

Admin Handbook 2025-2026



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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I. Governance, Mission, and Leadership (Director)

1. Purpose and Governance Alignment

This Administrative Handbook defines the systems, procedures, and leadership responsibilities that support AMI International School's mission, continuous improvement, and accountability.

Leadership decisions are guided by documented processes, ethical practices, and a commitment to student learning and well-being.

The administration operates under the governance of the Board of Directors and implements board-approved policies with fidelity. Administrative practices are reviewed annually and revised as part of the school's continuous improvement cycle.

2. Board and Administrative Collaboration

Administrators collaborate closely with the Board of Directors to support effective governance. The Board establishes policy, provides fiduciary oversight, and sets strategic direction, while administration executes policies and reports progress.

Accurate records of board decisions, financial reports, and policy updates are maintained to ensure transparency, accountability, and continuity.

3. Strategic Planning and Continuous Improvement

Administration implements plans and procedures to achieve the school's goals and objectives. Decision-making is informed by data from evaluations, assessments, accreditation reviews, and stakeholder feedback.

Continuous improvement processes are documented, monitored, and reviewed annually as part of the Cognia accreditation cycle.

II. Organizational Leadership and Operations (Administrator Lead)

4. Teacher and Staff Leadership

Administration ensures that all staff roles, responsibilities, and reporting structures are clearly defined and communicated through an annually updated organizational chart. Professional dress,



conduct, and workplace norms are enforced consistently to promote a respectful, mission-aligned environment.

Leadership intentionally cultivates a positive school culture rooted in Christian values, professional excellence, and mutual accountability. Administrators model expected behaviors and provide training and corrective guidance when necessary.

Institutional communication systems, including staff meetings, official announcements, and approved digital messaging platforms, are used to ensure clarity, transparency, and consistency across the organization.

5. Operational Systems and Organizational Effectiveness

Administration maintains a current academic calendar and ensures alignment between published calendars and internal scheduling tools. Master scheduling protects instructional time while ensuring adequate supervision, lunch periods, and breaks.

Digital file management systems are maintained to ensure secure, organized, and accessible records. Administrators establish expectations for document storage, version control, confidentiality, and data protection, and provide staff training as needed.

Operational systems are monitored regularly to ensure efficiency, continuity, and alignment with institutional goals.

III. Professional Capacity and Human Resources (Administrator Lead)

6. Professional Capacity and Personnel Development

AMIIS is committed to continuous professional growth for all staff. Administrators ensure that teachers complete a minimum of six semester credits of professional development every five years, aligned with instructional priorities, student needs, and accreditation expectations.

Administrators conduct regular classroom observations and provide actionable feedback. Formal performance evaluations are completed annually for all teaching and non-teaching staff. Career development discussions support retention, leadership growth, and succession planning.

All professional development and evaluation records are documented and maintained.



7. Human Resources Management and Legal Compliance

Administration ensures compliance with all Ministry of Labor regulations, including employment contracts, working hours, leave entitlements, termination procedures, and workplace protections.

Accurate personnel records are maintained, including certifications, contracts, background checks, evaluations, attendance, leave, and disciplinary documentation. Clear procedures exist for reporting and resolving workplace conflicts fairly and confidentially.

Recruitment and hiring practices are based on institutional need, professional qualifications, and alignment with the school's mission, and comply with national legal requirements, including IGSS and Workers' Compensation provisions.

8. Non-Discrimination and Equity

AMIIS complies with non-discrimination requirements in admissions, employment, and access to programs, consistent with its mission as a private Christian institution. Policies are applied consistently to ensure fairness and to protect the school from claims of unequal treatment.

IV. Financial Stewardship and Resource Management (Administrator Lead)

9. Financial Stewardship and Internal Controls

Financial management at AMIIS reflects responsible stewardship and transparency. Purchasing and expenditure approvals follow established accounting policies aligned with the approved budget.

The Business Administrator initiates an annual zero-based budgeting process for the fiscal year (July 1–June 30). Stakeholder input is gathered, and a proposed budget is submitted to the School Board by March 30 for approval.

Financial transactions are recorded monthly in the school's books of record. Internal controls are enforced to minimize financial risk. Monthly financial statements are prepared and presented to the Board.

10. Compensation and Resource Allocation



Employee compensation reflects educational responsibility, experience, years of service, and merit. Payroll is administered according to the approved schedule, and teachers are compensated on ten- or twelve-month plans as applicable.

The School Board annually reviews and approves the salary schedule. Tuition and fee structures are developed annually to ensure financial sustainability while supporting access to quality education.

Resources are allocated strategically to support instructional quality, staff development, and student learning outcomes.

11. Contractual and Financial Obligations

Administration ensures that all contracts, service agreements, vendor relationships, and financial commitments are reviewed, approved, executed, and documented in accordance with board policy.

V. Student Protection, Learning, and Well-Being (Vice Principal)

12. Child Protection and Safeguarding Systems

AMIS maintains comprehensive safeguarding systems to ensure a safe and supportive learning environment. The Child Abuse and Safeguarding Policy is reviewed annually and includes regular training requirements, reporting procedures, and response protocols.

The Board provides oversight, the Principal or Head Teacher ensures implementation, and a Designated Safeguarding Lead (DSL) and Deputy DSL manage concerns and coordinate with external agencies.

Regular safeguarding training is provided to students, staff, and parents. All safeguarding actions are documented.

13. Student Conduct and Well-Being

Administration enforces the Student & Parent Handbook to promote student safety, responsibility, and respectful behavior. Attendance is monitored systematically, and academic records are maintained accurately.



All incidents of harassment, intimidation, or bullying are investigated promptly and addressed in accordance with policy.

14. Curriculum Leadership and Instructional Oversight

The Board approves curriculum policy, and administration ensures effective implementation. Academic leadership guides curriculum alignment, instructional coherence, and assessment practices.

Teachers implement curriculum with fidelity, assess student learning, and provide targeted interventions. End-of-year standardized testing informs instructional improvement.

15. Biblical Integration and Mission Alignment

All instruction integrates Biblical principles and reflects the school's Christian worldview. Administrators ensure that faith integration is intentional, consistent, and aligned across all subject areas.

16. Admissions Policies and Practices

Admissions practices align with the school's mission and capacity. Students are admitted based on academic readiness, character, and family alignment with AMIS's Christian vision, in compliance with applicable law.

VI. Legal Compliance, Risk Management, and Neutrality (Vice Principal)

17. Health, Safety, and Facilities Compliance

The school complies with all applicable health, safety, and fire regulations. Administrators oversee inspections, emergency preparedness, risk assessments, and incident reporting. Unsafe conditions are documented and corrected promptly.

18. Data Protection, Privacy, and Confidentiality

Administration safeguards student and employee data, including academic, medical, and personnel records. Access to sensitive information is limited to authorized personnel.



Data sharing with third parties requires written authorization or legal mandate. Records are stored securely using best practices.

19. Intellectual Property and Academic Integrity

Administrators ensure compliance with copyright laws, licensing agreements, and intellectual property protections. Curriculum materials, software, assessments, and media are used legally and ethically.

20. Incident Reporting and Documentation

All significant incidents involving injury, conflict, misconduct, or potential legal exposure are documented promptly and accurately as part of responsible governance and risk management.

21. External Investigations and Legal Requests

The school responds appropriately to lawful requests from government agencies, accrediting bodies, or courts. Information is released only with proper authorization or legal obligation. Legal counsel may be consulted when necessary.

22. Institutional Neutrality and Court Orders

The school maintains institutional neutrality in disputes involving families, staff, community members, or external organizations. AMIIS does not provide legal advocacy, mediation, or testimony unless legally required.

Administrators maintain current custody-related court orders and ensure lawful access to records while prioritizing a stable, safe learning environment for students.