:

### Life Skills K-5th Grade:

Scale	Qualifying description
4	The student consistently demonstrates this ability.
3	The student demonstrates this ability most of the time.
2	The student demonstrates this ability sometimes.
1	The student requires ongoing intervention to develop this skill.

### Homework K-5 Grade:

Scale	Progress Scale
3	Successful
2	Progressing
1	Needs improvement
0	He shows no effort.

### Academic Standard K-5 Grade:

Rating Scale	Progress Scale	Descriptive progress
4	Advanced	The student consistently demonstrates independent mastery of this grade standard and <b>works above this grade standard level</b> . With relative ease, the student grasps, applies, and extends processes and skills for this grade standard level.
3	Competent	The student consistently demonstrates an understanding of the grade-level standard and can independently apply the standard in a variety of contexts; meeting the level of



		Standard grade/expectation. <b><u>This is the goal for this grade and it's something to celebrate!</u></b>
2	Emergent	The student is beginning and occasionally demonstrates this grade-level standard. The student is beginning to understand and apply key processes and skills for the grade level, but produces work that contains errors. The student is approaching achievement of the grade-level standard/expectation. <b>The student continues to work toward understanding this standard.</b>
1	Below basic	The student has limited knowledge or ability with respect to this standard. The student is working below grade-level expectations, has not mastered the standard, and needs ongoing support. <b>A conference may be necessary.</b>
(White)	Not evaluated	This standard was not addressed in this term. Sometimes, X's are used for the first, second, or third term. This is because the entire curriculum cannot be taught at once. While some learning standards will be addressed throughout the year, others will be incorporated gradually as the school year progresses.

## Academic Honors and Awards for Elementary School

Students at AMI International School are encouraged to do their very best. "Only their best honors to the Lord" is the challenge for our students. K-7 awards will be presented in classrooms for the first term and at the end of the awards assembly for the second term.

1. **Star Student** (once a month): This award is given to the student who has exemplified the school's values within the school and towards their peers.
2. **Student of the Month** (once a month): This award is given to the student who has demonstrated academic excellence throughout the month.
3. **Perfect attendance** : This award is given at the end of each term to students with perfect attendance. The student must not have any absence/lateness marks for the term other than "AE" or "TE" (Excused Absence, Excused Tardiness).

## Homework for Elementary School

Homework is a necessary and beneficial extension of a school's educational program. It serves to reinforce the skills taught in the classroom and to challenge students with new applications of mastered principles. Homework can also be classwork not completed during the day. It is school policy to assign an appropriate amount of homework based on the student's age and subject.



The amount of homework is assigned according to the average level of the class. More advanced students may complete their work in less time, while some students may require more time to complete assignments within these suggested guidelines: For grades K-8, approximately 10-15 minutes per grade level in addition to nighttime reading time

The amount of daily homework is assigned according to the student's grade level, with an approach appropriate to their age and maturity. From kindergarten through seventh grade, between 10 and 15 minutes of homework will be assigned for each grade level. For example, a third-grade student might do 15 minutes of homework daily, in addition to their daily reading time.

**Exception in Mathematics:** In this subject, more homework can be assigned than in other subjects, since constant practice significantly improves retention and performance.

Please note that some students may require more or less time to complete their assignments, depending on their work pace and level of understanding. The assignment is designed for the average student in the group.

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## Accounting

### Tuition and Fees Payment Plan

**Monthly Plan:** The monthly fee is Q800 for Pre-Kindergarten and Q800 for grades 1-8. Monthly payments must be made within the first five business days of each month. Ten payments are due per year (August to May). If payment is not received within the first five days of the month, a Q100 late fee will apply.

**Semester Plan:** If you choose this option, you will receive a 2% discount off the annual cost and will make two annual payments. The first payment of 50% of the annual cost is due in August, and the second payment of 50% of the annual cost is due in January.

**Annual Plan:** If you choose this option, you will receive a 5% discount off the annual cost and will make the payment in August, at the beginning of the school year.

**Registration fee + school supplies:** The annual registration fee and school supplies fee is Q3,500 for Pre-Kindergarten and Q3,500 for grades 1-8. The entire registration fee and supplies fee must be paid by June 1, 2026.

**Registration fee + school supplies:** The annual registration fee and school supplies fee is Q3,500 for Pre-Kindergarten and Q3,500 for grades 1-8. The entire registration fee and supplies fee must be paid by June 1, 2026.



## Payments - Deposits at BAM (Banco Agromercantil)

1. Bank account information:
  - a. Bank: Banco Agromercantil BAM
  - b. Account number: 30-4027066-1
  - c. Account Name: AMI Ministry Center of Cobán
2. Late payments after the first five business days of each month will incur a surcharge of Q100 per month.
3. Multiple missed payments may result in a financial suspension of the student until the account is paid.

### Financial Obligations

If a student has outstanding financial obligations for two consecutive months, the school may suspend services until the balance is resolved. A deadline to regularize the account will be communicated to the parents or responsible party. If the deadline passes without payment or communication, the student may be considered withdrawn.

All financial obligations for the current academic year must be paid in full prior to the re-enrollment period. Families with outstanding balances at the end of the school year or during the designated re-enrollment period will not be eligible to enroll for the following academic year.

The school will comply with all Guatemalan regulations, including the **Program for the Prevention of Violence Against Minors in the Educational System**. The school reserves the right to pursue **judicial collection** of any outstanding balances. By enrolling, parents or legal guardians acknowledge and accept that failure to fulfill tuition obligations may result in legal collection procedures and the student not being admitted for the following academic year.

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## Admissions

AMI International School (AMIIS) seeks students who will benefit from an education provided by teachers who are knowledgeable and passionate about their field of study, compassionate and enthusiastic toward the students they teach, and substantial in their Christian faith, thought, and character. Applicants are considered based on their academic record, discipline records, standardized test scores, evident enthusiasm for learning, and parental support for the AMIIS vision



and mission. All students must have a desire to attend AMIIS and agree to apply themselves honestly and sincerely to the study of God's Word. They also agree to be courteous and respectful to their peers, staff, faculty, and others. AMIIS reserves the right to select students and families based on their worldview, lifestyle choices, academic performance, and personal qualifications, including their willingness to cooperate with the administration and comply with school policies. Children of all races, creeds, and backgrounds are encouraged to apply. Applications are available online throughout the year.

## **Admission to AMI International School**

AMIIS reserves the right to refuse admission to any person, whether to the school or to any school function, based on behavior contrary to the school's culture. AMIIS does not discriminate on the basis of race, color, national or ethnic origin in its admissions policies, scholarship programs, athletic programs, and other programs administered by the school. AMIIS grants students of any race, color, and national or ethnic origin all the rights, privileges, programs, and activities generally available to students.

## **Age of Eligibility**

A child will be admitted to pre-kindergarten at the beginning of the school year, or at any later time in the same year if the child will have their fourth birthday on or before September 1 of that school year.

## **Continuous Enrollment: Re-enrollment Procedures**

To facilitate planning for the upcoming school year, AMIIS conducts a re-enrollment period during the month of April. Once the re-enrollment period has ended, no guarantee of re-enrollment can be given. All current families with no outstanding balance are eligible to re-enroll for the following year. Once re-enrollment information is distributed to parents, please complete the online re-enrollment process within two weeks. You will be notified if a family interview is required. Parents who, for any reason, must withdraw their children after re-enrolling should notify the school as soon as possible. Enrollment fees are non-refundable.

## **Admission Policies**

- Will and desire to follow Jesus.
- Student's willingness and desire to attend AMIIS
- Applications for admission from new students will be accepted at any time during the year.
- The applicable application fee must be included with the application.
- The request will be processed when the file is complete.



- Acceptance or denial will be determined once the complete application is received, the student has taken the school placement exams, and the student and parents have been interviewed by the administration.
- Once the student has been accepted, the family can register their child to reserve their child's place.

## Admission Requirements

The following requirements have been established for admission to AMI International School:

1. Completed application form, signed by the parents, including health records, references, and registration fee.
2. Satisfactory academic and behavioral records from the previous school.
3. Satisfactory performance in a formal or informal evaluation.
4. Personal interview for parents and students
5. Student manual contract signed by the student and their parents.
6. Vaccination Card

## Re-entry Admission Policy

Pre-Kindergarten Level Entrance:

Assuming all financial obligations are met and the family and student comply with all school policies and regulations set forth in the handbook and the parent declaration, eligible students will be accepted as follows:

- First, any child of any staff member who has turned the age of 4.
- Then, any preschool-aged child with a sibling in school.
- Next, new applicants who have met all the previously mentioned requirements and have been accepted by the admissions panel.

For all grade levels, the student's continuity in the following school year will be guaranteed as long as all financial obligations to the school have been met and both the family and the student have respected all institutional policies and regulations, including compliance with the academic standards set out in the school handbook and the commitments made in the declaration signed by the parents.

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## Attendance Policies

We believe that regular class attendance is essential to a student's success at school. We take our responsibility for the well-being and safety of our students very seriously. Regular attendance in all



classes is one of the biggest contributing factors to success at school. Please keep this in mind and, whenever possible, schedule all extracurricular activities after regular school hours.

## **Entrance**

Attendance is taken every day at 8:00 AM. Any student arriving after that time must go to the office to register their lateness before joining their classroom. Students must also be punctual for lunch, assemblies, and extracurricular activities; otherwise, they will be marked tardy. If a student accumulates more than three tardies in the same month, a formal note will be sent home, which must be signed by a parent or guardian and returned to the school.

## **Exit**

The official dismissal time is 3:00 PM. If a parent, guardian, or legal representative is not present at that time, the student will be taken to the office. After that time, a Q1.00 late fee will be charged for each minute of delay, payable upon student pickup.

## **Absences**

In case of absence, the student is responsible for catching up on missed academic work. If the absence will be five (5) days or more, it is recommended that assignments be completed in advance. It is the responsibility of the parent or legal guardian to notify the office in advance of the absence; ideally, this should be done on the same day to avoid it being considered unexcused.

Three types of absences are recognized:

- School-authorized activities: excursions, sporting events, camps or up to three visits to universities (with proof).
- Justified absence: illness (more than 3 days requires medical certificate), unavoidable medical appointments, death in the family or trips previously approved by the administration (with form submitted at least two weeks in advance).
- Unexcused absence: Being out of the classroom for 30 minutes or more without authorization, or being absent without parental notification, is considered truancy, a serious offense. In these cases, the student will not be allowed to participate in school activities that day and will not receive credit for missed work. Disciplinary measures may be applied, including suspension or summer school.

## **Tardiness to Class**

Tardiness is defined as arriving up to 10 minutes late to any class other than the first class of the day without a staff pass. Any student arriving more than 10 minutes late will be considered absent. That student will be sent to the truancy office. If a student is late to class due to an off-campus appointment, that student must obtain a pass from the main office.



## **Procedure for Planned Departures and Absences**

Students may not leave campus without authorization from AMIIS (go to the office). If a student needs to leave before the end of the school day for any reason (i.e., medical appointment, family emergency, etc.), a parent or guardian must go to the office and sign a departure log. If someone else will be picking up the student, the office will require a signed note, email, or text message. Phone calls are not accepted, but a written note from the parent or guardian, including the student's name, grade, reason for departure, departure time, and the authorized pick-up person's information, may be faxed.

When both parents or guardians are out of town during the school week, they must inform the office in advance and authorize another adult to pick up the student. The administration may deny the student's release if these conditions are not met.

All communication must include the student's name, grade, requested dismissal time, reason, destination, who will sign for the student's dismissal (another adult or the student), the printed name of the parent/guardian, the parent/guardian's signature, and phone number. All missed work must be made up. Students will not be permitted to leave the classroom to meet in the office, but will be called to the office upon the arrival of their pick-up person.

## **Planned Family Trips**

If a family trip is planned while school is in session, a formal request for permission to be absent for the duration of the trip must be submitted at least one week in advance. If the absence is approved, a deadline will be set for submitting the corresponding assignments, and it is the student's responsibility to meet that deadline.

## **Policies Regarding Attendance at Extracurricular Activities**

All students are expected to attend and actively participate in service activities and extracurricular events organized by the school, such as Olympics, Christmas celebrations, and others. If a student is unable to participate, prior approval from the administration is required. If their absence is approved, they will be assigned additional tasks to complete in lieu of attending the event. Unexcused absences from these activities will be recorded as regular absences.

## **Excessive Absences**

Regular school attendance is crucial for a student's progress and education. Excessive absences are detrimental to students. If a student is excessively absent, we must question their desire to be part of AMI International School. Excessive absences generally affect a student's grades and could ultimately be grounds for expulsion. Students who are absent for three or more consecutive days require a doctor's note to re-enroll. Students with more than ten (10) accumulated absences in a



term or day may be evaluated by the Administration and, based on that evaluation, will not be permitted to make up the missed work. Any absences due to school functions or mission trips approved by the school will not count toward these ten (10) absences.

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## Behavior and Conduct

We believe that modeling values is teaching values. Critical thinking begins at a young age. Critical thinking is the engine that drives our values. First and foremost, school culture begins with relationships and grows from them. We believe it is of utmost importance that relationships among colleagues and between adults and youth be consistent with biblical values. Our school culture, as defined below, is intended to help our children understand God's boundaries that help us understand the choices we make and the consequences of those choices.

### School Behavior

Students will benefit from and find satisfaction in school life by adopting a positive attitude and following the rules designed to provide safety, order, and a productive learning atmosphere. Our school culture guidelines are as follows:

1. Christlike Behavior: AMIIS students agreed to renounce specific behaviors and attitudes identified as fundamentally contrary to the school culture and a relationship with Christ. Students are expected to embody Christ's highest values, morals, and ideals in all circumstances, in every way, every day of their lives.
2. Those students who choose behaviors contrary to the school culture and show respect and kindness to each other.
3. Hats/caps must be removed upon entering any class
4. Honor Code: Students are encouraged to commit to honor and integrity by not allowing theft, cheating, gossip, or other improper behavior to occur, first in their own lives and second, by those around them. Students are encouraged to follow Matthew 18 in all areas of interpersonal problems. Students are encouraged to humbly submit to God and willingly seek counsel from others in leadership if they have personal problems. If a student is involved in and/or witnesses any behavior contrary to the standards set forth in the handbook, he/she must report it to the administration as soon as possible.

### School Behavior

#### Before school

Students in Pre-K-7 are required to attend classes at the beginning of each day. Attendance will be taken at each class. In case of absence, the absence must be reported and justified for proper recording.



## **After school**

All students from Pre-K to 8th grade who remain at school 15 minutes or more past the time they should be leaving, must go to the office to check in.

## **School grounds maintenance and parking lot**

The equipment and facilities are the responsibility of each student at all times. Students will only enter and exit the building through designated doors to ensure a safe and orderly environment. Students and parents must obey the gate guard, teachers, and administrators on duty regarding arrival and departure traffic.

## **Classrooms**

The classroom is designed for instructional purposes. Students should be aware of this purpose and respect their classmates' ability to learn without interference.

1. Be punctual; sit in your assigned seat before the start of class
2. Respond to the teacher's instructions promptly.
3. Observe the established rules of the particular class.
4. Make sure you have everything you might need for that class (i.e.: Chromebook, textbook, notebook, pen, pencil, homework, workbook, special assignments, etc.)
5. Participate in class by paying attention, asking questions, and being prepared to answer questions.
6. No student should be left alone in any classroom at any time without staff supervision

## **Displays of affection**

We believe God designed us to be in fellowship with one another. It is our desire to offer age-appropriate, school-approved activities that provide girls and boys with opportunities to practice social skills, demonstrating how to fully honor God and respect the opposite sex in our manner and speech. These attitudes and skills should be practiced. We expect our students to be open to instruction in this area, to conduct themselves in a way that is pleasing to God, and to avoid offending anyone.

## **Hallways**

Movement through the corridors will be smooth and accident-free if students adhere to the following rules:

- Walk at all times
- Move on the right side of hallways and stairwells
- Respect the rights of those in class when traveling in the hallways; noisy hallways distract from classroom activities



- Please respect other people in the hallways; no pushing, hitting, insults, or disrespectful behavior.
- Litter in the hallways is unsightly and dangerous; students who throw something away or notice litter should pick it up and put it in a trash can.

### **Lunch area**

All students have the right to enjoy a trouble-free lunch. This should happen if students follow a few simple rules. Treat each other with respect. Obey the instructions of teachers, cafeteria staff, and custodial employees. Be courteous and patient while maintaining proper place in line. Refrain from running. Keep food and drinks in the lunch area. Clean tables and avoid littering. Keep noise levels down.

### **Bathrooms/changing rooms**

Students must use the designated restrooms and changing rooms according to their biological sex.

### **Textbooks and materials**

Students are responsible for the care and maintenance of the materials and textbooks assigned to them. Any student who loses or damages these books will be required to pay for replacements or pay a fine. All textbooks are the property of the school. If a student leaves AMIIS during the school year, all textbooks must remain the property of the school.

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## **School Rules for Students**

1. Parents should use their discretion when deciding whether to allow students to bring personal items to school. The school will not be responsible for the costs of replacing or repairing items brought from home.
2. Throwing rocks, dirt, sand or other harmful objects is strictly prohibited.
3. Students must obtain permission from the teacher or assistant before leaving the classroom or playground.
4. Students may not leave campus for any reason without permission from the office and their parents.
5. Students must remain in the designated supervised play area during recess or lunch.
6. All playground and school equipment must be used safely and properly only in the way it was designed for.
7. Physical or emotional harassment, such as insults, mockery, or intimidation, will not be tolerated.



8. Food and drinks must be discarded before entering classrooms, unless the administration has granted permission for a special circumstance. Water is permitted.
9. Any cell phone or electronic device brought to school must remain turned off and inside the student's backpack or in the area designated by the teacher during school hours. Middle and high school students may only use these devices before and after school.

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## Communication

AMIIS firmly believes in the power of effective communication and we highly value tools that enable you to communicate with the school and access information about your student when you need it. We want these tools to enhance our partnership with you and your student in their academic growth. We strongly encourage both students and parents to use the student and/or parent learning platform regularly and attend school functions.

### Accounting Questions

For any questions regarding tuition payments, fees, or any accounting inquiries, please feel free to call the main office or email [info@amiiscoban.com](mailto:info@amiiscoban.com)

### Academic Questions

If you have any questions in the classroom, please contact your child's teacher first, as they have the most accurate information. The school follows the Matthew 18 model of going first to the responsible staff. Term report cards are emailed home at the end of each term. Parent conferences can be scheduled individually with your child's teacher. Please contact your child's teacher if you would like to schedule a meeting.

### Cell Phones/Text Messages

Since AMIIS students are not permitted to use cell phones during school hours, if a lower-level student needs to make a call home, they may come to the AMIIS office and will be allowed to make a call using an office phone or their personal cell phone. We ask for your support of these guidelines. Parents are asked not to call or text their students during school hours. Office staff can confirm the need for such action. If parents need to contact their student, please call the AMIIS office, and a staff member will deliver the message to the student. All cell phone use is also prohibited before and after care. If a parent needs to contact a student, after-care supervisors will receive all parent calls and relay messages to students.

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## Disciplinary Policies and Procedures

*"Listen to advice and accept discipline, so that you may be wise in the days to come." Proverbs 19:20*

The scriptures exhort us to discipline our children because of our great love for them. One of the most important lessons to be learned is the appropriate response to authority. To accomplish this, we have established discipline guidelines that are applied consistently, fairly, and lovingly. The guidelines below address common problems and everyday situations in the classroom. The administration reserves the right to handle each disciplinary situation as the Lord directs, as well as individual situations that may fall outside the guidelines in this manual. All disciplinary decisions will be made prayerfully.

### Discipline Method

**CER** : (Counseling/Teaching proper behavior/Restoration)

The ultimate goal of all disciplinary actions at AMIIS is to achieve the goal of redemptive restoration, which is ultimately made possible through the death and resurrection of Christ. At AMIIS, we recognize and desire to equip our students to understand that we are all responsible for our own choices, and those choices are reflected in our behavior. The Administration's intention is to help shepherd your child's heart. When choices result in behaviors that conflict with the school's standards of conduct, our CER method will be implemented. This will include counseling, which involves actively listening, teaching appropriate behavior, and assisting the student in the process of restoration.

### Primary School Behavior

#### Preventive

Each teacher will devise their own motivation system for both individual and class levels. This plan will consist of verbal praise, rewards, privileges, and/or classroom celebrations. The purpose is to encourage appropriate behavior in all students.

#### Corrective

In grades K-5, the teacher will use the Card System. The student will begin each day with a green card. When a student's behavior conflicts with the classroom's standards, they will be placed on the corresponding colored card. This will be determined by the infraction. Because God's mercies are new every morning, students will begin each day with a clean record. This plan will be implemented in every K-5 classroom using a chart.



Teachers in grades K-7 reserve the right to detain a student in their classroom for break, recess, or lunch, send them to the office, or assign them a punishment such as writing exercises.

### **Classroom infractions**

The following are classroom violations that could result in Discipline Steps as described below, but are not limited to:

- Speaking without permission
- Riot
- Disrespect
- Not working
- Not following instructions
- Not having materials
- Food, drink

### **Disciplinary Parole**

It is our desire that every student remain at AMI International School; however, we will not tolerate students who continually disrupt the school's academic or spiritual program. Therefore, a student may be placed on probation for disciplinary reasons. Disciplinary probation will extend from the time it is granted until the end of the school year. In some cases, when a student is placed on probation in their final term, the probation may be carried out for the entire following school year.

### **Harassment and Intimidation (Bullying)**

Bullying and harassment include, but are not limited to, any comments, threats, or actions that create an intimidating or hostile environment. Every student has the right to an education free from physical, verbal, or emotional abuse. Acts of bullying at school or during any school activity will be investigated, and disciplinary action, ranging from demerit to expulsion, will be taken if allegations are proven to be factual, even if the incidents originate outside of school hours (i.e., cyberspace, threatening phone calls, etc.) when the disruption is brought onto the school campus. AMIIS will work with each affected student and will do everything possible to help those involved. Some incidents fall outside the scope of the school and may be referred to local authorities for resolution.

### **Major violations**

Major violations include (but are not limited to):

- Drug and alcohol commitment
- Fights, physical harassment, or threats.
- Excessive teasing / emotional harassment / gossip
- Extreme insubordination



- Smoking or possessing tobacco, electronic cigarettes, vapors or nicotine paraphernalia.
- To steal / to cheat / to lie / to slander / to curse
- Vandalism / Graffiti
- Sexual misconduct / Sexting (lewd photographs, text messages, or social media posts)
- Weapons of any kind
- Inappropriate use of social media applications
- Any illegal activity

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## Consequences of Violations

It is the desire of the AMI International School administration to provide a safe learning environment. To effectively implement this program for the benefit of all students, the administration requests the full support of parents and students. Parent and student signatures in the parent/student handbook indicate a willingness to comply with and support this discipline program and the administrators responsible for its implementation. We believe that God will encourage high standards as He disciplines with grace, mercy, and love to sanctify each of us in righteousness. All disciplinary decisions are made prayerfully. It is of utmost importance that parents support the teacher and/or the administration in matters of discipline. While this entire handbook is designed to provide clarity to all involved, the administration reserves the right to discipline each case based on its unique and specific nature.

### Notification to Parents for Minor and Major Infractions

In cases of repeated minor infractions, a behavior report will be sent to parents before more formal measures are considered. This report, prepared by the teacher and/or the administration, will detail the observed behaviors, the corrective actions taken in class, and a warning that further consequences may be implemented if the behavior persists. This communication aims to maintain a partnership with parents to support the student's development and encourage improvement before taking more serious disciplinary steps.

### Behavior contract

Behavior contracts can be instituted at any time for serious infractions. The behavior contract will begin at a parent-teacher conference with an administrator. A behavior contract will be drafted with very clear expectations and consequences. It will be agreed upon and signed by the student, parent, and administrator. Failure to modify and improve behavior within the timeframe specified in the contract could result in expulsion.



## **Disciplinary Review Board**

A board composed of the school principal, a teacher, and a pastor will be convened to consider the matter and determine whether a student will be readmitted to AMIIS or expelled. All students who received an indefinite suspension pending expulsion must go through our disciplinary review board to be re-entered on probation. Anyone accepted into the school through the disciplinary review board will automatically be placed on probation.

## **Expulsion**

The disciplinary review board may decide on expulsion if repeated suspensions do not produce a change in the student's behavior or attitude.

## **Indefinite Suspension Pending Expulsion**

An indefinite suspension pending expulsion will be issued when warranted. These situations will be evaluated on a case-by-case basis. A suspension pending expulsion will give the student and family time to reflect and will give the administration time to determine the appropriate course of action. When a student receives an indefinite suspension pending expulsion, that student will be required to appear before the school's disciplinary review board.

## **Suspension**

Following a student's suspension, at least one parent must meet with a school administrator. Suspensions can be as short as one day or an indefinite number of days, with parental notification. Students can make up missed classwork if they serve a suspension, but they must have the work completed within one day of their return.

## **Major Offenses**

Violations will generally result in the following:

- 1st CER of infraction, administrative referral, subject to school suspension\*
- 2nd CER violation, administrative reference, subject to suspension of 1-5 days pending expulsion, Behavior Contract (CER - Council/Teach correct behavior/Restoration)

\*In certain cases, disciplinary action may result in an immediate suspension of 1-5 days and may lead to expulsion. AMIIS reserves the right to automatically suspend any student whose behavior or attitude disrupts the peace and culture of the school. Attendance at AMIIS is a privilege, not a right. Suspension pending expulsion will require the student to appear before the disciplinary review board before readmission.



## Middle School Merit and Demerit Policy

For the policies, please view the following document:

English: [☰ Merit and Demerit Policy](#)

Español: [☰ Merit and Demerit Policy](#)

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## Dress Code Policies and Procedures

Representing the school in a positive manner is expected in all areas of student life, including modesty in dress and grooming. Uniforms are a clear indication of a student's connection to the school. The uniform regulations in the handbook apply at all times, both on and off campus. It is the responsibility of parents and the school to instill this mindset in the student body. Uniforms are expected to be neat, clean, and in satisfactory condition. In addition to the guidelines in the handbook, any other attire or grooming patterns that cause distraction are unacceptable. The administration has the final authority on interpretations of the dress code.

### Prescribed Dress Requirements

Exclusive Uniforms is the contracted uniform provider for AMIIS. The prescribed dress code must be worn every school day. Students may not change into non-prescribed clothing while on school property unless directed by a teacher, coach, or administrator for a specific school-related activity.

Any combination of prescribed clothing is acceptable.

**Any student who does not comply with the uniform policy will not be allowed to enter the classroom. They must wait in the office until their uniform is brought to them.**

### Uniform Policy for All:

- **Shirts:** Students must wear a polo shirt with the school logo. PK-8 students are required to wear their polo shirts during school hours.
- **Trousers, Shorts or skirts/shorts:** They must be made of "khaki" type material and be beige or navy blue in color.
- **Physical Education:** You may wear your school PE t-shirt or polo shirt, with athletic pants or shorts of your choice. Girls may not wear tight/tight shorts or leggings, and shorts must reach the knees.
- **Jackets:** Any type of jacket is permitted, but it must be appropriate for the weather and must not have offensive images or words.



## **Uniform Guidelines for Children**

- Only navy blue and beige trousers or shorts are acceptable for grades pk-12.
- Trousers should not be too tight or too loose. This is at the discretion of management.
- Oversized belt buckles and studded belts are not allowed.

## **Uniform Guidelines for Girls**

- Only navy blue and beige pants or shorts are acceptable for grades pK-12.
- Trousers should not be tight, loose, or sagging. This is at the discretion of the administration. Shorts or trousers cannot be made of tight/tight Lycra, and shorts must reach the knees.
- Oversized belt buckles and studded belts are not permitted.

## **Skirt Shorts**

- AMIIS only accepts navy blue or beige shorts.
- Underwear will not be visible at any time.
- Skorts cannot be rolled up at the waist.
- All skorts must remain knee-length. If the administration determines that a student's clothing is too short, a dress code violation will be issued, and the student may be sent to the office to call their parents and bring them a change of clothes before being allowed to return to class.

## **Tights/Leggings**

- Leggings must not be neon-colored and must not have cutouts or sheer sections. Tights/leggings with colorful prints are not allowed.
- Tights/leggings may only be worn by girls, with the exception of sports tights, which may be worn by boys, but only under their prescribed physical education clothing.

## **Hair Guidelines**

- The hair should be clean and have a natural hair color.
- The hairstyle should not distract the individual or those around them. This includes drastic changes in hair color or style.
- Extreme hairstyles and hair accessories are not allowed, and will be left to the discretion of AMIIS management.

## **All Students**

- Only jewelry that complements the AMIIS uniform and is not distracting is permitted. Jewelry must not pose a danger while on the playground or during physical education.
- Only modest piercings in each ear will be acceptable for girls. Earrings must be of appropriate size and style and modest. Bars, plugs, and chains are not permitted. Final approval will be left to the discretion of AMIIS staff.



- No other visible body piercings are acceptable for girls or boys. This includes earrings used to keep piercings open.
- Visible tattoos of any kind are not allowed, including temporary henna tattoos.
- Hats must be clean and must not contain offensive or perverse words, logos, or designs. All hats must be removed upon entering a building.

### **Shoes**

- Shoes must always be worn on school property.
- Only closed-toe tennis shoes, sneakers, dress shoes, boots, and loafers are acceptable. Sandals, flip-flops, and slippers are not acceptable footwear for school.

## **Special Occasions**

### **Field trips**

For excursions, students must wear prescribed AMIIS clothing unless the approved permit states otherwise.

### **Days off from dressing**

On certain occasions, the administration determines non-uniform days. Students will be notified to dress according to the following guidelines:

1. The clothing should be clean, neat, modest, and tidy.
2. Clothing should not be excessively tight, loose, dirty, frayed, altered, or have holes above the knee.
3. Clothing must not be intimidating, suggestive, or alluding to any inappropriate matter. This will be at the administration's discretion.
4. Sleeveless shirts are not allowed.
5. When a student is standing with their arms at their sides, the bottom of their shorts should reach their fingertips or longer.
6. Skirts or dresses cannot be more than 1" above the knee
7. Shorts and skirts cannot be shorter than indicated above, even when worn with leggings underneath.

## **Code of Conduct for Parents and Guardians**

At our institution, we believe that a respectful and collaborative relationship between families and staff is essential for the success and well-being of our students. This Code of Conduct establishes expectations for all parents and guardians. **This Code applies only to conduct occurring on school**



property or in matters directly related to the school, including school-sponsored activities, field trips, and school-related communications (including digital communication).

## 1. Respect for Staff and the Educational Community

Parents and guardians are expected to:

- Treat all teachers, staff, students, and families with respect and courtesy.
- Use appropriate language in all forms of communication (verbal, written, or digital).
- Avoid aggressive, confrontational, or disrespectful behavior at all times.

## 2. Communication Guidelines

Parents and guardians agree to:

- Follow the established communication channels (Teacher → Assistant Principal → Principal).
- Express concerns in a calm and constructive manner.
- Request meetings in advance, avoiding interruptions during class time.
- Refrain from discussing conflicts in front of students.
- Avoid approaching teachers for extended conversations during arrival, dismissal, or supervision times.

## 3. Digital Communication and Social Media

Parents and guardians agree to:

- Communicate respectfully in messaging groups, emails, and social media.
- Avoid spreading rumors or unverified information.
- Refrain from posting complaints or conflicts involving students, families, or staff.
- Respect the confidentiality of students, families, and school personnel.

## 4. Conflict Resolution

In case of concerns or disagreements:

- Resolution through respectful dialogue is encouraged.
- The established chain of communication must be followed.



- Public criticism (including social media) that affects the educational community is discouraged.

“Therefore if your brother sins against you, go and tell him his fault between you and him alone...”  
*Matthew 18:15–16*

All matters should be addressed according to Matthew 18:15–16 mentioned above. If a situation arises between you and another parent, a teacher, or a staff member, you should first attempt to resolve it directly with that person. If it is not resolved, please schedule an appointment to meet with an administrator as soon as possible.

## 5. Support for Institutional Policies

Parents and guardians are expected to:

- Respect and support the school’s rules, policies, and disciplinary decisions.
- Reinforce appropriate values and behaviors at home.
- Collaborate with the school in monitoring their children’s behavioral and academic progress.

## 6. Safety and Appropriate Conduct

The school reserves the right to take immediate action in situations involving threats, harassment, intimidation, or behavior that compromises the safety or well-being of students, families, or staff.

## 7. Consequences for Non-Compliance

Failure to comply with this Code of Conduct may result in:

- Warnings or formal meetings with administration.
- Restrictions on access to school facilities.
- Review of the continuation of the family’s relationship with the school, which may include the student’s continued enrollment.

We value a strong partnership between home and school and appreciate your cooperation in maintaining a respectful and Christ-centered community.



## General Information

### **Birthday Parties (Elementary School)**

Students celebrating birthdays during the year may bring cupcakes, brownies, donuts, ice cream sandwiches, goody bags, etc. We require that all classmates be included in any celebration that takes place during the day. The celebration will take place during the last 15 minutes of school on Thursdays or Fridays. If invitations are being given out to a private party, we require that all students receive an invitation or that they be delivered outside of school.

### **Child Abuse Report**

Guatemala requires childcare providers and teachers to report any suspected incidents of child abuse or neglect. We are legally obligated to comply with these guidelines. View our Child Abuse Policy on our website for more information.

### **Campus Closed**

AMI International School is a closed campus during school hours. Students may not leave campus for any reason without specific written permission that includes an authorized parental signature or an authorized parent entering the school office to formally sign in for their student. Faculty and staff members may escort students off campus with parental permission. Parents must come to the school office and sign in for their child. We are a closed campus from 6:30 a.m. to 5:00 p.m. All visitors entering the school building must check in at the office and register before entering the school grounds. The secretary will direct you to the designated area. Visitors must wear a visitor pass. Only students who have never attended AMIIS and have a completed authorization form may "follow" an AMIIS student.

### **Court Orders**

AMIIS MUST maintain on file all current court orders related to custody, visitation, and/or parental rights with respect to AMIIS students. Both parents, regardless of which parent has custody, retain the right, by law, to access their child's school records regarding attendance and academic performance, unless otherwise stated in a court document. Proper identification must be presented before accessing the records. If a request for information is made by telephone, and AMIIS staff cannot verify the caller's identity as the parent they claim to be, then a written request for information, including identification verification (a copy of a current driver's license, social security card, or passport), will be required by the school before any information is released. Such a written request may be mailed or faxed to the school office. If a parent wishes to access the information in



person, they must notify the school office at least one day in advance, and an appointment will be scheduled to review the student's records.

For the well-being of our students, please understand that all AMIIS staff and policies must maintain complete neutrality regarding all custody claims, whether resolved or ongoing. At no time will AMIIS or its members provide supporting information requested by either parent or their attorney for use in custody proceedings to enhance or diminish either party's claim, unless subpoenaed by the courts. AMIIS will also not act as a liaison between parents and their children for the purpose of circumventing court orders. This includes, but is not limited to, the delivery of phone messages, notes, or cards. Our school's responsibility is to maintain a stable and appropriate learning environment at all times, under all circumstances, for the students entrusted to us, without taking sides or compromising the intentions and integrity of our purpose.

## **Curriculum**

When a student leaves AMIIS for any reason, the curriculum belongs to and remains with the school. Do not ask any teacher to provide you with textbooks or handouts.

## **Fireworks and Weapons**

Possession of any type of explosive or firearm may result in immediate suspension and referral to legal authorities as appropriate. Similarly, possession of knives, razors, or other weapons of the same nature will result in confiscation and may lead to the student's expulsion. The principal will consider expulsion from the school.

## **Lunch Orders**

All lunch orders must be placed directly with the vendor via WhatsApp. For more information, please contact the office. Students who do not order lunch on a particular day are responsible for bringing their own packed lunch, which does not require heating. Hot water pots or microwaves are not available for student use.

## **Medical Information**

All students entering the school must have a vaccination record from their doctor on file with the school. Students are required to have received age-appropriate vaccinations before the first day of school.

Each time a student receives an additional immunization, please submit a current immunization form for school records. AMIIS does not have a licensed nurse on staff. We ask that, if possible, all medications be administered at home. We understand, however, that there are situations and



conditions that require medication administration during school hours. We will only administer medications prescribed by a physician with a completed medication form available at the doctor's office.

Parents should not send a sick child to school. Illness is defined as having a fever of 37.8 degrees Celsius or higher (whether or not Tylenol lowers the fever, the child should not be at school) or a contagious illness that does not respond to antibiotics for 24 hours. If a child becomes ill during the day, parents will be notified to come to the school to pick up their child.

## **Parent-Teacher Conferences**

One of the strengths of a student's holistic education is the close cooperation between school and home. Both students and parents should feel free to meet with a teacher or teachers at any time. Formal conferences are scheduled before the end of each term. These conferences are mandatory for all grade levels. When parents wish to communicate directly with a teacher, they should call the school office and leave a message for the teacher, use the ClassDojo platform, or send an email. Please do not call the teacher at home regarding homework or conferences.

## **Parking lot**

No one may go to the parking lot between classes, or during recess or lunch without permission from the AMIIS office. Any student found in the parking lot without a pass will receive a referral from the office.

## **Drop-off and Pick-up Guidelines**

AMIIS staff have been instructed to load and unload students using the door closest to the curb. Please note that this procedure will be strictly enforced, so do not ask AMIIS staff to deviate from this rule. If a parent chooses not to allow us to do this from the curbside door, they simply need to park to pick up or drop off their child.

## **School Services**

Availability of Student Records: Permanent record files are intended to provide information that can be used to develop the best possible educational program for each student. A file contains information useful for counseling, designing individualized instructional programs, recommendations for advanced studies, job placement, and a variety of similar purposes. A parent or legal guardian has the right to inspect the student's cumulative record. The registrar will make an appointment if you wish to view your child's record.



## Technology Use Policy

Before working with technological devices, it is important to understand the responsibilities and standards of conduct required for their use. This includes:

- Respect for property: take care of the school and personal belongings.
- Good moral conduct: setting a godly example.

With regard to these standards, a student should not:

- Using technological equipment (that has not been previously authorized) without permission and without supervision from an AMIIS staff member.
- To start or visit accounts for private use or communication. This includes Yahoo, Skype, Facebook, etc.
- Accessing sites that the school would consider inappropriate (i.e., pornographic, illegal, obscene or objectionable material).
- Violating copyright or other intellectual property rights.
- Storing, using, distributing or copying software illegally.
- Transmit threatening, obscene, or offensive materials.
- Participating in electronic “bullying”, cyberbullying, or other forms of harassment, including abusive or aggressive language towards other students or staff.
- Gaining unauthorized access to any computer, information or communication device or resource, including, but not limited to, machines accessible via the Internet.
- To damage, modify or destroy the files, data, passwords, devices or resources of AMIIS, other users or third parties.
- To carry out any activity or request the performance of any activity that is prohibited by law.
- Using the service to interfere with or disrupt other users, services, or equipment on the network.
- Loading, attempting to load, or using unauthorized disks, programs, or files.
- Use the computer/internet for anything other than school assignments and projects.
- Sending or receiving emails, sending or replying to an instant message, or entering a chat room at any time while using school computers without the teacher's direct approval and supervision.
- Publishing personal contact information about yourself or others. This includes information such as: address, phone number, financial information, etc.

## Consequences

Failure to comply with the above school policies regarding computer use may result in:

- A reference to the director



- Suspension
- Loss or limited use of technological equipment.



## Physical Forms and Acknowledgments

The school may also use a digital form for acknowledgement and maintain these records electronically.



# Student & Parent Handbook Acknowledgment and Agreement

By signing below, we acknowledge that we have received and reviewed the **AMI International School Student & Parent Handbook**. We understand that the handbook contains important information regarding school policies, procedures, expectations, and guidelines for students and families.

We agree to read and follow the policies described in the handbook, including but not limited to expectations regarding student conduct, academic integrity, communication, financial responsibilities, attendance, and school safety.

We understand that these policies are designed to promote a safe, respectful, and effective learning environment for all students.

We acknowledge that:

- The school may update or modify policies when necessary.
- Families will be informed of significant changes when applicable.
- It is the responsibility of both parents/guardians and students to understand and follow school policies.

We also understand that failure to comply with school policies may result in disciplinary action in accordance with the procedures outlined in the handbook.

By signing below, we confirm that we have read, understood, and agree to abide by the policies outlined in the AMI International School Student & Parent Handbook.

## Student Information

Student Name(s): \_\_\_\_\_

Grade(s): \_\_\_\_\_

## Parent / Guardian Agreement

Parent/Guardian Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## REGULATIONS FOR THE 2026-2027 SCHOOL CYCLE NURSING CLINIC

We are writing to inform you of the current regulations for the school nursing clinic for the 2026-2027 school year, which establishes measures aimed at the well-being of the student community. Our primary commitment is the prevention and promotion of student health, in order to guarantee their complete physical and academic well-being.

### FUNCTIONS OF THE NURSING CLINIC

The actions that nursing staff can perform are the following:

- Provide nursing care to students.
- Attend to emergency situations and promptly notify parents or guardians.
- Coordinate with the parents or guardians the referral of the student to specialized medical care, when necessary.
- Promote health education and disease prevention among the student community.
- Administer medications only if they are provided by parents or guardians and have a valid medical prescription.

### IMPORTANT NOTE

If the student presents signs and symptoms of fever, the nursing staff will take the following actions:

1. Contact the parents or guardians immediately by message or call.
2. If communication with the parent or guardian is not possible, the student will be administered ACETAMINOPHEN (120mg/5ml) according to the child's body weight, following the protocols established by the Ministry of Public Health and Social Assistance (MSPAS) and the School Health program (Government Agreement 36-2024).
3. If the student's condition does not improve after the administration of acetaminophen or if complications arise, communication with the parents will be attempted again and the need for the student to leave the establishment will be evaluated.

**No medication will be administered for stomach aches, headaches, nausea, diarrhea, or any other symptoms unless you have a corresponding medical prescription and the treatment has been indicated by a health professional.**

We appreciate your understanding and cooperation.

PEM Kiara Oliva/ nursing AMI

I, \_\_\_\_\_ who identify myself with unique identification document \_\_\_\_\_ father/mother of \_\_\_\_\_, declare that I am aware that my child will NOT be administered any medication during school hours, unless it is necessary and provided by us from home and has the corresponding medical prescription.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## AMI International School Library Checkout Policy

Students at AMI International School have the privilege of borrowing books from the school library to take home and enjoy. Books may be checked out for **one week** and must be returned during the student's **next scheduled library class**.

If a book is not returned on time, the student will **not be permitted to check out additional books** until the overdue book has been returned.

In order for your child to participate in the **AMI Library Book Loan Program**, please review the following expectations together. In the event that a book is **lost or returned damaged**, the parent or guardian will be responsible for paying the replacement cost.

### Student Commitments

I agree to take care of the library books I borrow by following these guidelines:

- I will keep library books in a **separate plastic bag inside my backpack** to protect them from water, food, or damage.
- I will **return my books at the next library class**.
- I will keep my books in a **safe place**, away from pets and younger siblings. I will read my books with **clean hands** and keep them clean.
- I will keep my books **dry and away from water**.
- I will **not write on, tear, fold, or damage the pages** of library books.
- I understand that if a book is **lost or returned damaged**, I will be responsible for the replacement cost of **Q100 per book**.

### Parent/Guardian Commitment

I agree to help my child follow the **AMI Library Book Loan Program rules**. If my child's library books are **lost or returned damaged**, I agree to pay the **replacement cost of Q100 per book**.

Parent/Guardian Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_