



LOCATION	
AMANA NORTH	✓
AMANA WEST	✓

STATUS	
DRAFT	
ADOPTED	✓

POLICY NAME		School Volunteer Training and Eligibility Requirements Policy		POLICY NO.	
EFFECTIVE DATE	October 30, 2025	DATE OF LAST REVISION	October 30, 2025	VERSION NO.	1.0
OWNER	Katherine Williams, Board Governance Committee Chair		CONTACT INFORMATION	kwilliams@amanaacademy.org	
APPLIES TO					
FACULTY		BOARD	✓	STUDENTS	
PARENTS	✓	VISITORS	✓	CONTRACTORS	✓
CATEGORY					
ACADEMIC	✓	FINANCIAL		OPERATIONAL	✓
REVIEW CYCLE					
QUARTERLY		BI-ANNUAL		ANNUAL	✓

LEGAL

O.C.G.A. §19-7-5 O.C.G.A. §20-2-211.1 O.C.G.A. §20-2-1180 O.C.G.A. §20-2-1181	O.C.G.A. §20-2-1182 O.C.G.A. §35-3-34.2 O.C.G.A. §42-1-15 SBOE Rule 160-4-8-.04 FERPA (§ 99.31(a)(1)(i)(B))
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POLICY DETAILS

Amana Academy relies on and encourages volunteering and will make reasonable efforts to accommodate visitation requests while prioritizing our students' and staff's safety and well-being. The highest priority is to provide a safe and positive learning environment for students and staff.

I. Definitions

- A. Visitor: A visitor to the school is a parent/guardian or an individual with official business approved by the school for a single, specific purpose. A visitor has supervised access to students. This includes guests whose function may include, but is not limited to, the following:
- Lunch with a student
 - Conference

- c. Community partner presentation
 - d. School-wide or classroom special events (play, parade, award ceremony)
 - e. Professional visitors and observers
- B. Supervised Volunteer: A supervised school volunteer is an individual who contributes their time and effort to actively support school functions under the direct supervision and guidance of school staff.
- C. Unsupervised Volunteer: An unsupervised school volunteer is an individual who performs their volunteer duties without direct supervision from school staff. Unsupervised volunteers may work independently with students, without staff presence. The category of “Unsupervised Volunteers” includes stakeholders whose function may include, but is not limited to, the following:
- a. Student Teachers/Interns
 - b. Tutors/Mentors
 - c. Afternoon Enrichment or Extracurricular Activities/Club Sponsors
 - d. Community Coaches
 - e. Amana Board Members
 - f. PTO Officers
 - g. Overnight Chaperones

II. Clearance Levels

- A. All visitors and volunteers who enter an Amana Academy campus must sign in at the front office with valid identification and wear an appropriate printed/Amana-issued badge while on site.
- B. Below outlines the requirements for the clearance levels for visitors and volunteers.
- a. Visitors: All visitors are subject to a sex offender database search.
 - b. Supervised Volunteer: All supervised volunteers must complete the following:
 - i. Supervised Volunteer Registration Orientation & FERPA Training (valid for two school calendar years) on our website at <https://amanaacademy.org/west-atlanta/parents/volunteering/>
 - ii. Child abuse mandated reporting protocol training also available at <https://amanaacademy.org/west-atlanta/parents/volunteering/>
 - iii. Upon the first visit and each recurring visit, volunteers are subject to a sex offender database search.
 - c. Unsupervised Volunteer: In addition to the requirements for supervised volunteers, because they may have direct, potentially unsupervised contact with students, unsupervised volunteers must undergo a background check to ensure the safety and security of the school environment and its students, according to O.C.G.A § 353-34.2. Amana Academy will review the results of the background check and other information and in its sole discretion, will determine whether to approve the individual to serve as an unsupervised volunteer.

All unsupervised volunteers must complete the following:

- i. Complete clearance requirements for supervised volunteers
- ii. Fingerprinting for background check
- iii. Amana Academy badging process
- iv. Upon the first visit and each recurring visit, volunteers are subject to a sex offender database search.

III. Visitor and Volunteer Limitations: To ensure the safety and confidentiality of students, Amana limits visitors and volunteers to:

- A. The parent/guardian of a current student.
- B. Other family members of a current student at the request of the parent/guardian.
- C. Individual with official business approved in advance by the school principal and/or district such as:
 - Community volunteer
 - Student mentors
 - Students participating in out-of-network visits
 - Amana Academy Board member
 - PTO Officers
 - Guest speaker
 - Prospective students and families
- D. Outside service providers who currently provide private educational, enrichment, or therapy services to a student for the purposes of conducting an observation at the request of the parent/guardian.

IV. Parameters for All Visitors and Volunteers

- A. All visitors and volunteers must follow the school's policies and procedures. In addition, they must comply with all school safety protocols and will be informed of specific procedures in case of an emergency. Visitors and volunteers should follow school staff members' directions in the event of an emergency.
- B. Refer to the guidelines below for more details on visitor/volunteer classroom visits/observations and out-of-network students visiting Amana Academy West Atlanta. To minimize disruption to the instructional program, visits to classrooms or requests to observe students in the instructional setting must comply with the following guidelines:
 - a. Guidelines for Classroom Observations
 - i. To minimize disruption to the instructional program, visits to classrooms or requests to observe students in the instructional setting must comply with the following guidelines:
 - ii. Visits typically require at least 24 hours advance notice.
 - iii. All visitors must comply with Amana Academy badging procedures.

- iv. The principal or their designee has the discretion to determine the duration of time parents/guardians/individuals invited by the School may observe.
 - v. During classroom observations, the regular school program must continue without interruption. Parents/guardians should avoid engaging the teacher or students in conversation or any other form of distraction.
 - vi. Classroom visitations are not a time for parent-teacher conferences. These visits are meant to observe the learning environment. Conferences should be scheduled separately to ensure dedicated time for discussion.
- b. Guidelines for Outside Providers
- i. Upon request, the principal or designee may, at their discretion, grant permission for single visits by outside service providers who currently provide private educational or therapy services to a current student.
 - ii. To minimize disruption to the instructional program, outside service providers must comply with all the following:
 - 1. Adhere to all guidelines listed above in section Guidelines for Classroom Observations.
 - 2. Follow all procedures listed above in Amana Academy Badging Procedures.
 - 3. Must be providing educational or therapy services currently to the student they are observing.
 - 4. Provide a Release of Confidential Information under the Family Educational Rights and Privacy Act (FERPA) signed by the parent/guardian prior to professional observation.
 - 5. Coordinate the professional observation date and time with the parent/guardian and the school.
 - 6. The principal or their designee has the discretion to determine the duration of time outside providers may observe.
 - 7. Refrain from engaging the attention of the teacher or student(s) through conversation or other means during the observation.
- c. Guidelines for Out-of-School Student Visitors
- i. Out-of-District student visitors are defined as students who are:
 - 1. Participating in a short-term visit to a Amana Academy for official school business;
 - 2. Enrolled in a school partnered with Amana Academy to share visitation for academic enrichment;
 - 3. Not enrolled in an Amana Academy school; or
 - 4. Members of an official delegation accompanied by supervisory teachers.
 - ii. Out-of-District students are permitted to participate as visitors to under the following conditions:
 - 1. Receive approval for the visit by the principal and/or their designee;
 - 2. Visitation (10) ten days or more must be approved in advance by the Zone Superintendent or their designee;
 - 3. Visitors shall be accompanied and supervised by the visiting student's teacher(s) comply with the campus-specific AmanaCounty Code of Conduct and Discipline Handbook; and
 - 4. Complete a publicity release form, if necessary, prior to the visit.

- C. The principal or their designee has the authority to exercise discretion at all times in determining the entry and duration of any visitor or volunteer to the school premises.
- D. All visitors and volunteers are expected to uphold the confidentiality of information and adhere to the protocols established by the school, Board policy, and law. Additionally, any photography must comply with school guidelines and be authorized by designated school personnel.

V. Denial of Access

- A. Per O.C.G.A. § 20-2-1181-82, Amana Academy reserves the right to deny entry to any visitor posing a threat to school safety, displaying disruptive conduct, disrupting the learning environment, or berating school employees.
- B. Failure to comply with school policies or staff instructions will result in immediate removal and potential banning from future visits. Violators risk being asked to leave events and losing future campus visitation privileges, in addition to possible legal charges.
- C. Court orders and/or child custody agreements may change these provisions and modify whether a person is permitted to be on school property at a particular time.

TERMS AND DEFINITIONS

Define any acronyms, jargon, or terms that might have multiple meanings.

TERM	DEFINITION

RELATED DOCUMENTS AND OTHER REFERENCES

ROLES AND RESPONSIBILITIES

List the job titles and business offices directly responsible for documents.

ROLE	RESPONSIBILITY
Executive Director	Update per SCSC Monitoring cycle and applicable laws.
Governance Committee Chair	Board adoption process

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1.0	Board	10/30/2025		Ehab Jaleel
2.0				

ADDITIONAL NOTES