

# School Board Handbook 2025-2026



**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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## Article I - Foundational Statements

### 1.1 Purpose

The purpose of AMI International School, a ministry of Acts Ministries International (AMI), shall be to educate children for life by providing them with a Christ-centered education where God’s word is studied, Christian character is developed, and academic excellence is pursued.

### 1.2 Vision Statement

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.

### 1.3 Mission Statement

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

### 1.4 Christian School Philosophy

AMIIS’ approach to education is holistic and Christ-centered, grounded in a strong biblical worldview that informs both academic instruction and character formation. Our philosophy emphasizes the integral development of each student—intellectual, spiritual, emotional, social, and physical—recognizing that meaningful education extends beyond academic achievement alone.

AMIIS also incorporates principles of student-centered learning and differentiated instruction, recognizing that students learn in diverse ways and at varying paces. Instruction is designed to meet individual needs while maintaining high expectations, allowing students to demonstrate learning through multiple pathways. Social-emotional learning (SEL) is intentionally integrated into daily practice, supporting emotional maturity, self-awareness, empathy, and healthy relationships.

As a dual immersion school, AMIIS intentionally integrates English and Spanish instruction to promote bilingualism, biliteracy, and cross-cultural understanding. Language development is viewed as both an academic skill and a means of relationship-building and service. Instructional



practices support equitable access to learning for all students through differentiated strategies, intentional language scaffolding, and authentic opportunities for communication in both languages. Through this model, students are equipped to engage confidently in a global and multicultural context, steward their linguistic gifts responsibly, and serve their communities with competence, compassion, and faith.

## **1.5 Review of Philosophy**

The philosophy of Christian Education for AMI International School shall be made available to each staff member and parents of students in the school and shall be reviewed at least annually by every staff and school board member.

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# **Article II - Statement of Faith & Core Values**

## **2.1 Statement of Faith**

### **1. Holy Bible**

Only the Bible is the inspired Word of God. It alone is the final authority in faith and deeds (II Timothy 3:16; II Peter 1:20-21; Proverbs 30:5; Romans 16:25-26).

### **2. Trinity**

There is one God, eternally existent in three persons: Father, Son and Holy Spirit. These three are coequal and co-eternal (I John 5:7; Genesis 1:26; Matthew 3:16-17, 28:19; Luke 1:35; Isaiah 9:6; Hebrews 3:7-11).

### **3. Jesus Christ**

Jesus Christ is God the Son, the second person of the Trinity. On earth, Jesus was 100% God and 100% man. He is the only man ever to have lived a sinless life. He was born of a virgin, lived a sinless life, performed miracles, died on the cross for mankind and thus, atoned for our sins through the shedding of His blood. He rose from the dead on the third day according to the Scriptures, ascended to the right hand of the Father, and will return again in power and glory. (John 1:1,14, 20:28; I Timothy 3:16; Isaiah 9:6; Philippians 2:5-6; I Timothy 2:5).

### **4. Virgin Birth**

Jesus Christ was conceived by God the Father, through the Holy Spirit (the third person of the Trinity) in the virgin Mary's womb; 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).



## **5. Redemption**

Man was created good and upright, but by voluntary transgression he fell; his only hope of redemption is in Jesus Christ, the Son of God (Gen. 1:26-31, 3:1-7; Romans 5:12-21).

## **6. Regeneration**

For anyone to know God, regeneration by the Holy Spirit is absolutely essential (John 6:44, 65).

## **7. Salvation**

We are saved by grace (which is undeserved and unearned) through faith in Jesus Christ, His death, burial, and resurrection. Salvation is a gift from God, not a result of our good works or of any human efforts (Ephesians 2:8-9; Galatians 2:16, 3:8; Titus 3:5; Romans 10:9-10; Acts 16:31; Hebrews 9:22).

## **8. Repentance**

The commitment to turn away from sin in every area of our lives and to follow Christ, which allows us to receive His redemption and to be regenerated by the Holy Spirit. Thus, through repentance we receive forgiveness of sins and appropriate salvation (Acts 2:21, 3:19; I John 1:9).

## **9. Sanctification**

The ongoing process of yielding to God in order to complete the development of Christ's character in us. It is through the present ministry of the Holy Spirit that the Christian is enabled to live a godly life (I Thessalonians 4:3, 5:23; II Corinthians 3:18, 6:14-18, II Thessalonians 2:1-3, Romans 8:29, 12:1-2, Hebrews 2:11).

## **10. Jesus' Blood**

The Blood that Jesus Christ shed on the Cross of Calvary was sinless and is 100% sufficient to cleanse mankind of all sin. Jesus allowed Himself to be punished for our sinfulness and the specific sins we have committed, enabling all those who believe to be free from the penalty of sin, which is death (I John 1:7; Revelation 1:5, 5:9; Colossians 1:20; Romans 3:10-12, 23, 5:9; John 1:29).

## **11. Jesus Christ Indwells All Believers**

Christians are people who have invited the Lord Jesus Christ to come and live inside them by His Holy Spirit. They are putting their trust in what Jesus accomplished for them when He died, was buried, and rose again from the dead (John 1:12; John 14:17, 23; John 15:4; Romans 8:11; Revelations 3:20).

## **12. 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 whole 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).



### 13. The Gifts of the Holy Spirit

The Holy Spirit is manifested through a variety of spiritual gifts to build and sanctify the church, demonstrate the validity of the resurrection, and confirm the power of the Gospel. The Bible lists of these gifts are not necessarily exhaustive, and the gifts may 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 the Scriptures and should never be used in violation of biblical parameters. (Hebrews 2:4; Romans 1:11, 12:4-8; Ephesians 4:16; II Timothy 1:5-16, 4:14; I Corinthians 12:1-31, 14:1-40; I Peter 4:10).

### 14. The Church

The church is the Body of Christ, the habitation of God through the Spirit, with divine appointments for the fulfillment of Jesus' great commission. Every person who is 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).

### 15. Two Sacraments

**Water Baptism:** Following faith in the Lord Jesus Christ, the new convert is commanded by the Word of God 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 time 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; I Corinthians 10:16, 11:23-25).

### 16. Healing of the Sick

Healing of the sick is illustrated in the life and ministry of Jesus, and included in the commission of Jesus to His disciples. It is given as a sign which is to follow believers. It is also a 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; I Corinthians 12:9, 28; Romans 11:29).

### 17. God's Will for Provision

It is the Father's will for believers to become whole. But because of the fall, many may not receive the full benefits of God's will while on Earth; yet they can still fully trust in Christ alone for His work of salvation and serve Him faithfully regardless of the circumstances in life. That fact, though, should never prevent all believers from seeking the full benefits of Christ's provision in order 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; I 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).

### **18. Resurrection**

Jesus Christ was physically resurrected from the dead in a glorified body three days after His death on the cross. In addition, both the saved and the lost will be resurrected; they that are saved to the resurrection of life and they that are lost to the resurrection of eternal damnation (Luke 24:16, 36, 39; John 2:19-21, 20:26-28, 21:4; Acts 24:15; I Corinthians 15:42, 44; Philippians 1:21-23, 3:21).

### **19. Heaven**

Heaven is the eternal dwelling place 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; I Peter 1:4).

### **20. Hell**

After living one life on earth, the 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).

### **21. Second Coming**

Jesus Christ will physically and visibly return to earth for the second time to establish His Kingdom. This will occur at a date undisclosed by the Scriptures (Matthew 24:30, 26:63-64; Acts 1:9-11; I Thessalonians 4:15-17; II Thessalonians 1:7-8; Revelation 1:7).

## **2.2 Notice of Nondiscrimination**

AMIIS, admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, and athletic and other school-administered programs.

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## **Article III - Governance & School Board**

### **3.1 School Board Overview**

#### **Nomination & Election**

A Board member, General Director, or AMI Leadership presents a name for consideration as a Board member to the School Board.



AMI Leadership (Acts Ministries International) will propose a standing committee of the church to be known as the School Board. The School Board shall consist of five to nine members of AMI Churches who will serve five-year terms. The School Board shall be nominated by a member of AMI Leadership and approved by AMI Leadership at a regularly scheduled business meeting.

### **Line of Authority**

There shall be only one official line of authority which will flow from the Board, through the Chairman, to the General Director who is charged with the responsibility for properly conveying the decisions and actions of the Board to the staff, faculty, students, and parents as is appropriate. The General Director has a place of direct-line authority under the Board and advisory capacity to those committees and/or sub-committees to which he is assigned or appointed.

### **Responsibilities**

The School Board shall be responsible for:

- Establishing school policy. The General Director shall implement this policy and be responsible for the daily operation of the school.
- Hiring for the position of the General Director
- Supervising the General Director including performing an annual review of his performance.
- Approve an annual budget, tuition and fees.
- Long-range planning.

## **3.2 Composition of the Board**

The School Board is composed of individuals who demonstrate Christian character, professional competence, and a commitment to the mission of AMI International School.

## **3.3 Board Officers and Positions**

The Board shall include the following officer positions:

### **1. Chair (President)**

The Chair provides leadership to the Board and ensures effective governance.

Responsibilities include:

- Presiding over Board meetings
- Setting meeting agendas in collaboration with the School Director/Principal
- Ensuring the Board fulfills its governance responsibilities
- Serving as the primary liaison between the Board and the School Director/Principal
- Promoting unity, prayerful discernment, and mission alignment



## **2. Vice Chair**

Supports the Chair and assumes responsibilities in the Chair's absence.

Responsibilities include:

- Assisting the Chair as needed
- Supporting Board development and continuity
- Assuming the role of Chair when the Chair is unavailable
- The Chair provides leadership to the Board and ensures effective governance.

## **3. Secretary**

The Secretary ensures accurate documentation and recordkeeping of Board activities.

Responsibilities include:

- Recording and maintaining minutes of Board meetings
- Ensuring proper documentation of policies, resolutions, and decisions
- Maintaining official Board records in accordance with school policy

## **4. Treasurer**

The Treasurer provides financial oversight and accountability.

Responsibilities include:

Overseeing the financial health of the school at the governance level

- Reviewing budgets, financial reports, and audits
- Reporting financial matters to the Board
- Supporting transparency and stewardship of resources

## **5. Members-at-Large**

Members-at-Large contribute to Board discussions and decision-making without holding a specific officer role.

Responsibilities include:

- Participating actively in Board meetings and committees
- Offering expertise and counsel in support of the school's mission
- Upholding Board decisions and policies

## **3.3 Employee Eligibility**

No full-time teacher or staff member employed by the school shall be eligible to serve on the School Board. Board members with a member of the immediate family employed by the school shall abstain from voting on any issue directly involving the family member.



### **3.4 Responsibilities Outside of Board Meetings**

The authority of the Board is corporate, with individual members having responsibilities only as authorized by the Board as a whole.

### **3.5 Qualifications for Serving on the School Board**

1. Board members acknowledge the Lordship and sovereignty of Christ.
2. Board members realize that nothing can be accomplished apart from the work of the Holy Spirit.
3. Board members have a Christ-centered focus with the desire to bring honor and glory to Christ through all that is said and done.
4. Board members are mature Christians who grow daily in their personal relationship with Christ.
5. Board members are members of an Acts Ministries International Church.
6. Board members are godly role models in the performance of their board duties and decisions.
7. Board members view their service on the school board as a ministry and a calling from God.
8. Board members believe in the power of prayer and are exemplary in their commitment to pray for the school, leadership, faculty and students.
9. Board members understand and are committed to a biblical worldview and a Christian philosophy of education.
10. Board members balance their work with their spiritual lives and home responsibilities and have the same expectations for the staff.
11. Board members follow the Matthew 18 principle in dealing with students, parents, administration, and staff.

### **3.6 Board Member Annual Affirmation of Service**

1. I continue to fully support the mission, vision, and core values of AMI International School.
2. I am able to fully support, without reservation, the leadership of AMI International School Board, and the General Director.
3. I agree to be a positive role model of the school and actively promote the school in the community.
4. I will enroll my own children in AMI International School, if eligible to attend.
5. I unconditionally agree with the AMI Statement of Faith
6. If anything should occur during the year which would not allow me to keep these intentions of being a positive contributor to our board, I will take the initiative to talk to the officers



about a voluntary resignation to allow another to serve who is able to meet these common expectations of the board.

7. I agree that matters discussed at board meetings are entirely confidential and are not to be discussed with those outside of the board.

### **3.7 Terms of Board Members**

Each member of the School Board shall serve on the board until they choose to resign or are asked to resign by request of AMI Leadership. Each member of the school board may be reviewed at the end of five years and go before AMI Leadership for re-election.

### **3.8 Removal of Board Members**

*"How good and pleasant it is when brothers live together in unity!" Psalm 133:1*

A member of the School Board may be removed for a violation of a Biblical principle after following Matthew 18 by a unanimous vote of the total membership of the School Board, with that member abstaining.

In the event a member can no longer perform the duties of a board member, the member's written resignation may be submitted to the Board.

### **3.9 Compensation and Reimbursement of Board Members**

Members of the School Board shall receive no compensation for their services as a member or officer of the School Board. The board may authorize the reimbursement of expenses for members incurred in the performance of official functions for the School Board.

### **3.10 Conflict of Interest**

No board member(s) shall perform labor or services or furnish equipment and/or supplies for which financial remuneration is made without prior knowledge of the board. The following guidelines shall be followed concerning the matter of conflict in interest:

1. When any matter involving financial consideration comes before the Board for consideration and one (1) or more Board members discover they have a personal interest either directly or remotely related, said Board member(s) shall declare this interest to other members of the Board.
2. In addition thereto, a member(s) shall refrain from participating in the matter of business being considered to the extent of nonparticipation in discussion concerning said business, abstain from voting, or retire from the meeting in case a majority of the remaining Board members consider this to be the most ethical procedure to follow.



3. Nothing in this policy shall deprive a duly elected Board member of the right to exercise his/her legal right to vote on any matter before the Board except in those instances in which he/she has some personal interest which could be construed to be in conflict with general school interest.
4. Each member shall have the right and responsibility to declare any personal interest in any item of business under consideration by the Board and shall be obligated to abide by the majority judgment of the others members of the Board as to whether the extent of personal interest shall disqualify the members from deliberative and voting privileges in consideration of this particular matter.

### **3.11 School Board Agendas**

The General Director shall prepare the agenda for all Board meetings. Items of business may be suggested by any Board member or by the administration of the school for inclusion on the agenda.

Items of business may not be suggested from the floor for discussion and/or action at the same meeting until all business scheduled on the agenda has been completed, and then only at the discretion of the Chairman or the majority vote of the Board members present.

The agenda and supporting materials shall be distributed to Board members prior to the next scheduled meeting.

### **3.12 School Board Meetings**

Regular meetings of the board will be held every 3 months. Special board meetings may be called by the Chairman of the Board upon his decision that such a meeting is warranted. Need for special meetings may be presented to the Chairman by any other board member or the General Director. The Chairman will take the matter under advisement and make a decision as to whether there is sufficient need to schedule a special meeting. If possible, special meetings should be announced two weeks in advance. Minutes from the preceding regular meeting will not necessarily be available prior to the special meeting, unless so specified by the Chairman. Financial decisions will be reviewed at the following regular meeting.

The board secretary will be expected to attend all special meetings and record official board minutes. If the secretary is unable to attend a special meeting the Chairman should appoint a substitute secretary.



### **3.13 Quorum and Voting Procedures**

A majority of the members of the Board shall constitute a quorum for the legal transaction of business for the school.

Voting shall be by voice vote, show of hands, or written ballot as directed by the Chairman, or as determined by a majority vote of the Board. The number of "Ayes" and "Nos" on each motion shall be recorded in the minutes and, upon request of a member's vote, or failure to vote, shall be made a matter of record in the minutes of the meeting. All members should vote, or officially abstain, on each motion. The Chairman shall have a vote on each motion and shall not necessarily vote just in case of a tie vote.

A quorum being present, a majority vote of those present is required to enact or defeat any proposition, except a proposition to amend a standing policy or rule of the Board which shall require a majority vote.

### **3.14 Minutes**

The Secretary of the Board or a representative shall carefully record action by the School Board and when officially approved by the Board these minutes shall serve as a legal record of actions taken by the Board.

The recorded minutes of the School Board shall be retained on file in the office of the General Director and shall be available for reasonable inspection during regular hours by members of the Board and such other persons approved by the Board.

### **3.15 Board-General Director Relations**

The School Board believes that the legislation of policies is the most important function of a school board and that the execution of the policies should be the function of the General Director.

Delegation by the Board of authority to the General Director provides freedom for the General Director to manage the schools within the Board's policies, and allows the Board to devote its time to policy making and appraisal functions.

The Board holds the General Director responsible for carrying out its policies within established guidelines and for keeping the Board informed about school operations.

### **3.16 Community Relations**

The school-community relations program shall be such that the community is fully informed about the educational program, the strengths and needs of the school, and the services, which are



available to the school community. An informed citizenry is essential for complete cooperation and support.

### **3.17 Availability of Board Policies**

The Manual of AMI International School's Board Policies shall be kept digitally with access provided to the School Board, General Director and Administrative staff. It shall be available upon request of AMI International School's parents and AMI International School's personnel.

### **3.18 Coordination of Policies**

When possible the AMIIS professional staff shall be counseled in the formulation and implementation of the school policies and procedures. Those policies that affect teachers and educational programs shall be transmitted to the teachers with pertinent interpretation and supplemented with discussion and reference handbooks.

### **3.19 Five Year Study**

All major phases of the school's program, including school philosophy, mission, vision, and expected student outcomes shall be carefully studied and evaluated at least once every five years. The results of such studies shall be used to implement improvements.

### **3.20 Written Policy System**

The school program shall be operated in all areas according to written policies.

Written policies shall consist of several forms and types, but in general shall be classified as follows:

Board Policies shall consist of written statements officially adopted by the School Board to govern its own operation and to serve as guides for administrative action. These statements should be specific enough to give clear direction and guidance to the General Director and staff, but broad enough to allow for the use of administrative skill and discretion in making decisions. Board Policies, in statement form, should be developed and revised as needed to establish stability in Board operations and should serve to prevent indecisive and incorrect behavior.

The General Director should further develop the written policy system of operation by expressing directions to the staff in the form of written statements called Administrative Procedures. These statements should come within the boundaries of policies of the Board, statutes of Guatemala, regulations of the Accrediting Association and should be developed by the General Director to design and implement plans and procedures to achieve goals and objectives of the school system.



### 3.21 Parent-Teacher Organization

A parent organization is to be established to improve the relationship between AMIIS families and the school.

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## Article IV - Financial Policies

AMIIS is God's work. The school is a ministry of Acts Ministries International. It is an educational ministry for the Lord and is an important part of the Lord's work. The principles of giving to the Lord apply to giving to the Christian school for the Lord's work of training God's children.

### 4.1 Fundraising Policies

1. We will begin by asking God (pray) and communicating the school's need to the people. We want to concentrate our energy and our planning into effective communication of our ministry with regular appeals for support. We will strive to broaden the number of people who may have an interest in our ministry.
2. Our request for support will be directed to the school family as well as foundations, corporations, organizations or philanthropic individuals that support independent education. We will not sell any products or appeal for support on a door-to-door basis.
3. Organizations or classes within the school may conduct various minor fundraising projects to raise funds for their organization for some specific purpose. Each organization is responsible for organization, promotion, etc.
  - a. Promotion of these projects should be such that they do not interfere with regular giving to the school and church.
  - b. Fundraising projects must be coordinated and approved by the General Director.
4. Combining Community Service with Fundraising. Projects that provide a service to the community may also involve an appeal for support. For example, it would be possible to approach businessmen for support when we are going to clean up the trash on the beach. This solicitation should be a low-key style.
5. We will decline donations that have conditions attached which are inconsistent with the Christian faith and/or the school's values.

The Lord's work should be done in the Lord's way. We will emphasize (1) prayer, (2) faithful, general, sacrificial giving by the Lord's people, (3) regular, effective communication of what God is doing at AMI International School



## **4.2 Investments**

Available funds (tuition, gifts, etc.) shall be invested in accounts, certificates of deposit or securities, which minimize risk and provide a reasonable rate of return. Investments in stocks, bonds and mutual funds (other than money market accounts) in excess of \$50,000 should be approved annually by the Board.

## **4.3 Books of Record and Financial Statements**

The financial transactions of the school shall be recorded on a monthly basis in the books of record. Said books shall include at minimum a cash receipts and disbursements journal, general journal entries, and a general ledger, consisting of all the financial accounts of the school. The Business Administrator or his designate shall reconcile the bank statements(s) monthly. The Bookkeeper shall post all monthly entries in the books of record. The Business Administrator provides the financial statements each month for the regularly scheduled School Board meeting.

## **4.4 Long-Term Debt**

AMI Leadership approval is required to incur long-term debt.

## **4.5 Facilities Use Policy**

AMIIS' facilities are a gift from the Lord, and the school intends to be a good steward of that gift. The following guidelines must be adhered to:

Any school organization desiring use of a facility must receive prior permission from the General Director or the Business Administrator.

## **4.6 Receipts and Disbursements**

All receipts of the school shall be documented and deposited on a daily basis by the Bookkeeper. Appropriate checks and balances (internal control) shall be enforced to minimize the chance of a misappropriation of funds. All deposit slips shall be in sufficient detail so as to document the source of the funds.

All disbursement for the school accounts shall be supported by appropriate documentation substantiating the amount of the expenditure, purpose, approval, and receipt of the goods and/or services. The expenditures must be approved by the Business General Director.

## **4.7 Checking and Other School Accounts**

Each school account shall be authorized by the School Board. This includes checking accounts, savings accounts, certificates of deposit and "special" accounts such as scholarship and



endowment type accounts. The School Board will formally approve the authorized signers on the accounts of the school.

## **4.8 Budgetary Process**

The AMIIS overall financial program for each school year is developed and implemented primarily through the budgetary process. The Business Administrator is responsible for developing the annual school budget and submitting it to the full School Board, which is responsible for approving the budget. Upon approval of the budget, the General Director is responsible for its implementation and administration through suitable control of purchase orders, issuance of contracts and related instruments of financial allocations, and authorizations for payment.

## **4.9 Financial Policy (Budget)**

This policy outlines the procedures by which AMIIS general fund monies are planned and disbursed. All receipts and disbursements will be accounted for in the general fund account. Accounting for these funds will be reported monthly to the Board. The procedures listed below outline the guidelines by which monies are handled and accounted for.

### **Budget Approval**

1. The Business Administrator initiates a zero-base operating budget draft for each school year (July 1 - June 30) with the consultation of various staff/faculty members.
2. The Business Administrator will make an operating budget recommendation to the School Board by March 30 for the succeeding school year.

### **Budget Administration**

Day to day administration of the budget is the responsibility of the Business Administrator. The Business Administrator has the authority to reallocate the budget expenditures provided that total expenditures do not exceed the amount approved by the Board.

School groups such as classes, choir, band, and athletics may spend funds raised for their respective activities, subject to review of the Business Administrator.

## **4.10 Purchases**

All purchases will be in accordance with accounting policies adopted by the Business Administrator. At a minimum these procedures should assure expenditures are properly authorized in accordance with the budget.



#### **4.11 Petty Cash**

Petty cash of up to \$250.00 shall be kept in a secure location. All receipts shall be affixed to the petty cash voucher that must be properly filled out and signed by both parties. All vouchers and receipts are to be stapled together and shall be kept in the petty cash box.

As needed, but not less than monthly, an accounting shall be made and recorded in the petty cash accounting books. All purchases from petty cash shall be for items less than \$25.00. Any purchases over that amount shall have a purchase request.

#### **4.12 Fiscal Year**

The fiscal year for AMI International School is from July 1 to June 30.

#### **4.13 Registration Fee**

Registration fees are payable annually and are non-refundable.

#### **4.14 Monthly Tuition Fee**

Monthly tuition is charged to cover all operating expenses

#### **4.15 Book and Activities Fee**

A Book and Activities fee will be charged annually.

#### **4.16 Tuition Philosophy**

It is AMIIS policy to charge a tuition rate that will cover operating expenses each year.

#### **4.17 Faculty Discounts**

Full time faculty, staff and AMI staff shall receive a fifty percent discount on monthly tuition related to enrollment for any and all children attending AMI International School. This does not apply to enrollment fees which will need to be paid in full.

Full time faculty, staff and AMIIS staff that are designated as “missionaries” and do not receive compensation from the school for their work, shall receive a one hundred percent discount on tuition and registration/ re-enrollment fees related to enrollment for any and all children attending AMI International School.

Part time faculty, administrative staff staff shall receive a twenty-five percent discount on tuition and registration/ re-enrollment fees related to enrollment for any and all children attending AMI International School.



#### **4.18 Delinquent Accounts**

If an account is past due for more than thirty (30) calendar days, the parent will be asked to remove the student from the school unless adequate arrangements have been made with the business office.

#### **4.19 Compensation Philosophy**

Compensation is based on educational responsibility, educational experience, number of years at AMIIS, and merit.

#### **4.20 Payroll**

Employees shall be paid monthly, every two weeks based or weekly upon the AMIIS payroll schedule. Teachers are paid on a ten or twelve-month basis.

#### **4.21 Salary Schedule**

*"A laborer is worthy of his reward." | Timothy 5:18*

A Christian institution owes its employees the very best remuneration that it can afford to pay. The School Board shall annually review and adopt a salary schedule.

#### **4.22 Social Security and Workers' Compensation**

The school complies with the laws of Guatemala by providing Social Security (IGSS) and Workers' Compensation benefits to all local staff members

#### **4.23 Contracting of Extracurricular Personnel**

The School Board of AMIIS authorizes the General Director to put under contract those who are not members of the faculty or administration, but who will be involved in extracurricular activities, such as coaching, drama productions, musicals, etc. These personnel must adhere to all personnel policies and procedures inherent with any person employed by AMIIS.

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## **Article V - Personnel Policies**

### **5.1 Non-Discriminatory Hiring Policy**

AMIIS admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its



educational policies, admissions policies, tuition assistance programs, athletic and other school-administered programs, nor in the hiring of faculty or administrative staff.

## **5.2 Recruitment and Selection**

All applicants must complete an application stating their background of training and experience in addition to personal and professional references.

## **5.3 Responsibilities in the Employment Process**

The General Director officially employs all personnel for AMIIS.

## **5.4 Contracts of Employment**

All teachers and full-time staff of AMIIS must have a contract that has been executed by the General Director.

## **5.5 Corrective/Termination Procedures**

The General Director should set appropriate policies for correction and termination procedures. Written records of all actions should be kept in the employee's file.

## **5.6 Conflict Resolution**

If a fellow employee offends you, go and speak to him in private regarding the matter before you speak to anyone else. If the conflict is resolved at this level you have strengthened a relationship. If the two of you are not able to resolve the conflict you should invite the General Director to meet with the two of you to mediate the conflict. This should be done confidentially and in private.

Please note that this Biblical model of conflict resolution (Matthew 18:15-17) involves only those people directly associated with or responsible for those involved in the conflict. Those who fail to follow this process by listening to the complainer without the third person present or complain to another without the third person present are in violation of school policy and Biblical guidelines.

## **5.7 Resignation and Abandonment of Contract**

If it should become apparent that an employee under contract shall not be able to complete their contract or be able to accept one for the following year, a written letter of resignation shall be submitted to the General Director.



## **5.8 Remuneration of Those Who Resign or are Dismissed**

If the employee resigns or is terminated during the period of service covered by this contract, payment shall be made of that proportionate part of the annual salary, which the number of days of actual duty bears to the number of days covered by the contract. All fringe benefits would end on the last day of employment. All of the employer's property in the employee's custody must be returned before he/she is entitled to final payment of any amount due upon separation.

## **5.9 Teacher Evaluations**

The Principal or General Director shall conduct at least one formal evaluation of classroom supervision for every teacher every year. There will be a conference after each end of the year evaluation. The teacher will receive a copy of the evaluation for their files and the school will keep one.

## **5.10 Non-Teaching Staff Evaluations**

All non-teaching employees will receive an annual evaluation by their supervisor.

## **5.11 Assignment and Placement**

All school personnel shall be assigned working positions by the General Director. Assignment shall be based on the needs of the school as required. Requests for specific assignment or reassignment shall be granted if the assignment or reassignment will enhance the effectiveness of the school.

## **5.12 Employee Dress Code**

The employee dress code shall stress professionalism and modesty. The School Board and General Director will determine the dress code for all faculty and staff.

## **5.13 Teacher Ethics and Conduct**

Employees are expected to act professionally and ethically in discussing issues involving students, school employees, school policies and procedures and other matters relating to school affairs. Discretion and confidentiality are expected. School matters should be discussed only with those directly involved or needing to know.

## **5.14 Biblical Integration**

All teachers are expected to integrate Biblical principles with their teaching in Language Arts, Science, History, Social Studies, Math, Art, Music, Physical Education and any other subject taught at AMI International School. All subjects are to be taught in a manner consistent with Scripture.



## **5.15 Harassment of Employees or Students**

Harassment of any kind including sexual harassment is not permissible. No employee shall harass another employee or student in reference to sexual relations. Any harassment must be reported immediately to the General Director (or to Board Chairman if the General Director is involved).

## **5.16 Child Abuse and Neglect**

If there is any known or suspected abuse or neglect by an adult of a child attending AMI International School, the teacher and the General Director has a duty by law to report the knowledge or suspicion to the appropriate state agency. This is the case whether the suspected abuse or neglect occurs on or off the school premises.

View our Child Abuse Policy on our website for more information.

## **5.17 Disciplinary Policy Statement**

All school employees are required to abide by the school's discipline policies in the teacher handbook and student handbook.

View our Student & Parent Handbook on our website for more information.

## **5.18 Corporal Punishment**

No employee at AMI International School shall use corporal discipline with students.

## **5.19 Role Model Policy**

Employees will manifest by precept and example the highest Christian virtue and personal decorum, serving as a Christian role model (1 Timothy 4:12) both in and out of school to pupils (Luke 6:40), and as an example to parents and fellow employees in judgment, dignity, respect, and Christian living. This includes, but is not limited to, the refraining from such activities as the use of tobacco, illicit drugs, vulgar profane language and excessive use of alcohol. (Col 3:17; Titus 2:7-8; I Thess. 2:10; I Thess. 5:18, 22-23; James 3:17-18).