



PARENT AND STUDENT MANUAL

GRADES FROM Pre-Kindergarten-7th

*Train up a child to follow the right path, and when
he grows old he will not depart from it.*

Proverbs 22:6

2025-2026

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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 2020-2021 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. 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.

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LETTER FROM THE EDITOR

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. 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 accreditation from the Association of Christian International Schools (ACSI) and the Middle States Association of Colleges and Schools Commissions on Elementary and Secondary Schools (MSA-CESS). Our goal is to graduate all students with an ACSI- and MSA-CESS-accredited diploma to ensure they are receiving 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 parental support for AMIIS's vision and mission.

All students must have a desire to attend AMIIS and accept 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.

POLICY CHANGES

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 will be expected of all students who participate in extracurricular activities.
- Throughout the year, there may be several activities in which the administration will use school transportation to transport students to an extracurricular activity. 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 and 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 formed 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. Students, both students and adults, to follow their calling and purpose in life, to think critically about the world around them, and to collectively redeem the world for Christ. • "I am being formed 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, faculty, 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 athletics, 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).

LEARNING OBJECTIVES AT THE SCHOOL LEVEL

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)

1. Explore the gospel and the character of Jesus Christ.
2. Study the Bible and memorize the scriptures at your level.
3. Demonstrate your love for Jesus through service, worship, and communication
their faith.

II. Academic Superiority (2 Timothy 2:15)

1. Discover how God's Truth permeates all matters and articulates a biblical worldview.
2. To read well, write well, and think well according to the standards of each subject and level of degree.
3. Progress towards graduation and ultimately be academically prepared for the universities or vocations of their choice.

III. Servant Leadership (Matthew 20:26)

1. Develop character and discipline through participation in missions, community activities, performing arts and/or athletics.
2. Demonstrate servant leadership through student-led activities, events, and/or service projects.
3. To contemplate Christ's model of leadership and love for staff and emulate these traits through mentoring, discipleship, and exhortation.

DECLARATION 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 (II Timothy 3:16; II 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 100% God and 100% 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 voluntary 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:** For anyone to know God, regeneration by the Spirit Holy 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, which allows 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).

- **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 used 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 spiritual gifts in their lives. These gifts always operate in harmony with Scripture and should never be used in violation of biblical principles. (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 He 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 all the benefits of Christ's provision to better serve others. • Spiritual (John 3:3-11; 2 Corinthians 5:17-21; Romans 10:9-10). • Mental and emotional (2 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; 2 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 home 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 through a second time to establish his Kingdom. This will occur on a date not revealed by the Scriptures (Matthew 24:30, 26:63-64; Acts 1:9-11; 1 Thessalonians 4:15-17; 2 Thessalonians 1:7-8; Revelation 1:7).

ACADEMIC POLICIES AND PROCEDURES

PRIMARY school

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 a concrete, identified 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 are assessed twice a year during both semesters. The first semester concludes with a parent conference, followed throughout the year by two report cards at the end of each semester. 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: The
4	student consistently demonstrates this skill.
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 for Grade K-5:

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

Academic Standard K-5 Grade:

Scale of Qualification	Scale of Progress	Descriptive progress
4	Advanced	The student consistently demonstrates independent mastery of this grade standard and works above this grade standard level . 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 grade-level standard/expectation. This is the goal for this grade and it's something to celebrate! _____
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. The student continues to work toward understanding this standard.
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. A conference may be necessary.
(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 semester and at the end of the awards assembly for the second semester.

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 semester to those students with perfect attendance. The student must not have any absence/tardiness marks for the semester 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-7, approximately 10-15 minutes per grade level in addition to nighttime reading time.

Example: 3rd grade = 30-45 minutes. Math class is the only exception, as consistent practice and repetition have been shown to increase retention and success. Homework is the student's responsibility. The quality of the homework is often a reflection of the student's attitude toward school and learning. Parents can help their children develop these attitudes by:

- Provide specific times each day for working on assignments.
- Provide a designated workspace.
- Help organize the student's notebook.

Promote time management practices for completing

assignments while managing extracurricular activities and family commitments.

- Ensure assignments are completed and clearly mark where the child can find them in their notebook for submission.

ACCOUNTING

TUITION AND FEES PAYMENT PLAN

Monthly Plan: The monthly fee is Q700 for Pre-Kindergarten and Q750 for grades 1-7. Monthly payments must be made within the first five business days of each month. Ten payments are due per year (August to May).

Semi-annual plan: If you choose this option, you will receive a 2% discount off the annual cost and will need to 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 on the annual cost, and you must 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 Q4,000 for Pre-Kindergarten and Kindergarten and Q3,500 for grades 1-7. The entire registration fee and supplies fee must be paid by June 1, 2025.

Payments – Deposits at BAM (Banco Agromercantil)

1. Bank account information:

- a. Bank: Banco Agromercantil BAM Account
number: 30-4027066-1
Account Name: AMI Ministry Center of Cobán

2. Late payments made after the first five business days of each month will incur a surcharge of Q100 per month.

3. Multiple missed payments may result in financial suspension of the student until the bill is paid.

Any student with unresolved financial obligations for two consecutive months may be suspended. A deadline for resolving the issue will be communicated. If the deadline is missed and no communication is received from the parents or legal guardian, the student will be considered withdrawn.

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, disciplinary 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 a 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, either 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 college-administered programs. AMIIS grants students of any race, color, and national or ethnic origin all the rights, privileges, programs, and activities generally available to students.

ELIGIBILITY AGE

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 next school 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, need to withdraw their children after re-enrolling should notify the school as soon as possible. Enrollment fees are non-refundable.

ADMISSION POLICIES

- Willingness 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 application will be processed upon completion of the file. • 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 records of health, 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. Signed manual contract of the student and their parents.
6. Vaccination Card

READMISSION 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 or grandchild of any staff member currently in the 4-year program or entering Pre-Kindergarten. Then, any preschool-aged child with a sibling at the school. Next, existing students with the earliest application date. The family's original application date will be used.

All other grade levels: Assuming all financial obligations are met and the family and student comply with all school policies and regulations set forth in the handbook and parent statement, existing students will automatically be guaranteed placement in the next grade.

ASSISTANCE 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.

ABSENCES

A student who is absent for any reason must make up their missed work. Students who have prior knowledge of an absence of five days or more (i.e., mission trips) are advised to complete their schoolwork in advance.

Parents must inform the Administration in advance if their student will be away from school due to a planned absence of five days or more, and students must complete an Extended Absence Form.

There are three (3) types of absences.

- They are:
1. School-authorized activities are defined as anything related to the school (i.e., school camps, excursions, sporting events, etc.). This also includes up to 3 absences/year for university visits (proof of visit must be provided).
 2. Excused absences are defined as a death in the family, medical or dental appointments that cannot be scheduled outside of school hours, or prior approval from the administration for a pre-planned family trip (the form must be submitted to the office two weeks in advance). For an absence to be excused, a note, email, or phone call from a parent detailing the reason for the absence must be submitted upon the student's return to school, unless the school administration has previously granted permission. *Excessive absences (more than three days) due to illness must be verified with a doctor's note. An excused absence still counts as one absence toward the total allowed per semester.
 3. Absent: Being absent for a day or 30 minutes or more from any class without parental permission and an excuse from the school is considered truancy. However, AMIIS defines truancy as any absence from or being more than 10 minutes late from class without permission (with the exception of being late in the morning). Truancy is a serious offense and may result in Saturday school, probation, suspension, or expulsion. The student will not receive credit for work missed during truancy. A student may not participate in any AMIIS activities on the day of a truancy. This includes sports practices, games, musical performances, etc.

ASSISTANCE PROCEDURE

Students may not leave campus without going through the AMIIS office. Any student leaving campus without a parent must follow these procedures: The student must bring and present a note explaining a valid reason for leaving (i.e., medical appointment, family emergency, etc.) to the AMIIS office.

When both parents/guardians are out of town during the school week, it is imperative that the AMIIS office be notified in advance and that appropriate authorization be granted for the student's release to another adult. The Administration reserves the right to refuse to allow a student to leave campus if the conditions described above are not met.

The student must bring a note to the AMIIS office before school the next day if they have missed part of a school day.

Parents must notify the school when a student is absent. A call from the parent on the day of the absence or a note from the parent/guardian explaining the reason for the absence must be sent to the school office on the student's return, or the absence will be recorded. absent.

1. A student should never leave school without permission. Parents must come to the office and sign a student release form if a student needs to leave before the end of the school day. If the student needs to be released to another adult or go on their own, the office will dismiss them only with a signed printed note, email, or text message from the parent/guardian. Phone calls will not be accepted, but a written note may be faxed to the office. All communication must include the student's name, grade, requested departure time, reason, destination, who will sign the student's release form (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 allowed to leave their classroom to meet in the office, but the office will be called upon the arrival of the person picking them up.
2. Family Trips: If a family trip is planned while school is in session, please submit a Parent Planned Absence Form to the office at least one week prior to the requested date. Missed assignments must be completed within the timeframe allowed by our attendance policy.
3. Attendance and participation in the camp and service day are expected. Students who do not participate in these events must be approved by the administration in advance and will be assigned additional tasks to complete in lieu of the events.
Failure to attend the day of service and/or camp will result in a regular absence for each day.

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 be re-enrolled. Students with more than ten (10) accumulated absences in a term or day per semester may be evaluated by the Administration and, based on that evaluation, will not be permitted to make up the work. Any absences due to school functions or mission trips approved by the school will not count toward these ten (10) absences.

DELAYS

Students are responsible for being in class, ready to start each day/class on time. A student who arrives late disrupts the class, wastes valuable academic time, and develops bad habits.

Categories of lateness

1. Tardiness: 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 a class due to an off-campus appointment, that student must obtain a pass from the main office.

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 in Christ. Students are expected to represent the highest values, morals, and ideals of Christ 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 towards each other.

3. Hats/caps must be removed upon entering any classroom. 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 secondly 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 the 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:

All Pre-K-7 grade students are required to check in at the office before taking attendance if they arrive on campus before 7:30 am. Students must arrive on time and respect people and property while waiting to enter the building.

After school:

All Pre-K-7 grade students are required to check in at the office if they remain on campus 15 minutes or more past their dismissal time.

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 preparing for Answer questions 6.

No student should be left alone in any class 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 hallways; noisy hallways distract from classroom activities. • Respect people in the hallways; do not push, hit, insult, 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 the tables and avoid littering.

Keep the noise level low

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 a replacement 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.

SCHOOL RULES FOR STUDENTS

1. Parents should use their discretion 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 the 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 for which it was designed.
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.

COMMUNICATION

AMIIS firmly believes in the power of effective communication and we highly value tools that allow 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 recommend that both students and parents 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

ACADEMIC QUESTIONS

If there are any questions in the classroom, please contact your teacher first, as they have the most accurate information since the school follows the Matthew 18 model of going first to the responsible staff. Report cards are emailed home at the end of each semester. Parent-teacher 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 the call using an office phone or their personal cell phone. We ask for your support of these guidelines. Parents are requested 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 phones are also prohibited before and after care. If a parent needs to contact a student, aftercare supervisors will receive all parent calls and relay messages to students.

DISCIPLINARY POLICIES AND PROCEDURES

"Listen to advice and accept discipline, so that you may be wise for the rest of your days."
Proverbs 19:20

The Scriptures urge 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 disciplinary 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 uniquely, as the Lord will direct, 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 in 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 strive 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 guide 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 is to actively listen, teach the correct behavior, and help the student in the restoration process.

PRIMARY SCHOOL BEHAVIOR

Preventive:

Each teacher will devise their own motivation system for both individual and class levels. This plan will include verbal praise, rewards, privileges, visits to the principal, and/or classroom parties. The goal 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-5 reserve the right to detain a student in their classroom for break, recess, lunch, or after school if necessary.

Classroom infractions

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

- Speaking without permission • Disturbance
- Lack of respect • 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 semester, 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 use
- Fights, physical harassment, or threats
- Excessive teasing/emotional harassment/gossip
- Extreme insubordination
- Smoking or possessing tobacco, e-cigarettes, vaping, or nicotine paraphernalia.
- Stealing / cheating / lying / slandering / cursing
- Vandalism / Graffiti
- Sexual misconduct / Sexting (lewd photos, text messages, or social media posts)
- Weapons of any kind
- Inappropriate use of social media applications
- Any illegal activity

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 their willingness to comply with and support this discipline program and the administrators responsible for its implementation.

We believe that God will encourage high standards while disciplining us 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.

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, a pastor, and a church member 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.

Major violations

Violations will generally result in the following:

- 1st CER offense, administrative referral, subject to Saturday school or suspension*
- 2nd CER offense, administrative referral, subject to 1-5 day suspension 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.

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.

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 FOLLOW THE UNIFORM POLICIES WILL NOT BE ABLE TO ENTER THE CLASSROOM. YOU MUST WAIT IN THE OFFICE UNTIL YOU ARE GIVEN THEIR WAY. BRING YOUR UNIFORM

UNIFORM POLICY FOR ALL:

- **Shirts:** Students must wear a polo shirt with the school logo. PK-7 students are required to wear their polo shirts during school hours.
- **Trousers, Shorts or skirts/shorts:** Must be made of "khaki" type material and beige in color or navy blue.
- **Physical Education:** You can wear your school PE t-shirt or polo shirt, with athletic pants or shorts of your choice. Girls cannot 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 contain offensive images or words.

UNIFORM GUIDELINES FOR CHILDREN:

- Only navy blue and beige trousers or shorts are acceptable for the grades pk-12.
- The trousers should not be too tight or too loose. This depends on the discretion of the

administration

- 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. • Pants should not be tight, baggy, or sagging. This is a matter of discretion.

From the administration. Shorts or pants cannot be tight/tight-fitting lycra and shorts must reach the knees. • Oversized belt buckles and studded belts are not allowed.

Skirt shorts

- AMIIS only accepts navy blue or beige skorts. • Underwear must 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

1. Leggings must not be neon-colored and must not have cutouts or transparent sections. Tights/leggings with colored prints are not allowed.
2. 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

1. The hair must be clean and have a natural hair color.
2. The hairstyle should not distract the individual or those around them. This includes drastic changes in hair color or style.
3. Extreme hairstyles and hair accessories are not allowed and will be left at the discretion of the staff from the AMIIS administration.

ALL STUDENTS

Accessories

1. 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.
2. 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.
3. Piercings are not allowed for children, including earrings.
open piercings
4. No other visible body piercings are acceptable for girls or boys. This includes earrings to keep piercings open.
5. No visible tattoos of any kind are allowed, including temporary henna tattoos.
6. 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

1. Shoes must always be worn on school property.
2. 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. Clothing must be clean, neat, modest, and tidy. 2. Clothing must not be excessively tight, loose, dirty, frayed, altered, or have holes above the knee.
3. Clothing should not be intimidating, suggestive, or alluding to an inappropriate matter. It will be at the discretion of the administration.
4. Sleeveless shirts are not permitted. 5.

When a student is standing with arms at their sides, the bottom of their shorts must reach the fingertips or higher. 6. Skirts or dresses may not be more than 1 inch above the knee. 7. Shorts and skirts may not be shorter than indicated above.
even when worn with lycra underneath.

GENERAL INFORMATION

BIRTHDAY PARTIES (PRIMARY 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 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.

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 coming to 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's departure. We are a closed campus from 6:30 am to 5:00 pm. 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 use a visitor pass. Only students who have never attended AMIIS and have a completed authorization form may "follow" an AMIIS student.

CONFLICT RESOLUTION

“If your brother sins against you, go and tell him his fault between you and him alone. If he listens to you, you have gained your brother. But if he does not listen, take one or two others along with you, that every matter may be established by the testimony of two or three witnesses.” Matthew 18:15-16

All matters should be handled in accordance with Matthew 18:15-16 mentioned above. If a situation arises between you and another parent, teacher, or staff member, you should first try to resolve it with that person before going to the administration. If it is not resolved after that, schedule an appointment to meet with an administrator as soon as possible.

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 legal right to access their children's school records regarding attendance and academic performance, unless otherwise stated in a court document. Proper identification must be presented before accessing school 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 verification of identification (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 read 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 that there are situations and conditions that require medication administration during school hours. We will only administer medications prescribed by a doctor with a complete medication formulary available at the 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 contact them via email. Please do not call the teacher at home regarding homework assignments 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.

GUIDELINES FOR DROP-OFF AND PICK-UP

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: taking care of the school and personal belongings.
- Good moral conduct: setting a godly example.

With regard to these standards, a student must not at school:

- Use technological equipment (that has not been previously authorized) without permission and without supervision by an AMIIS staff member.
- 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.
- Illegally storing, using, distributing, or copying software.
- Transmitting threatening, obscene, or offensive material.
- Engaging in electronic "bullying," cyberbullying, or other forms of harassment, including abusive or aggressive language towards other students or staff.

- Obtain unauthorized access to any computer, information or communication device or resource, including, but not limited to, machines accessible via the Internet.
- Damage, modify or destroy files, data, passwords, devices or resources of AMIIS, other users or third parties.
- To perform any activity or solicit the performance of any activity that is prohibited by law. • To use the service to interfere with or disrupt other users, services, or equipment of the grid.
- Loading, attempting to load, or using unauthorized disks, programs, or files. • Using the computer/internet for anything other than schoolwork and projects.
schoolchildren.
- Sending or receiving emails, sending or replying to instant messages, or entering chat rooms at any time while using school computers without the teacher's direct approval and supervision. • Posting personal contact information about yourself or others. This includes information such as:
home address, phone number, financial information, etc.

CONSEQUENCES:

Failure to comply with the above school policies regarding computer use may result in: • A referral to the principal

- Suspension •

Loss or limited use of technological equipment.

VIDEO RECORDING

AMIIS prohibits any student or parent from video recording any student on AMIIS grounds unless it is at a school-approved sponsored event.

