



2026-2027
Parent & Student
Handbook

[CLICK HERE TO ACKNOWLEDGE RECEIPT OF THIS HANDBOOK](#)

We are Crew, not Passengers.

Amana Academy West Atlanta Parent-School Covenant
2026-2027

Family-School Connection

The goal of the Parent-School Covenant is to create the strongest possible partnership between home and the School and to nourish and facilitate the natural and individual abilities of each child. For this design to succeed, it must extend beyond the classroom walls to recognize and incorporate the home and family as vital parts of the process. Parents are strongly urged to sign the Amana Academy Parent-School Covenant.

Amana Academy's Pledge to Parents:

- Prepare students for high academic achievement, beyond what they think possible, so that they become active contributors to building a better world.
- Provide weekly communications regarding student assignments, tests and/or homework, upcoming activities, and expedition expectations.
- Acknowledge and return parent communications within 24 business hours (excluding school and federal holidays).
- Protect the confidentiality of all individuals at Amana Academy.
- Provide high quality curriculum and instruction in a supportive and effective learning environment that enables the children to meet Local, State, and National student academic standards.
- Provide school staff with appropriate professional development activities and maintain highly qualified teachers.
- Provide a safe and secure learning environment.

PARENTS'/GUARDIANS' PLEDGE TO THE SCHOOL:

We fully commit to the education of our student in the following ways:

- Read, understand, and support the mission of Amana Academy.
- Read and understand the Parent Handbook, the Parent-School Covenant, and sign and return the acknowledgement page.
- Attend parent/student/teacher conferences, and be available for contact with teachers/staff on a regular basis (signing notes home, returning phone calls/emails) to discuss student's school activities, or social, emotional, and academic concerns.
 - Carefully read any communications on Infinite Campus, Class Dojo, newsletters, or school updates, sent home via email and/or classroom communication channels.
 - Support my child to meet their goals at Amana Academy - personally, socially, academically, and work in partnership with Amana staff/child's teacher
 - Allow my student to participate fully in all Field Studies.
 - Contribute financially to support programs at Amana Academy if I have the means to do so.
 - Commit to serving the minimum number of expected volunteer hours (*at least 10 hours per school year per parent*) and participate on a Parent Organization committee or subcommittee.
 - Attend 2 Student Led Conferences per year and Celebrations of Learning per year if I have the means to do so.
 - Be responsible for the behavior and actions of my student.
 - Ensure I am following the proper procedures and communication channels to share concerns, feedback, and other important information regarding my student or the greater Amana Community.

Please complete the parent & student acknowledgement form found on the cover page.

Acknowledgement:

By signing this Parent-School Covenant, I/we acknowledge that I/we have read, understand and agree to abide by this Covenant. I/We support each of these requirements because they involve our student's learning. This also acknowledges that I/we have read and understand the Parent Handbook

Dear Parents,

We are excited to be starting another school year with you at Amana Academy West Atlanta. As you know, Amana's mission is to prepare students for high academic achievement, beyond what they think possible, so that they become active contributors to building a better world—we want them to become changemakers. The school's challenging academic program is rooted in the Harvard-based EL Education model, which empowers kids to reach beyond what they think they are capable of in order to make the world a better place. Students become leaders of their own learning, and collaborate on semester-long learning expeditions that seek to find solutions to real world problems locally and globally. Now that we've successfully launched a replica of our North Fulton campus, Amana West students have the unique opportunity to put what they are learning in the classroom to the test. Challenging academics, meaningful community partnerships and a focus on stewardship are what make Amana's program special.

Our very talented faculty and staff are eager to help your child reach their full potential. At the same time, the most essential aspect of student success is realized when there is an effective partnership between the school and the students' parents. That's where YOU come in! Your input and involvement is greatly appreciated as we work to accomplish the goals set out in our strategic plan.

We want every parent to be actively engaged in their child's education; and to that end we ask that you do three things:

1. Read this handbook completely and refer to it often, as it outlines our policies and procedures
2. Take every opportunity to learn more about our innovative approaches, especially Expeditionary Learning
3. Find ways to get involved, whether in the classroom or with school-wide initiatives

We look forward to building our capabilities around parent involvement, and to working with you to develop Amana Academy students into #SmartKidsChangingTheWorld.

Sincerely,

Ehab Jaleel
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Helené Brown
Principal
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Table of Contents

Amana Academy's Philosophy	5
Frequently Asked Questions	6
Amana Academy Governing Board	7
Policies	8
Admissions & Recommitment Guidelines	8
Before & After-School Enrichment Program	8
Attendance	8
Bus/Transportation	9
Clinic	10
Clubs and Organizations	12
Conduct & Discipline	12
Dismissal	12
Family Involvement and Volunteerism (including Mandated Reporting Policy)	14
Home/School Communication	18
Holidays, Special Celebrations, and Snacks	18
Promotion and Retention – All Grades	19
Recess	20
Safety	20
School Nutrition Program	21
School Visitor Policy	21
Technology Acceptable Use Policy	22
Uniform Policy 2026-2027	24
Parent Grievance Policy	26
STATE LAW	27
Individualized Graduation Plans Procedure	27
FEDERAL POLICIES	27
Notification of Rights under the Family Educational Rights and Privacy Act (FERPA)	27
FERPA Notice of Directory Information	29
Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)	29
Title IX and Equal Educational Opportunities for Students	30
Notice of Rights of Students and Parents Under Section 504	31
McKinney Vento Homeless Assistance Act	34
Glossary of Academic Terms	35
Academic Support Program	35
Adventure/PE	35
Arabic World Language	35
Community Circle	35

Amana High 5 Habits	35
EL Education (formerly known as Expeditionary Learning)	36
Field Studies: Field Work, Expert Visitors, and Service Learning	37
STEM: Science, Technology, Engineering & Mathematics	38
Talented and Gifted Services	38

Amana Academy's Philosophy

Our Vision – To create an environment where parents, teachers, administrators and partners collaboratively offer an educational experience that develops Citizen Scholars who possess a healthy balance of intellect and ethical character – To develop students with a positive self-image who are motivated for lifelong learning and achievement, who respect others and the environment and who can skillfully express their interests and passions.

Our Mission – To prepare students for high academic achievement beyond what they think possible, so that they become active contributors to building a better world.

Our Approach – Our approach is grounded in the Expeditionary Learning model, respecting teachers and school leaders as creative agents in igniting each student’s motivation and critical-thinking skills through in-depth, experience-based, integrated instruction across STEM subjects (Science, Technology, Engineering, Math) and the Humanities. Our definition of student success combines academic achievement, exemplary communication skills, world language proficiency in Arabic, and relevant co-curricular and extracurricular activities. We believe that academic success is built on strong character qualities of mutual social respect, positive discipline, collaborative learning and an ethic of civic and environmental responsibility shaped through engaging and challenging academic work.

Guiding Principle – Stewardship - Stewardship for the things with which we are entrusted, connoted in the Arabic word “Amana”, is the guiding principle and mindset of Amana Academy’s philosophy. It is not only our goal to teach stewardship, but also that it be *actualized* in personal habits. Beyond our educational philosophy, Amana Academy’s community shall adopt this principle as the basic value that steers decision-making, staff selection, financial decisions and other activities related to its operation.

Inherent in the concept of stewardship is a developed sense of responsibility - a sense of being a trustee. This developed and integrated sense of responsibility translates into service, which is manifested in the following hierarchy of responsibility:

- I. Individual Responsibility
- II. Responsibility Toward Community
- III. Responsibility Toward Humanity and Environment

Frequently Asked Questions

1. **What are School Hours?**

7:50 AM - 3:25 PM (Monday-Thursday), dismissal ends at 3:45pm

7:50 AM - 1:00 PM (Friday), dismissal ends at 1:20pm

7:15 AM Parents may line up for student drop-off >>> 7:30 AM Students begin exiting vehicles

3:10 PM Parents may line up for student pick-up >>> 3:25 PM Students begin entering vehicles

12:45 PM Parents may line up for student pick-up >>> 1:00 PM Students begin entering vehicles

2. **What are the cutoff times for early dismissal?**

2:30 PM (Monday-Thursday)

12:00 PM (Friday)

Please see page 13-14 for Amana's policies for early dismissal and late pickup.

3. **What is the dress code for students at Amana Academy?**

Please see page 24 for Amana's Uniform Policy

4. **What is Amana's attendance policy?**

Please see page 8-9 for Amana's detailed policy around attendance, absences and tardies.

5. **How does dismissal work?**

Please see page 12 for information on dismissal.

6. **Does Amana offer bus service? If so, what are the stops and how can my child get on it?**

We offer limited service on a lottery basis. Please see page 9, 12-13 for information on bus transportation.

7. **Do you have after school clubs? What about aftercare?**

We offer a number of enrichment clubs and after school care. Please see page 8 for detailed information.

8. **What do I need to do if I am interested in purchasing lunch for my child or applying for Free & Reduced lunch?**

Please see page 21 for information on our school nutrition program.

9. **I am required to volunteer at Amana? How can I get involved?**

Please see page 14 for information on volunteering.

10. **I need to ask my child's teacher a question. How can I get in touch with him/her? What if I am not satisfied, who should I go to next?**

Please see page 18 for information on home/school communications.

11. **Does Amana Celebrate Holidays or Special Occasions?**

Please see page 18 for Amana's policy around Holidays, Special Occasions and healthy snacks.

Amana Academy Governing Board

The Governing Board at Amana Academy is composed of parents (some of whom are voted into position through an election process that is held annually) and outside community members representing industry and philanthropic interests. The Board is fully accountable to our community and to the State Charter Schools Commission of Georgia. The main responsibilities of the Governing Board are as follows:

- Adopting and creating school policy
- Developing long-term and short-term goals that attribute to the school's success
- Delegating implementation authority to the leadership team and measuring performance
- Focus on obtaining additional funding for school improvement
- Representing the school in the surrounding community
- Communicating decisions that affect the school's community with transparency
- Organize committee work for school accreditations and charter renewal
- Overseeing and approving the school's financial well-being

While the Board does oversee some of the school's daily operations, its purpose is not to dictate how the school is managed but support and coach the administrative staff to be compliant with the guidelines set forth by Amana Academy West Atlanta's charter. Areas of concern are to be directed to the parties involved through the proper chain of command. If you feel that you have diligently followed the chain of command and your issue remains unresolved, please email the board at theboard@amanaacademy.org and they will do their best to come up with a workable solution for all parties involved.

Current Governing Board Members are (please check Amana website for most current listing of members, meeting dates, and agendas):

- Sharonda Lee-Timberlake
- Katherine Williams
- Charlene Gayle
- Helen Park Truong
- Marshall Chalmers
- Waqas Chema
- Michele Curtis
- Nabil Ismail
- Jennie Welch

Parents are encouraged to attend monthly Board meetings, which do allow time for community input. On certain occasions, and as allowed by the Georgia Open Meetings Act, the Board will enter into a closed door meeting, known as executive session, when it needs to discuss matters pertaining to specific persons, real estate negotiations, or legal affairs.

Amana Academy's Board has created an **Advisory Council** for the purpose of fostering relationships with and soliciting input from individuals and organizations outside the school who care about transforming education and supporting Amana's mission. Parents are encouraged to contact the Board Chair to nominate prospective individuals to the Advisory Council.

Policies

Admissions & Recommitment Guidelines

Students in grades K-7 are eligible to enroll at Amana Academy West Atlanta if:

- You reside in the state of Georgia (2 proofs of residency required).
- Your child is five years of age by September 1 to attend kindergarten or age six by September 1 to attend first grade (per GA state law).

Recommitment of Current Amana Students & Their Siblings: Parents must complete recommitment forms in December/January to ensure their child's placement for the following academic year. Incoming siblings must be included in the registration forms and, if eligible, are guaranteed placement when space is available.

For up-to-date information on admissions, please visit www.amanaacademy.org > Amana West > Admissions.

Before & After-School Enrichment Program

Amana West offers both Before and After-School Enrichment Programs (BSEP, ASEP) through Global Tech where our goal is to enhance and extend the already wonderful education children receive.

Programs operate:

BSEP: only offered if 5 or more students are enrolled

6:30 a.m. – 7:30 a.m. Monday-Friday (students must arrive by 7:05a.m)

ASEP:

3:45 p.m. – 6:00 p.m. Monday -Thursday

1:30 p.m. – 6:00 p.m. Friday

Please note that participants are required to follow all Amana Academy rules and procedures. Participation is subject to the After School Program Director's discretion. Failure to uphold Amana or ASEP policies may result in removal from the program. This includes behavioral and financial obligations for remaining in the program.

Parents/guardians of students removed from the ASEP program must coordinate pickup during normal dismissal times. Students are not allowed to be left unattended after school. Chronic lateness may result in being referred to the school Social Worker and could result in a referral to the Georgia Division of Family and Children's Services. Enrollment is on a first come first serve basis. Students who are not able to enroll due to space limitations will be put on a waiting list. For more details, please visit the Amana West website's [After School Tab](#).

Attendance

School Hours

Monday-Thursday 7:50 AM - 3:25 PM

Friday: 7:50 AM- 1:00 PM

AW Attendance Policy

The campus opens at 7:30 AM. Amana is not responsible for students dropped off prior to opening. Excessive drop-offs before this time will be referred to the school Social Worker and could result in a referral to the Georgia Division of Family and Children's Services.

Any child dropped off after 7:50 needs to be signed in by a parent or guardian at the front office. Please park in the visitors' spaces and accompany your student(s) to the front desk to sign them in as tardy.

Absences

To report your child's absence:

- Log onto the Amana Academy Website at <https://amanaacademy.org/west-atlanta/> Parents
- Locate the Attendance Form
- Complete all required fields of the online form and press submit.
- Once completed, you will receive an email confirmation. Please keep this for your records.

Please Note: A form must be completed for each day a child is absent and submitted within 3 business days of the absence. No absences will be excused after 3 business days. Only the reasons provided on the form are considered excused, and may require additional documentation. Any form submitted with the reason "other" must be pre-approved in advance by the Principal in order to be excused. Any absence for religious reasons must be a recognized religious holiday.

Extended Absences

All students with 10 or more total absences must submit medical excuse notes from their doctors upon returning to school from illness or the absence will be recorded as unexcused (U). If the absence is not due to illness, then another legal excuse must be submitted upon the student's return to school or the absence will be recorded as unexcused (e.g., an excuse from a funeral director for absence related to the death of an immediate family member). Parents/guardians of students with five or more unexcused absences can expect to be contacted by the school social worker. **Excessive unexcused (U) absences will result in a truancy or educational neglect petition being filed by the school social worker, per Georgia law Rule 160-5-1-.10.**

Tardy Policy

School begins at 7:50am, so please plan accordingly. Students that arrive tardy to school must be **signed in by a parent/guardian**. The only tardy that will be excused is if a student has a doctor, dentist, or legal appointment. The parent/guardian must provide a note from the doctor/dentist/lawyer in order to be excused, and the note should be delivered to the front desk. Excessive unexcused tardies will result in a referral to the school social worker and may lead to a referral to the Georgia Division of Family and Children's Services. Students must be present for at least half of the school day in order to be marked present or tardy. Cutoff time Monday - Thursday, 11:30am and Friday, 10:15am.

Bus/Transportation

Prior to the start of each school year, parents/guardians will be asked to designate the primary form of transportation for their student(s) by completing a Transportation Form. At Amana West, there are a variety of ways to get your child to and from school:

- **Regular Carpool** - The majority of our families drive their children or carpool with other families to get students to and from school.
- **Private day-care vans and private bus transportation** - If your student attends a daycare and requires transportation to or from the daycare to Amana West, please check with your local daycare provider to see if Amana can be added to their route.
- **School bus** - Amana Academy West Atlanta provides bus service from designated pickup locations. Space is limited and seats are assigned by lottery, which is conducted prior to the start of the school year. For more information on the lottery, bus stops, and route times, please visit our website.

Clinic

We make every effort at Amana Academy to make sure that your child stays safe and healthy during the day. If your child will need administration of prescription medications during the school day, including inhalers and epi-pens, be sure to have the Medication Authorization Form (available in the school clinic and online) completed and signed by either parent and physician, annually. We also invite families to visit our school clinic page located on our school website: Amanaacademy.org > *West Atlanta* > *Parents* > *Clinic* > [Clinic Page](#)

Medication Policy:

When possible, medication should be taken at home, including all non-essential medications like vitamins and herbals. However, if medication must be taken at school, on a field trip, or during a “before or after” school chaperoned activity, the following policies and procedures apply:

Medication Administration Form – The parent/legal guardian must complete an authorization and instruction form entitled “AUTHORIZATION TO GIVE MEDICATION AT SCHOOL SHS-1 Form” (available in the school clinic and online).

- For prescription medication, a physician must also sign the form. The school cannot give medications without the authorization form.
- The same form is used for prescription and nonprescription medications.
- All Medication Authorization Forms are good for one school year. It is your responsibility to report any changes in your child’s medication during the school year.
- A faxed copy of the form from your doctor’s office is acceptable after the parent/legal guardian’s signature.
- Please use a separate form for each medication.

The medication and the authorization form **MUST** be taken to the school clinic/office by the parent/legal guardian. However, if this is not possible, the student should be instructed to take the medication and the authorization form directly to the school office/clinic upon arrival to school. Please instruct your student that under **NO** circumstances should medication be shown to or shared with another student! It is essential for the parent/legal guardian to bring controlled substance medications to the school personally.

Medications that are considered controlled substances by the State of Georgia (this includes medications for ADD/ADHD and pain) should be appropriately stored in the school clinic. We encourage all medications to be kept in the clinic unless it is an approved emergency medication or over-the-counter medication and the student has permission from Amana to carry the medication on his/her person during school hours (at Amana West, this will apply to Middle School students only). Students who are found to possess controlled substances or other medications without valid medication documentation on file, may be subject to disciplinary action in accordance with the Amana West Student Code of Conduct.

Only medication in its **ORIGINAL** container from the store or pharmacy is accepted. Non-Prescription medications in small-sized bottles are preferred due to limited storage space. Both prescription and nonprescription medication sent to the school must have current labeling on the bottle. Medication in bottles that have expired labeling will not be given to the student. The medication in the bottle must **MATCH** the label, **MATCH** the student, **MATCH** the Authorization Form and have a **CURRENT** prescription label on the bottle. A new prescription bottle with correct labeling is required for any dosage change. The school cannot alter dosages without a new authorization form from you and/or your doctor/healthcare provider. At the designated time, the student will go to the clinic to take the medication. Assistance/supervision by the school clinic personnel will be given in accordance with the instructions on the authorization form. The parent/legal guardian should notify the school when assistance is needed for the student taking medication in order to maintain an appropriate medication schedule. Medication is a parental responsibility; therefore, Amana Academy employees will not assume any liability for supervising or administering medication, and Amana Academy retains the privilege of refusing to supervise/assist in administering medication, except where otherwise required by law. Amana Academy will attempt to administer appropriately authorized medication to students as prescribed. Amana will not force students to take any medication. If a student refuses the medication, it will not be administered that day.

Unused medication should be retrieved from the school/office within one week after the medication is discontinued and at the end of the school year. Otherwise, the school will dispose of the medication. Medication left at the end of the school year will be discarded.

Authorization For Students to Carry a Prescription, Inhaler, Epipen, Insulin or Other Approved Medication—MIDDLE SCHOOL STUDENTS ONLY

If you have a Middle School student who has asthma or other health-related conditions that require self-administration of medicine or emergency type(s) of medication, or a student who needs to carry medication on his/her person, you must complete an Authorization for Students to Carry a Prescription, Inhaler, Epipen, Insulin, or Other Approved Medication SHS-2 Form. (Available in the school clinic and online) This form requires a physician, the parent/guardian, and the student's signature. You are strongly encouraged to keep a "backup" supply of any emergency medications such as an inhaler, Epipen, diabetes medication, etc. in the school clinic. For further instructions, please call or visit your school clinic.

For Over-the-Counter, non-Prescription Medication the following guidelines apply: Elementary students must store all medications in the clinic, which may only be administered with parental permission (use form SHS-1); Middle school students may carry medications in the following categories (acetaminophen, antacids, aspirin, cough or throat lozenges, ibuprofen, midol and oral antihistamines) with them during the school day, field trips or other school-related activities, if parental permission is provided in advance on the district approved (use form SHS-2); however, they may not share this medication with other students under any circumstances.

Medications can NOT be given by the clinic without the proper forms. These forms are only good for one school year.

Amana West Sick Policy

***As a general courtesy, do not send students to school if they do not feel well. The school functions as a public facility and all matters pertaining to preservation and protection of public health are necessary. Your understanding when we send students home is much appreciated.**

Fever: If a student has a fever defined by a temperature of 100.4F (38 C) or greater, the student should be excused from school and remain at home until fever free WITHOUT the need for medication for 48 hours. Any fever lasting more than 5 days needs to be evaluated by a medical professional and documentation allowing the student to return to school should be provided.

Diarrhea/Vomiting: If a student is experiencing diarrhea or vomiting, he/she may remain home until symptoms have resolved for 24 hours WITHOUT the use of medication. Diarrhea lasting longer than a week needs to be evaluated by a medical professional and the school will require documentation allowing the student to return to school.

Rashes/Pink Eye: These conditions should always be evaluated by a medical professional and the student should report back to school with documentation from the provider stating when they are allowed to return to school.

Strep Throat: Please contact the clinician if a student tests positive for Strep Throat. If a student has been diagnosed with strep throat, they must remain home until they have been on antibiotics and are fever free for at least 24 hours, and have documentation from a healthcare provider that clears them to return to school.

Covid/Flu/Respiratory Illness: Please contact the clinician if a student tests positive for a respiratory illness such as Covid-19 or Flu. Students may return to school once overall symptoms have improved and they are fever free for at least 24 hours without the use of medication. When the student is able to return, please take precautions to mask for the next 5 days and practice good hand hygiene. If your student has obvious nasal drainage and/or severe cough, please consider monitoring them at home or having a medical provider evaluate them prior to their return to school.

Contact Information:

It is extremely important that parents keep the school advised of pertinent contact information such as address, home, work, and cell numbers and email addresses. Emergency contact information must also be kept updated as only listed persons will be allowed to check out your students.

*We continuously work to monitor changes as well as update our protocols to align with the latest recommendations from health authorities. Guidelines are subject to change.

Clubs and Organizations

"Clubs and organizations" mean clubs and organizations comprised of students who wish to organize and meet for common goals, objectives, or purposes and which are directly under the sponsorship, direction, and control of the school. This term shall include any activities reasonably related to such clubs and organizations but shall not include competitive interscholastic activities or events. "Competitive interscholastic activity" means functions held under the auspices or sponsorship of a school that involves its students in competition between individuals or groups representing two or more schools. This term shall include cheerleading, band, and chorus.

The name of each club or organization, mission or purpose of the club or organization, name of the club's or organization's faculty advisor/custodian, and a description of past or planned activities will be made available through the school's website, handbook, or front office. All terms of the Code of Conduct apply to all school sponsored activities, including Clubs and Sports.

Conduct & Discipline

At Amana Academy West Atlanta, every effort is made through EL school structures, such as Crew, to encourage positive behaviors. Our goal is to provide a positive learning environment for all students—one that fosters self-discipline. Students are encouraged to take responsibility for their own actions and to respect self, others, and the environment. Clear, consistent rules are developed with input from students. Teachers promote discipline through the restorative practices of positive guidance, redirection, and conferences.

In addition to exhibiting the traits outlined in our EL Design Principles and Core Practices, Amana students are expected to observe the code of conduct established by Amana Academy West Atlanta, in school, at school events, and on the bus. Although we believe wholeheartedly in working collaboratively with our students and families to prevent misbehaviors, **recurring minor infractions and serious offenses will be addressed through restorative practices and our student Code of Conduct.** Our Code of conduct can be found at www.amanaacademy.org > *West Atlanta > Parents > Student Code of Conduct.*

Dismissal

Dismissal is at 3:25 PM Monday-Thursday; and at 1:00 PM on Fridays (to allow time for teacher planning and professional development).

Car Riders

Most Amana West parents transport their children to the school or carpool with other families. All families receive two official Amana West carpool tags at the beginning of the school year. Carpool is located at the designated school entrances.

- No homemade carpool signs will be acknowledged during afternoon dismissal.
- Students will be dismissed from their classroom and ushered to designated spaces with staff.
- You must display an official Amana West carpool tag during afternoon pick-up. During dismissal a staff member or security resource officer will check carpool tags as cars enter the property. If parents do not have the carpool tag in their possession, then they will be asked to present an ID with photo to verify their

identity—our personnel and/or resource officers will repeat these protocols even if they know the parent. No temporary passes will be issued.

- Parents or Guardians who do not have a carpool tag with them will need to show a valid driver's license or ID at the entrance and again at the front desk.

Bus Riders

The bus will service our campus through the school's entrance. Students riding the bus to the designated pick-up locations as listed above (See Bus/Transportation) will be escorted to the bus by a staff member.

If changes must be made regarding whether or not a student will be riding the bus on a particular day, these changes **MUST** be made **by 12:30 PM** on the day of the change (Monday thru Thursday) and **10:00 AM** on the day of the change (Friday). Parents/guardians can submit the change by sending a message via class dojo to the bus group, awfrontdesk@amanaacademy.org **AND** your child's homeroom teacher. The email must contain the following elements:

- Student Name
- Parent Name/Signature
- Parent Phone Number
- Alternate Pick Up Method
- Alternate Pick Up Person Name/Number (if applicable)
- Date(s) of transportation change

Failure to submit a complete notice in a timely manner may result in your child being placed on the bus at the end of the school day.

Students Going Home with Classmate or Alternate Adult

If your student is going home with another student or will be picked up by someone other than a parent or guardian, a legal guardian/parent will be required to notify the school and be listed as an emergency contact. Parents/guardians can submit the change by sending an email to awfrontdesk@amanaacademy.org and your child's teacher. The email must contain the following elements, when applicable:

- Student Name
- Parent Name/Signature
- Parent Phone Number
- Alternate Pick Up Person Name (which matches what is on their ID)
- Alternate Pick Up Person Number
- How they will be dismissed (carpool, early dismissal etc)

In addition to the notice above, if a person other than the parent or guardian intends to pick up a student, this person must be submitted as an approved alternate on the emergency contact form completed by parents/guardians at the start of the year. The approved alternate must present their ID and sign the student(s) out through the front desk.

Early Dismissal

Frequent early dismissals can negatively impact student learning and cause disruption to the instruction of the entire class. These types of dismissal changes should only occur a few times each year. **Please note:** students will not be dismissed after 2:30pm Monday thru Thursday and 12:00pm on Fridays (except in an emergency) due to safety issues, and should occur no more than three times in a given school year.

When a student needs to be excused early for any reason, notify your child's teacher **AND** the front desk by **10 AM** on the day you want your child dismissed. Parents/guardians can submit the change by notifying our front office via phone call, sending an email to awfrontdesk@amanaacademy.org and your child's teacher. The note/email must include the following elements:

- Student Name
- Parent Signature
- Early Departure Time

- Parent Phone Number
- Reason for Early Departure
- Time Returning to School, if applicable

If we do not receive notification prior to 2:30 pm Monday through Thursday and prior to 12:00 pm on Friday, your child will have to remain in school until dismissal time – no exceptions except for emergencies.

When picking up your child, parents/guardians must park in the designated spaces for visitors and proceed to the front office. There they will show their ID to the front desk personnel and sign the child out on the Early Dismissal sheet.

Amana Academy West assumes no responsibility for students after they leave campus or the Amana bus.

Late Pick-Up

We understand that there are times when emergencies prevent families from picking up their children from school on time. All students who remain after 3:45 Monday thru Thursday and 1:20 on Friday will be escorted to the After School Enrichment Program. Parents are responsible for covering all daily drop-in rates incurred. Please be aware that information regarding late pick-up and outstanding balances resulting from lack of payment may be forwarded to the School's Counselor and/or Social Worker. We also reserve the right to contact our local police officers if students are not picked up by the end of after school care.

This policy also pertains to late pick-up from the ASEP, school-sponsored events that occur outside of regular school hours, and allow for students to be dropped-off and picked-up at specified times.

Family Involvement and Volunteerism

As a community-focused charter school, volunteering is crucial to the fabric of our culture. Research shows that when parents are involved at school, ALL students do better. We encourage all families to take part in their child's academic journey. Whether volunteering in your child's classroom, at an event, through our PTO, or at home, the opportunities to commit your time are endless.

Our PTO (Parent Teacher Organization) is a great resource to utilize as you begin your search for a volunteering initiative that is the right fit for your time/skills.

- **Why Does Amana Have a Volunteer Orientation/Certification Process?**

Volunteer orientation is a mandatory process at Amana as a measure to ensure the utmost safety and security of all children and in order to provide our volunteers with insight into our unique Expeditionary Learning instructional format –constructivist/hands on learning, field studies, overnight trips, etc. Even if you completed the Volunteer Orientation in the past, a new one must be completed/attended each school year.

- **How Does The Volunteer Orientation/Certification Process Work?**

There are a few simple steps to becoming a volunteer at Amana:

1. Sign-up to Volunteer on [Amana Academy Bloomerang Volunteer page](#)
2. View the [Volunteer Orientation presentation](#) found in the weekly newsletter and school website.
3. Complete the [mandated reporter training](#) found within the volunteer orientation presentation
4. Obtain and submit a background check - only if chaperoning an overnight field study.
5. Complete the [Volunteer Orientation Quiz](#) and [Volunteer Acknowledgement form](#) found at the end of the presentation
6. Upload Mandated Reporter certificate and Orientation Quiz Results on the [Amana Academy Bloomerang Volunteer Documents Upload page](#)

7. For questions, please email awvolunteer@amanaacademy.org and awvolunteercommittee@gmail.com confirming the completion of training and required documentation.

- **How Long Will It Take to Complete The Volunteer Orientation/Certification?**

The time commitment for the Volunteer Orientation is approximately 60 minutes, but we advise you to allow at least one week before your volunteer opportunity to ensure the completion of all necessary paperwork.

- **What Skills Do I Need to Volunteer at Amana?**

A desire to make a difference!

- **Who Can I Contact for Support?**

For more information, please contact awfrontdesk@amanaacademy.org or awvolunteercommittee@gmail.com. Thank you for your interest in serving as a volunteer at Amana Academy West Atlanta!

- **What Are Some Ways I Can Get Involved?**

Remember that not everyone is suited for the same type of involvement — you may have to "try on" a number of activities before you find something that feels right. If you're at a loss for how you can help, just ask your child's teacher, who will likely be glad to help you think of something!

Here are just some of the ways a parent volunteer can help:

- Become a Crew Parent
- Attend a monthly Board Meeting
- Become a committee chair
- Chaperone a field study
- Do "take-home" projects for teachers such as cutting out bulletin board pieces
- Read in your child's class
- Organize or assist fundraising committees
- Organize or assist with school wide events such as Escape the Island, Kindergarten Moving Up Ceremony, Field Day or any grade-level sponsored event
- Organize or assist with a specific club or interest group (if you have an interest in an activity that isn't currently available to students, offer to help get a group started — for example, a dance club or art)
- Help the school administrators prepare grant proposals, letter-writing campaigns, or press releases or provide other administrative assistance

This list is not all inclusive! There are many things that come up throughout the year that will give you the opportunity to earn your volunteer hours quickly.

- **How Do I Become a Crew Parent?**

A Crew Parent is the primary liaison between the teachers and their students' families to communicate and coordinate volunteer opportunities and announce special events within the classroom. These opportunities include assisting the teacher in organizing special classroom events or celebrations, communicating classroom needs for the teacher to the parents, organizing teacher appreciation activities and also being a "go to" person if assistance is needed to help encourage people to volunteer for school-wide events.

Crew parents are an important part of initiating and promoting the "Crew" effort between school and home that

Amana West strives to embrace with the whole child education philosophy. Crew parenting is a great way to stay involved and stay informed within your child's school community and earn those expected volunteer hours quickly! Email your child's teacher, PTO, or the Crew Parent Coordinators, awcrewparent@gmail.com, for more information. All Crew parents must be members of our PTO.

- **What is the school's Mandated Reporting of Child Abuse and Neglect and Student Reporting of Alleged Sexually Inappropriate Behavior Policy?**

Amana Academy Mandated Reporting of Child Abuse and
Neglect and Student Reporting of Alleged Sexually Inappropriate Behavior Policy

Mandated Reporting

Pursuant to O.C.G.A. §19-7-5, all school employees and volunteers are deemed to be mandated reporters. If you have reasonable cause to believe that a child has suffered child abuse, please follow the protocol in this policy to ensure that the appropriate authorities are notified. The obligations of a mandated reporter to report suspected abuse shall apply regardless of whether the reasonable cause is based in whole or in part upon communications that are otherwise privileged or confidential by law.

For the purpose of this policy, "child abuse" is defined as:

1. Physical injury or death inflicted upon a child by a parent, guardian, legal custodian, or other person responsible for the care of the child by other than accidental means. Physical forms of discipline may be used so long as there is no physical injury to the child;
2. Neglect of a child by a parent, guardian, legal custodian, or other person responsible for the care of the child;
3. Emotional abuse of a child;
4. Sexual abuse or sexual exploitation of a child;
5. Prenatal abuse of a child by a parent;
6. An act or failure to act that presents imminent risk of serious harm to the child's physical, mental, or emotional health; or
7. Trafficking a child for labor servitude.

Mandated Reporter Requirements

All employees and volunteers who have reasonable cause to believe that a child has suffered child abuse shall follow the steps below to make a timely report:

1. Immediately find the School Social Worker and/or Principal (collectively referred to as "Responsible Administrator") to make a verbal report of the alleged incident of child abuse. Unless requested by the Responsible Administrator, do not provide written documentation to other personnel, including the child's classroom teacher.
2. The allegation shall be reported to a Responsible Administrator as soon as possible, but no more than 24 hours after the time the employee first has reasonable cause to believe the child may be a victim of child abuse. Employees should not wait until the end of the day or the following day to make a report under any circumstances.
3. Employees and volunteers who make a report to the Responsible Administrator are deemed to have complied with their mandatory reporter obligations under the law. However, if you are unable to reach an administrator after several reasonable attempts or you become aware of alleged abuse after-hours and you believe the child is in imminent danger, you should make a report directly to the Child Abuse hotline (1-855-GACHILD).
4. After making a report, it is NOT your responsibility to follow up with the student, other staff members, family members, etc. If you choose to make a note in your personal record of the date, time, and brief nature of the alleged child abuse after you have made a report, this shall be your personal record and not a record of the school. You should not share this information with anyone other than the Responsible

Administrator or the authorities.

5. All reports made to a Responsible Administrator shall remain confidential to the extent reasonably possible.
6. Failure to comply with this protocol may result in penalties ranging from a verbal or written warning up to termination or removal from campus. Failure to comply with your mandated reporter obligations may also result in criminal charges.

Responsible Administrator

A Responsible Administrator who receives an oral report or other information giving them reasonable cause to believe that a student has been abused or neglected shall immediately, but in no case later than 24 hours, report by telephone or otherwise and followed by a report in writing (if possible) to the Department of Children and Family Services (“DFCS”) or, in the absence of such agency, to an appropriate law enforcement authority. In the event that a Responsible Administrator receives an oral report based on reasonable cause, he or she may consult with the reporting staff member to obtain additional, relevant, and necessary information prior to making a report to the appropriate welfare agency or police authority. Under no circumstances may the Responsible Administrator exercise any control, restraint, or modification or make any other change to the information provided by the staff member when making a report in accordance with O.C.G.A. §19-7-5.

Annual Training

The School Social Worker and/or Principal will provide training annually for professional staff in the identification of children suspected of being neglected or abused. The training will include procedures for reporting such cases. Initial training may be provided through Pro Solutions Training online service.

The legal requirement to report suspected child abuse or neglect is applicable to any adult school volunteer. Therefore, mandated reporter training will also be required of all school volunteers. School volunteers will be notified of such reporting requirements and required training through the parent handbook and on the school website.

Student Reporting of Alleged Sexually Inappropriate Behavior

Reporting

Any student (*or parent or friend of a student*) who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator, other school system employee, or volunteer affiliated with the school should make an oral report of the act to any teacher, counselor, school nurse, or administrator at his/her school.

Any teacher, social worker, counselor or administrator receiving a report of sexual abuse or sexual misconduct of a student by a teacher, administrator, other employee, or volunteer affiliated with the school shall make an oral report of the incident immediately by telephone or otherwise to the school principal or principal’s designee, and shall submit a written report of the incident to the school principal or principal’s designee within 24 hours. *If the principal is the person accused of the sexual abuse or sexual misconduct, the oral and written reports should be made to the superintendent or the superintendent’s designee.*

Sexual Abuse

Any school principal or principal’s designee receiving a report of sexual abuse as defined in O.C.G.A. § 19-7-5 shall make an oral report immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused. The report should be made by telephone and followed by a written report, if requested, to a child welfare agency providing protective services, as designated by the Department of Human Resources, or, in the absence of such agency, to an appropriate police authority or district attorney.

Sexual Misconduct

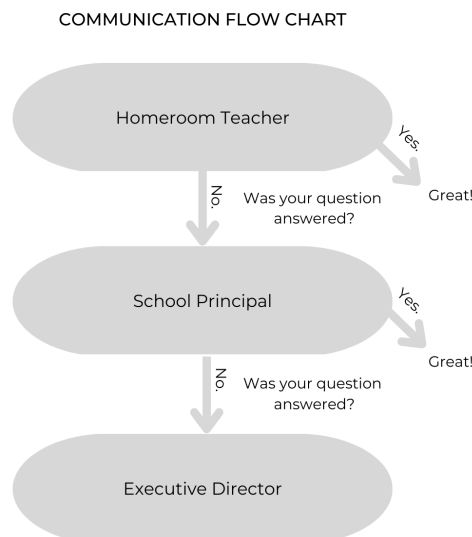
Reports of acts of sexual misconduct against a student by a teacher, administrator, other employee, or volunteer not

covered by O.C.G.A. §§ 19-7-5 or 20-2-1184 shall be investigated immediately by school personnel. If the investigation of the allegation of sexual misconduct indicates a reasonable cause to believe that the report of sexual misconduct is valid, the school principal or principal's designee shall make an immediate written report to the superintendent and the Professional Standards Commission Ethics Division (if applicable).

For the purposes of this policy, "sexual abuse" means a person employing, using, persuading, inducing, enticing, or coercing any minor who is not that person's spouse to engage in any sexual act as defined by O.C.G.A. §19-7-5.

Home/School Communication

The best way to communicate with your child's teacher is through a written note from home, via Class Dojo or via their Amana West email address. Teachers are not available by phone during the school day, but they do have opportunities to check their email throughout the day. Teachers are not expected to answer emails on weekends. We ask that you start with your child's teacher when you have a question or concern, and then follow the **Communications Flow Chart** below if you need further assistance. Additionally, if you need a parent/teacher conference, please email your child's teacher to set up an appointment.



Contact Information:

Ms. Angelique Barnett, Asst. Principal: abarnett@amanaacademy.org

Ms. Helené Brown, Principal: hbrown@amanaacademy.org

Mr. Ehab Jaleel, Executive Director: ejaleel@amanaacademy.org

Ms. Sharonda Lee-Timberlake, Board President: board@amanaacademy.org

Holidays, Special Celebrations, and Snacks

Amana Academy is greatly enriched by the presence of students from a variety of cultural, ethnic, and religious traditions. A school calendar is published for teachers at the beginning of each year, and this calendar includes the major holidays. Teachers will take care to consider these holidays when planning special events, tests, and the introduction of units so that these do not fall on a major religious holiday when at all possible. We recognize that many religious holidays are school days. In accordance with Federal, State and local statutes, we respect the need of families to be absent from school on the days that are their faith's holidays. The Attendance and Make-Up Work section of this handbook addresses this issue further.

To be sensitive to all families and to devote more time to our learning expeditions, Amana Academy will not be

conducting holiday-themed parties in our classrooms. Although students' birthdays are important in our community, the daily schedule does not allow time for celebrations during the school day. [Birthday celebrations](#) are left to teacher-discretion and occur after 2:30 and until 3:00PM (M-Th) or 12:00 until 12:30PM (F) to not disrupt instructional time. The Principal can alter birthday celebration plans if they determine it is a disruption to instruction or school norms. Please make use of the U.S. Postal Service to deliver invitations to birthday parties scheduled outside of school hours. Teachers will not place such invitations in the children's Communication Folders.

Examples of Healthy Snacks

Amana Academy allows students to eat snacks in the classroom at teacher-designated times. The snacks and nibbles students bring should be nutritious, easily accessible, and not distracting to the learning environment. *Please adhere to the items listed below and note that we are a nut-free school. If you have any questions, please feel free to contact your child's teacher/administrator.

Fresh Fruits:

Applesauce (unsweetened), Fruit Cups, Dried Fruits = Raisins, Apricots, Apples, Cranberries, Pineapple, Papaya, and others with no added sugars, Apples, Apricots, Bananas, Blackberries, Blueberries, Cantaloupe, Cherries, Grapefruit, Grapes, Melon, Kiwi, Oranges, Mangos, Nectarines, Peaches, Pears, Pineapples, Plums, Raspberries, Strawberries.

Fresh Vegetables:

Veggies served with(or without) low fat dip or low fat salad dressing: Baby Carrots, Celery Sticks, Cauliflower, Broccoli, Cucumber Slices, Cherry tomatoes, Asparagus, Lettuce, Zucchini, Green Pepper, Red Pepper, Green Beans, Eggplant, Artichokes, Sprouts.

Grains

English Muffins, Crackers, Rice Cakes, Popcorn, Baked Tortilla Chips, Granola Bars, Cereal Bars, Pretzels, Bread Sticks, Animal Crackers

Low Fat Dairy Foods

Cheese (low fat), Yogurt, and Pudding

Healthy Beverages

Water, Milk (low fat/fat free) and 100% Fruit Juice

Water

Please send a water bottle with your child daily. They will keep this at their desk and it will help them stay hydrated throughout the day.

* Please check with your child's teacher about what additional food restrictions are in place in the class.

Celebrations & Parties

*Amana does not celebrate non-academic related or religious holidays (eg. Halloween, Valentine's Day, St. Patrick's Day, etc.)

Promotion and Retention – All Grades

In order to help assure appropriate achievement as students progress through their school experience, Amana Academy West Atlanta establishes the following basic promotion and retention procedures for students:

Criteria

A student is promoted when, in the professional judgment of the teacher, the principal and other school staff; he/she

has successfully met instructional-level standards based on the following criteria:

- Georgia Standards of Excellence (GSE)
- Amana Academy School Curriculum
- State mandated and other standardized test data, as appropriate

The professional school staff in determining promotion or retention of students considers the following:

- Student's cumulative work folder
- All coursework completed
- Formative and other normed benchmarks and/or tests
- Overall classroom performance and participation
- Previous interventions, including retention
- Age and level of social and emotional maturity
- Regular school attendance

Students entering from another school district may be placed, at the discretion of the principal or designee, at a grade level more commensurate with the student's age.

State Promotion, Placement & Retention Requirements for Grades Three and Five

In accordance with the Georgia Academic Placement and Promotion Policy, (O.C.G.A. § 20-2-282, 283, 284, and 285), students in the third, fifth, and eighth grade must pass a state test in order to be promoted. In accordance with the law, third-grade students must score at or above level in reading and fifth and eighth grade students must score at or above level in reading and math on the Georgia Milestone, to be given in April/May of each academic year. For those students who do not meet the minimum requirements, additional assistance and the opportunity to be retested will be provided.

Beginning in the 2027-2028 school year, students in first grade will also have to attain grade level reading proficiency and meet promotional standards established by the State Board of Education to be eligible for promotion to the second grade.

Recess

We believe strongly that students, just like adults, need a break from their work. All elementary students will have an outdoor recess period of approximately 30 minutes. Students will have recess outside every day, unless it is raining or there are extreme temperatures. Please provide your child with climate appropriate apparel, including a jacket, hat, gloves, and scarves to be worn to school during the winter months, sunscreen as needed, and sweaters and/or windbreakers. In accordance with state law, if a student's recess time is used for instructional/disciplinary purposes, teachers/administrators will ensure they have had PE that day or another appropriate substitute.

Safety

In most instances, exterior doors to the buildings on campus are locked once the school day begins. All visitors are required to check **in and out** through the front office when on the campus. We politely ask for your cooperation in presenting your valid state identification when checking in at the school as we feel certain this will be another proactive step in keeping our campus safe. Visitors may not visit classrooms without consent from school officials. See the School Visitor Policy for additional information on visitation policies and procedures.

Emergency Response Plan

Amana West follows emergency response plans approved by our school leadership. The school conducts fire drills, intruder and severe weather drills annually. In the case of medical emergencies, parents of the student will be notified.

In the case of weather related emergencies, such as tornado warnings, staff and students will take appropriate action.

Parents on campus during an emergency situation will be required to follow instructions from the Administration, which may include staying on campus until the emergency situation ends.

Should a situation arise that would require complete evacuation of the campus, parents will be notified through available means.

Weather Closure

If weather makes it unsafe for staff and students to attend school, Amana Academy will also be closed. Check for official announcements of the closing via email, Amana West website, Amana West official social media accounts, Amana West Class Dojo and via radio (WSB, WGST and STAR 94), and television (WXIA, WSB and WAGA), whenever necessary.

School Nutrition Program

Amana Academy is pleased to offer a full service hot lunch program, as well as a breakfast program. We have put together new menus and wonderfully exciting themed meals to spice up the lunch program. Our food vendor will try to provide alternative meals for students with dietary restrictions.

We are sensitive to different dietary needs and do not serve any pork, peanuts or peanut oils. Please contact the Food Service Manager if you have any specific dietary concerns.

Participation in the lunch and breakfast programs is on a prepaid basis. Lunch and breakfast forms are available via the front office, but parents are encouraged to add student funds to their nutrition account.

For current pricing information, please check our website: www.amanaacademy.org > West Atlanta > Parents > Nutrition

For more information, send your inquiry to schoolnutrition@amanaacademy.org.

Free and Reduced Lunch Program

For the 26-27 school year, Amana Academy West Atlanta will be a part of the National Food Lunch Program. All students, regardless of previous eligibility for free and reduced lunch, are expected to complete the free and reduced lunch form each year. Families are able to upload funds to your child's [EZ School Pay Account](#). We want to ensure the highest levels of satisfaction for all Amana families.

School Visitor Policy

Amana West welcomes visitors, family and community members, however, we do REQUIRE that every visitor must register at the school office. Upon presenting proper ID and signing in through the Raptor Visitor Management System, you will receive a Visitor Tag to wear while on campus. To minimize classroom disruptions during instructional time and ensure student safety, we ask that you adhere to the following guidelines:

- Parents/Relatives may visit during the school day with prior approval from your child's teachers.
- All visitors must sign in at the front office and obtain a badge that must be worn while on campus.
- If you need to bring a forgotten lunch, backpack or other item, please bring it to the front desk with your child's name and teacher's name to identify the item. We will make sure that items are delivered to classrooms at appropriate times.
- Visitors are not permitted to eat in the main student cafeteria. A separate, designated space will be provided for you and your child. Only individuals who are explicitly listed on the student's approved contact/visitor list will be permitted to attend lunch.
- Please do not "drop in" to meet with a teacher during the school day unless you have a prior arrangement with the teacher.

Amana West reserves the right to remove visitors or restrict entry to any visitors who do not follow these rules, disrupt the school environment, or pose a threat to the health and safety of students or staff. Such determination shall be based on the sole discretion of school administration.

Technology Acceptable Use Policy

Amana Academy West recognizes that electronic media, including the Internet and electronic mail, enhance the quality and delivery of instruction in our school by providing access to unique resources and opportunities for collaborative work. Any electronic activity conducted by employees, students, or other persons via the School's network or using Amana Academy equipment, computer resources, hardware, or software is subject to inspection and monitoring. There should be no expectation of privacy while on the school network or using school devices. Use of electronic systems shall be in support of and consistent with the vision, mission, and goals established by Amana Academy and for the purpose of instructional and administrative support. The use of electronic technology is a privilege which may be revoked at any time.

All data accessed, stored, or transmitted via the School's electronic resources shall be used in a responsible, ethical, and lawful manner. Any unauthorized use or any failure to comply with applicable law, policy, and rules relating to the use of electronic resources may result in the loss of electronic devices, network access and/or the imposition of disciplinary actions. Unauthorized use includes, but is not limited to, participation in programming vandalism or "hacking" activities; accessing, viewing transmitting, storing, or displaying of offensive materials or messages including, but not limited to, those that contain the following: sexually explicit images or information; ethnic/racial slurs; defamatory, abusive, obscene, profane, or threatening language; encouragement of the use of controlled substances; or illegal material.

At all times, students, staff, and visitors shall be strictly prohibited from using Amana Academy's equipment, devices, hardware, software, and/or the school's network with school or personal devices to access, send, receive, view, or download obscene materials, child pornography, or material that is harmful to minors. All persons who willfully violate this prohibition will be subject to disciplinary or other punitive measures regardless of whether the violation occurred while on school property, a school bus or other school vehicle, a school related function, or elsewhere.

In accordance with state law, the School uses technology protection measures to inspect and analyze unencrypted internet traffic for malware and to block or filter electronic access to obscene materials, child pornography, or material that is harmful to minors.

Social Media

Amana Academy uses software programs, online servers, and other technology reasonably designed to block and monitor access to social media platforms. All students shall be prohibited from using the School's network, equipment, or devices to access social media platforms, except as expressly permitted by and under the supervision of school personnel during the course of a school related activity and for the sole purpose of accessing and utilizing age-appropriate educational resources.

Students who violate this policy may have their access to the school's network and devices revoked and/or may be subject to disciplinary action.

A parent may submit a request, in writing to the principal, for additional information from school personnel about what social media platforms have been or are intended to be accessed for educational purposes. Additionally, a parent may submit a written notice to the principal requesting that their child be prohibited from accessing one or more specified social media sites. This notice will remain in effect until the end of the school year of submission.

In accordance with OCGA §50-29-21, the Georgia Emergency Management and Homeland Security Agency has identified certain social media sites as owned by or under the influence of a foreign adversary. As of July 2025, the following identified sites are strictly prohibited from being installed, used, or visited on school equipment at all times:

- Alibaba
- DeepSeek
- Dialog M
- Irib
- Kwangmyong
- Lemon8
- Moomoo
- Odnoklassniki
- QQ (TenCent)
- QZone
- RedNote
- Renren
- Sina Weibo
- TamTam
- Telegram
- Temu
- Tiger Brokers
- TikTok (Douyin)
- Toutiao
- V Kontakte
- Webull
- WeChat (Weixin)
- Weibo
- Xisohongshu
- Yandex
- Youdao
- Youku Tudou Zhihu

The current and updated list of banned platforms is available on the [GEMA/HS website](#).

Use of School Devices

Any technology, network, or device owned by the School and utilized by employees and/or students shall only be used for the express purpose for which it was intended and with respect to the school's approved security measures. This may include, but not be limited to, the use of strong passwords (including 2-step authentication), limiting approved applications and system updates, limiting permission levels for users, and the immediate reporting of damage to any device. Employees shall only utilize their own login credentials and students shall utilize only the credentials they are provided by school staff, if applicable.

At all times, users shall adhere to the information security policies adopted by the School. Any employee, student, parent, or visitor who violates such policies may have their system access privileges revoked and/or may be subject to appropriate disciplinary consequences.

All students and their families must sign the school's Technology Use Agreement prior to being permitted to use Amana networks, equipment, devices, hardware or servers, or an assigned Amana Academy device.

Complaints

An employee, student, or parent who believes this policy has been violated may file a written complaint with the Principal within 10 business days of first becoming aware of an alleged violation. The complaint shall include the name and contact information of the complainant and all pertinent information about the violation that is known, including, but not limited to (1) identity of the alleged violator; (2) the date on which the alleged violation occurred; (3) the specific activity alleged to have violated this policy; (4) the device and/or network on which the violation occurred; (5) any witnesses to the alleged violation; and (6) any other information known to the complainant about the alleged violation. Upon receipt of a written complaint, the Principal, or his/her designee shall investigate the alleged violation and provide a written response within 15 business days. If additional time is needed to appropriately investigate and respond to the complaint, an estimate of the anticipated timeline for responding should be provided at that time.

Lost and Damaged Devices

All Amana Academy-issued devices are the property of Amana Academy. If a device is damaged, lost, or stolen during the time that it is issued to the student, whether intentionally or due to negligence, the student and the student's parent/guardian will be responsible for paying the cost for repair or replacement of the device at the rates identified below. The full cost of replacement for devices includes the device, all accessories, software license, and setup.

- **Lost or Stolen** - \$250
- **Damaged** - \$100+ (up to \$250 based on damages)
- **Accessories and Components** - \$30 for each lost/stolen or damaged accessory

In accordance with OCGA §20-2-1013, Amana Academy reserves the right to take the following actions against a student who fails or refuses to pay for lost or damaged devices or equipment:

- Refusal to issue or make available any additional instructional materials and content, any computer

hardware, software, and technical equipment necessary to support such materials and content, any library books, or any media materials until restitution is made; or

- Withholding of all grade cards, diplomas, or certificates of progress until restitution is made.

Uniform Policy 2026-2027

At Amana Academy West Atlanta, we recognize that there is a strong, positive correlation between appropriate attire, good work habits and good character. When dress and appearance are characterized by cleanliness, neatness, modesty and safety, children generally have a more positive attitude toward themselves and those around them. Uniforms are an indispensable feature of Amana Academy. In our efforts to maintain an elevated standard of personal appearance, promote a dignified school climate, and foster school pride, we have prepared the following uniform and appearance guidelines.

Per Amana Academy discipline code, students who do not comply with the school's dress code will be allowed to adjust/change clothes if able, or they will be sent to OTO (office time out) until a change of clothes can be obtained. Classes missed will be unexcused.

General Considerations:

- Each component of the uniform must be complied with, daily. The Amana school uniform is not negotiable and may not be manipulated to accommodate personal style or interest. No changes are permitted, regardless of temperature or weather change.
- Questions regarding the need for religious or disability accommodations should be discussed with the Principal.
- Uniforms should be neat (no rips, tears or stains) and clean at all times.

Hats/Hair Accessories

- Hats, bandanas and ball caps may not be worn indoors
- All other head coverings must conform to solid school colors with no patterns
- Headbands and hair ornaments are permitted in school colors

Jewelry and Accessories (Male and Female Students):

- For safety reasons, “choker” style necklaces are NOT allowed
- All necklaces, rings, wrist watches, and bracelets should be simple enough not to distract from learning
- Sunglasses are for outside use only

Outerwear

- Students may wear outerwear (jackets and coats) of their own choosing to school. However, only Amana-approved logoed jackets are permitted inside of the building.
- If students must wear a second layer under their uniform shirt, it must be the same solid color (navy, heather green, black, white, gray) as the uniform shirt, may not hang below the hem of the uniform shirt, and the sleeves may not show.

Confiscated Items:

- Accessories or articles of clothing found in violation of the Dress Code will be confiscated and will only be returned to the parent or guardian.

Specific Uniform Requirements & Vendors

Parents, please refer to the following uniform requirements. Tops must be purchased from our authorized vendors: Local and online retailers [Educational Outfitters](#) or [Flynn O’Hara](#) Uniforms or online retailer [French Toast](#). If you have any questions, please contact the school at 678-331-9351.

Specific Uniform Requirements can be found on the Amana Academy Website under www.amanaacademy.org >

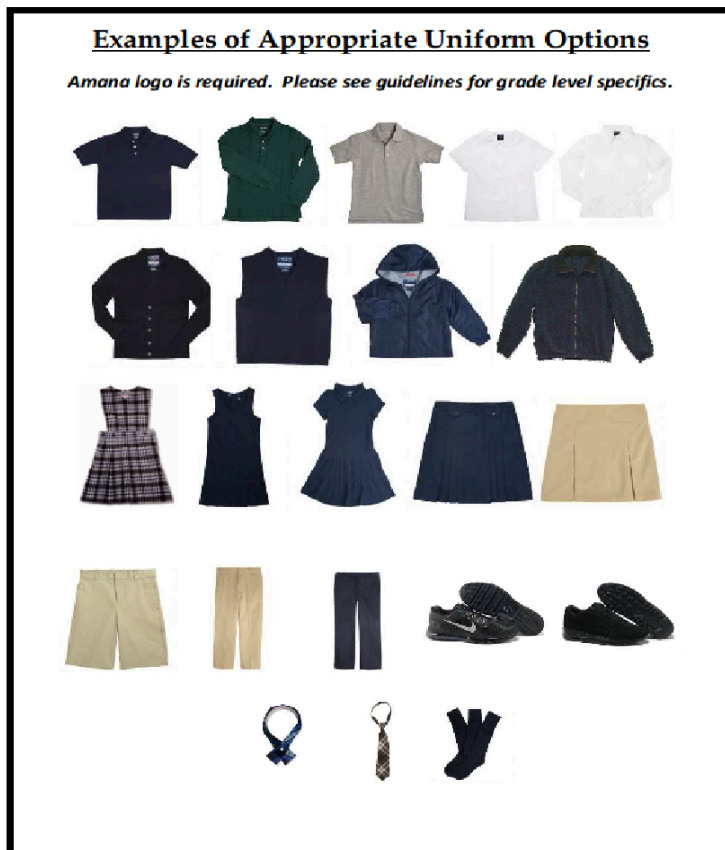
West Atlanta > Parents > Uniforms.

Out-of-Uniform Guidelines

Out-of-uniform days are allowed on specific days during the academic year. On out-of-uniform days students are expected to be dressed appropriately and modestly and maintain the level of personal hygiene and safety necessary to ensure a healthy school environment. Students are to refrain from any mode of dress which is distracting to classroom instruction or which contributes to the disruption of the normal function of the school.

The following types of clothing are considered inappropriate at Amana:

- Shorts and skirts that are too short: Note: Style and material may make certain garments inappropriate even at appropriate length.
- Pajamas, boxer shorts, slippers and cut-off sweatpants.
- Spandex shorts or leggings worn alone, or without a garment of appropriate length.
- Shirts or blouses that expose the midriff; "see-through" garments.
- Clothing which advertises alcohol or substances that are illegal for minors or display suggestive phrases, designs, markings, or profanities.
- Shirts or blouses with elongated arm openings or opened in the front or sides without an undershirt.
- Students are not to wear caps, hats, bandanas, sweat bands, or other head coverings during the school day. Upon arrival at school students should place these items in their bookbags or designated spaces and take them out only when leaving the campus. Students who wear hats during the school day will have them confiscated.
- Pants with holes in them, unfastened belts, exposed underwear.
- Clothing that displays weapons, violence, gang affiliations, or other logos that cause dissension.
- Chains are not allowed.



Parent Grievance Policy

Amana Academy is committed to keeping the lines of communication open between parents and school staff, and to developing positive, productive relationships with all of the families served. Should a parent/guardian of a student at Amana Academy feel that an issue has not been adequately addressed or resolved, however, s/he should use the following grievance procedure; provided however, this grievance policy shall not apply to any appeal of disciplinary or any matter for which a separate grievance policy is provided. :

Step One - Informal Discussion: A parent/guardian of a student presently enrolled at Amana who has a problem, complaint, or dispute, either with a teacher or with a member of the administration, shall make every effort to resolve the matter through informal discussion with the person with whom s/he has the problem, complaint, or dispute, within five working days of the occurrence or cause of such matter.

Step Two - Administrative Review: If the matter cannot thus be resolved through informal discussion, the aggrieved parent/guardian may make a request for a face-to-face meeting with the Executive Director (Superintendent) and any other person or persons whose actions or decisions give rise to the matter. If the grievance is against the Executive Director, a formal grievance may be filed directly with the Board in lieu of Administrative review.

Step Three - Review by the Board of Directors: An aggrieved parent/guardian who remains unsatisfied after undergoing the administrative review process, may file a written formal grievance, within ten (10) business days after receipt of the decision of the Executive Director. This formal grievance must be sent to the Board of Directors and may be filed by electronic mail or regular mail. The formal grievance must be received by the Board or filed with a time stamp prior to the deadline to be considered timely filed. The written formal grievance must, at a minimum, include the following information:

1. The date(s) of the alleged wrongful action;
2. The name(s) of the school employees and/or students allegedly involved in the wrongful act;
3. A written statement detailing the specific allegations;
4. The specific law or school policy allegedly violated;
5. The names and contact information, if known, of any witnesses to the alleged wrongful acts; and
6. A clear statement of the relief or outcome being requested by the complainant.

Unless the grievance is against the Executive Director, the Board may transfer any formal complaint first filed directly with the Board to the Executive Director to first complete the administrative review process. The Board will respond within five working days of receipt to acknowledge receipt of the grievance. The Board will inform the complainant in writing of (a) the date, time and location of the next meeting of the full Board of Directors, and (b) the complainant's right to appear at such meeting, voice his/her complaints, and bring witnesses to support his/her position. A Board representative will also inform the Executive Director and any staff members directly impacted that a grievance has been filed. During executive session at the next full Board meeting, if practicable, the complainant will be given the opportunity to present his/her grievance and any witnesses who will speak on his/her behalf. Subsequently, the Executive Director and/or any staff member directly impacted will be given the opportunity to speak. The Board Chair may limit the time of presentations as s/he deems appropriate. The members of the Board will also have an opportunity to ask questions of the complaint, the Executive Director, and any participating witnesses or staff members. After completion of the Board's questioning, it will dismiss all non-board members and reconvene in executive session (board members only) to discuss the matter amongst themselves. The Board will vote on a resolution of the matter, and the Board Chair will issue the Board's written decision within ten business days after the board meeting at which the grievance was heard. All members of the Board, the Executive Director, and the complainant will receive a copy of the Board's written decision. Staff members who were directly affected but not a party to the complaint may also be provided with a written copy of the Board's decision.

Any Board member who is a party to or involved in the dispute must recuse himself or herself from participation in the Board proceedings.

State Law

Individualized College & Career Plan Procedure

The school shall comply with O.C.G.A. § 20-2-327 related to Individual College and Career Plans (formally known as Graduation Plans). This process involves discussions about general graduation requirements, coursework, career pathways, and post-secondary opportunities with school counselors and teachers. Middle school students can begin planning by understanding high school requirements and exploring different career pathways and interests.

Federal Policies

Notification of Rights under the Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day Amana receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the education records they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected or retrieved.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students may ask Amana Academy to amend a record that they believe is inaccurate or misleading. They should write to the school principal; clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If Amana decides not to amend the record as requested by the parent or eligible student, Amana will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.

3. The right to provide written consent prior to disclosures of personally identifiable information (PII) contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by Amana as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Amana Governance Board; a school approved volunteer; a person or company that is under the direct control of Amana with respect to the use and maintenance of education records and with whom Amana has contracted or who volunteers to perform a service or function for which Amana would otherwise use employees (such as an attorney, auditor, medical consultant, therapist, insurance adjuster); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, Amana discloses educational records, without consent, to officials of another school in which a

student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Amana to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is the Student Privacy Policy Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20212-5920.
5. Amana may disclose appropriately designated "directory information," for educational and legal compliance purposes, to governmental agencies and offices (including the US Armed Forces) to non-profit entities for school support purposes, or to educational technology providers as deemed appropriate by Amana to access educational services, without written consent, unless you have advised Amana to the contrary.

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))

- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as “directory information” if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student’s case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

FERPA Notice of Directory Information

FERPA also allows Amana to disclose personally identifiable information that has been designated as “directory information” without written parental consent. The primary purpose of directory information is to allow the School to include information from your child’s education records in certain school publications. Examples include, but are not limited to school publications such as a playbill showing your student's role in a drama production; the annual yearbook; graduation videos or graduation announcements/celebrations; honor roll or other recognition lists; graduation programs; and sports event publications, such as a football game program.

Specifically, directory information is information that is generally not considered harmful or an invasion of privacy if released. Amana has designated the following types of information as directory information: a student’s name, address, email addresses, phone number(s), date and place of birth, grade level, dates of attendance and most recent previous school attended, degrees/honors/awards received, photograph/peripheral student images or audio (see information below), participation in school activities and sports, as well as weight and height of members of athletic teams, student ID number, user ID, or other unique personal identifier used to communicate in electronic systems (subject to Amana's determination that this information cannot be used to access education records without a PIN, password, etc.--a student's SSN, in whole or in part, cannot be used for this purpose) or similar information.

Amana Academy may share directory information with outside individuals or organizations and may also display directory information on school, personnel, classroom or school websites, blogs, or social media (such as Facebook, Twitter, Instagram or similar) for the purposes of instruction, recognizing student achievement or informing the community about school or classroom activities and events

Photo & Video Recordings

In accordance with OCGA §20-2-786, prior to August 31, a parent or guardian may submit written notice to the Assistant Principal that photographs, video, and/or voice recording of his/her child are not permitted. A form to provide this notice may be requested from the Assistant Principal. For any student who enrolls after the start of the school year, written notice must be provided within 10 days of enrollment. Such notice must be submitted annually and will remain in effect for the duration of the school year or until the parent provides a written retraction, whichever is earlier. Provided however, this prohibition on recordings does not apply for recordings made pursuant to applicable public safety and security exceptions.

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before student’s is required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)

1. Political affiliations or beliefs of the student or student’s parent

2. Mental or psychological problems of the student or student's family
3. Sex behavior or attitudes
4. Illegal, anti-social, self-incriminating, or demeaning behavior
5. Critical appraisals of others with whom respondents have close family relationships
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
7. Religious practices, affiliations, or beliefs of the student or parents
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of

1. Any other protected information survey, regardless of funding,
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law, and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise, distribute the information to others.

Inspect, upon request and before administration or use

1. Protected information surveys of students,
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional materials used as part of the educational curriculum

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Amana maintains policies or procedures, in consultation with parents/guardians, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

Amana will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Amana will also directly notify (such as through U.S. Mail, e-mail, or hand delivery) parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Amana will make this notification to parents at the beginning of the school year if Amana has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys.

Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202.

Title IX and Equal Educational Opportunities for Students

In accordance with the provisions of Title IX of the Educational Amendments of 1972, Amana Academy West does not discriminate nor permit discrimination on the basis of sex in its employment practices, educational programs, or

other activities that it operates. No student shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, or other educational program or activity operated by this school.

The following person has been designated to serve as the Amana Academy Title IX Coordinator for the purposes of receiving complaints and coordinating the School's response to allegations involving possible sexual harassment under this policy:

Name: Karen Autrey

Address: 285 South Main Street Alpharetta, GA 30009

Phone Number: (678) 624-0989

Email Address: kautrey@amanaacademy.org

Any person may report sex discrimination, including sexual harassment as defined by this policy, (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), to the Title IX Coordinator in person, by mail, by telephone, by electronic mail, or through other means specified by the School. Reports may be made at any time, including during non-business hours.

The Amana Academy Title IX Sexual Harassment Policy and Formal Grievance Process are available for review on the School website or upon request in the front office.

For the purposes of this policy, "sexual harassment" is defined as conduct on the basis of sex that satisfies one or more of the following:

- 1) An employee of the School conditioning the provision of an aid, benefit, or service of the School on an individual's participation on unwelcome sexual conduct (quid-pro-quo); or
- 2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the School's education program or activity; or
- 3) "Sexual assault," "dating violence," "domestic violence," or "stalking" as defined by federal law.

Notice of Rights of Students and Parents Under Section 504

Section 504 of the Rehabilitation Act of 1973, commonly referred to as "Section 504," is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students.

The implementing regulations for Section 504 as set out in 34 CFR Part 104 provide parents and/ or students with the following rights:

- Your child has the right to an appropriate education designed to meet his or her individual educational needs as adequately as the needs of non-disabled students. 34 CFR 104.33.
- Your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties who provide services not operated by or provided by the recipient are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 CFR 104.33.
- Your child has a right to participate in an educational setting (academic and nonacademic) with non-disabled students to the maximum extent appropriate to his or her needs. 34 CFR 104.34.
- Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34.
- Your child has a right to an evaluation prior to a Section 504 determination of eligibility. 34 CFR 104.35.
- You have the right to not consent to Amana's request to evaluate your child. 34 CFR 104.35.
- You have the right to ensure that evaluation procedures, which may include testing, conform to the requirements of 34 CFR 104.35.
- You have the right to ensure that Amana will consider information from a variety of sources as appropriate, which may include aptitude and achievement tests, grades, teacher recommendations and observations,

physical conditions, social or cultural background, medical records, and parental recommendations. 34 CFR 104.35.

- You have the right to ensure that placement decisions are made by a group of persons, including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities. 34 CFR 104.35.
- If your child is eligible under Section 504, your child has a right to periodic reevaluations, including prior to any subsequent significant change of placement. 34 CFR 104.35.
- You have the right to notice prior to any actions by Amana regarding the identification, evaluation, or placement of your child. 34 CFR 104.36.
- You have the right to examine your child's educational records. 34 CFR 104.36.
- You have the right to an impartial hearing with respect to Amana's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. 34 CFR 104.36.
- You have the right to receive a copy of this notice and a copy of Amana's impartial hearing procedure upon request. 34 CFR 104.36.
- If you disagree with the decision of the impartial hearing officer (school board members and other school employees are not considered impartial hearing officers), you have a right to a review of that decision according to Amana's impartial hearing procedure. 34 CFR 104.36.

You have the right to, at any time, file a complaint with the United States Department of Education's Office for Civil Rights.

Section 504 Procedural Safeguards

Overview: Any student or parent or guardian ("grievant") may request an impartial hearing due to Amana Academy's actions or inactions regarding your child's identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to Amana's Section 504 Coordinator; however, a grievant's failure to request a hearing in writing does not alleviate Amana's obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through Amana's Section 504 Coordinator. Amana's Section 504 Coordinator will assist the grievant in completing the written Request for Hearing.

Hearing Request:

The Request for the Hearing must include the following:

- The name of the student.
- The address of the residence of the student.
- The name of the school the student is attending. The decision that is the subject of the hearing.
 - The requested reasons for review.
 - The proposed remedy sought by the grievant.
 - The name and contact information of the grievant.

Within 10 business days from receiving the grievant's Request for Hearing, the Section 504 Coordinator will acknowledge the Request for Hearing in writing and schedule a time and place for a hearing. If the written Request for Hearing does not contain the necessary information noted above, the Section 504 Coordinator will inform the grievant of the specific information needed to complete the request. All timelines and processes will be stayed until the Request for Hearing contains the necessary information noted above.

Mediation: Amana may offer mediation to resolve the issues detailed by the grievant in his or her Request for Hearing. Mediation is voluntary and both the grievant and Amana Academy must agree to participate. The grievant may terminate the mediation at any time. If the mediation is terminated without an agreement, Amana will follow the procedures for conducting an impartial hearing without an additional Request for Hearing.

Hearing Procedures:

The Section 504 Coordinator will obtain an impartial review official who will conduct a hearing within 45 calendar

days from the receipt of the grievant's Request for Hearing unless agreed to otherwise by the grievant or a continuance is granted by the impartial review official.

Upon a showing of good cause by the grievant or Amana, the impartial review official, at his or her discretion, may grant a continuance and set a new hearing date. The request for a continuance must be in writing and copied to the other party.

The grievant will have an opportunity to examine the child's educational records prior to the hearing.

The grievant will have the opportunity to be represented by legal counsel at his or her own expense at the hearing and participate, speak, examine witnesses, and present information at the hearing. If the grievant is to be represented by legal counsel at the hearing, he or she must inform the Section 504 Coordinator of that fact in writing at least 10 calendar days prior to the hearing. Failure to notify the Section 504 Coordinator in writing of representation by legal counsel shall constitute good cause for continuance of the hearing.

The grievant will have the burden of proving any claims he or she may assert. When warranted by circumstances or law, the impartial hearing officer may require the recipient to defend its position/decision regarding the claims (i.e., A recipient shall place a disabled student in the regular educational environment operated by the recipient unless it is demonstrated by the recipient that the education of the person in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily. 34 C.F.R. §104.34). One or more representatives of Amana, who may be an attorney, will attend the hearing to present the evidence and witnesses, respond to the grievant's testimony and answer questions posed by the review official.

The impartial review official shall not have the power to subpoena witnesses, and the strict rules of evidence shall not apply to hearings. The impartial review official shall have the authority to issue pre-hearing instructions, which may include requiring the parties to exchange documents and names of witnesses to be present.

The impartial review official shall determine the weight to be given any evidence based on its reliability and probative value.

The hearing shall be closed to the public.

The issues of the hearing will be limited to those raised in the written or oral request for the hearing.

Witnesses will be questioned directly by the party who calls them. Cross-examination of witnesses will be allowed. The impartial review official, at his or her discretion, may allow further examination of witnesses or ask questions of the witnesses.

Testimony shall be recorded by court reporting or audio recording at the expense of the recipient. All documentation related to the hearing shall be retained by the recipient.

Unless otherwise required by law, the impartial review official shall uphold the action of Amana Academy unless the grievant can prove that a preponderance of the evidence supports his or her claim.

Failure of the grievant to appear at a scheduled hearing unless prior notification of absence was provided and approved by the impartial review official or just cause is shown shall constitute a waiver of the right to a personal appearance before the impartial review official.

Decision: The impartial review official shall issue a written determination within 20 calendar days of the date the hearing concluded. The determination of the impartial review official shall not include any monetary damages or the award of any attorney's fees.

Review: If not satisfied with the decision of the impartial review official, any party may pursue any right of review,

appeal, cause of action or claim available to them under the law or existing state or federal rules or regulations.

For more information regarding Section 504, or if you have questions or need additional assistance, please contact Amana West Atlanta's Section 504 Coordinator at the following address:

Amana West Atlanta - Attn: Jasmine Gordon, 504 Program Administrator - 2200 Lake Park Dr. SE Smyrna, GA 30080 - Phone: (678) 331-9351

McKinney Vento Homeless Assistance Act

The McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et seq. (MKV) is a federal law established to ensure that homeless children and youth are provided with equal access to its educational programs, have an opportunity to meet the same challenging state of Georgia academic standards as their non-homeless peers, are not segregated on the basis of their status as homeless, and to establish safeguards that protect homeless students from discrimination on the basis of their homelessness.

Homeless children and youth who lack a fixed, regular and adequate nighttime residence due to economic hardship, might qualify for assistance under MKV. Students who qualify under MKV are entitled to the rights to:

1. Go to public school for free and participate fully in school activities.
2. Enroll in school immediately and attend class, even if you do not have the documents normally required for school. The school where you enroll is responsible for helping you get any documents needed to keep attending classes.
3. Enroll in the local school near where you are staying or continue to attend the school you attended when you last had a safe and stable place to live or the school where you were last enrolled ("school of origin"), based on where you think would be best for you to go to school.
4. If the school district disagrees with your choice of school based on your best interest, they must provide a written explanation for why another school would be better and must give you the right to appeal their decision.
5. Transportation to this school if this is your school of origin or transportation comparable to transportation services provided to other students at this school if it is not your school of origin.
6. Other services comparable to those offered to other students at this School, including but not limited to educational services, meals through school meal programs, special education services, career and technical education, and gifted education.

Additional information on the School's McKinney Vento policy and procedures is available on the school website or upon request in the front office. Any questions on your rights or eligibility may be directed to the school's homeless education liaison. Amana Academy West has designated the following individual as its homeless education liaison:

Name: Latanya Farrar

Phone Number: 678.331.9140

Email Address: lfarrar@amanaacademy.org

Glossary of Academic Terms

Academic Support Program

Amana Academy's Academic Support Program services students who require extra support in programs such as ESOL, Speech and EIP. The Early Intervention Program (EIP) process begins with academic assessments early in the school year followed by a formal letter sent to the parent, giving Amana the permission to work with a child. This targeted and helpful support is the best way to ensure all our students are successful in all their academic subjects as well as on the state Georgia Milestone exam in April/May.

In addition, Amana has a School Counselor who also coordinates 504 Plans and a staff member that coordinates our Multi-Tiered Systems of Support (MTSS) services.

Adventure/PE

Adventure physical education offers athletics in traditional and non-traditional settings. This enrichment is required for grades K - 8. Here at Amana students learn and practice sports, fitness routines, group games, initiatives, individual record setting, and how exercise relates to overall health.

These adventures are integral to the curriculum and character education that Amana teaches. Led by our Adventure/PE department, the teachers and students embark on journeys that challenge their "comfort zones."

Arabic World Language

One of the unique core practices of Expeditionary Learning is a focus on global awareness and world language learning. At Amana Academy, this is evidenced in our Arabic world language program, which is taught in all grades. A firm command of Arabic will enhance cognitive skills; broaden students' perspectives and cultural understanding. Arabic is one of the United Nations' six official languages and is spoken by 400 million people around the world. Like Chinese and Russian, Arabic is considered by educators and policymakers to be a language of economic and cultural significance. Fluency in Arabic will give Amana students an important edge in getting into top colleges, and in the job market of the 21st century, as a firm command of Arabic will enhance cognitive skills, and broaden students' perspectives and cultural understanding.

Per the Georgia Department of Education Foreign Language Program's recommendation, the model chosen by Amana Academy will be the Georgia Elementary School Foreign Languages (ESFL) Model Program. The ESFL Program was developed in 1992 after years of research on the best format for teaching children a second language, in accordance with the National Standards for Language Learning in the 21st Century, which incorporates the Performance Guidelines for K-12 Learners of the American Council on the Teaching of Foreign Language (ACTFL).

Beginning in 7th grade, middle school students will have the opportunity to also take Spanish for HS coursework.

Community Circle

Community Circle is an Expeditionary Learning based practice that gives our students the opportunity to learn from their peers as they demonstrate their acquired knowledge and share experiences pertaining to dimensions of EL Education with one another. This practice takes place on Fridays for all students.

Amana High 5 Habits

The Amana Academy High 5 Habits are part of Amana's character education program. Courage, Compassion, Perseverance, Respect and Responsibility are the habits students are expected to follow. Teachers enforce these habits through their classroom norms and incorporate them into daily lessons. Students' mastery of these habits are reflected in their High 5 Habit Progress Report. Students who consistently demonstrate the High 5 Habits are

celebrated with Outstanding Eagle Awards and through in-classroom celebrations, and Freedom Fun Friday.

EL Education (formerly known as Expeditionary Learning)

The Harvard University-based EL Education (EL) model inspires the motivation to learn, engaging teachers and students in new levels of focus and effort, and makes Amana into a place where students and adults become leaders of their own learning.

EL is an educational system that differs from traditional systems in three main ways:

- In EL schools, students learn by conducting "learning expeditions" rather than by sitting in a classroom being taught one subject at a time.
- EL works on developing the character -- as well as the intellect -- of students.
- EL changes not only how students learn but also a school's culture. Expeditionary Learning affects standards, curriculum, pedagogy, assessment, and school organization. Teachers, parents, staff, and students work together to create a school culture of collaboration, respect, and high expectations.

Expeditionary Learning is built on [ten design principles](#) that reflect the educational values and beliefs of Kurt Hahn, founder of Outward Bound. These principles animate our research-based model for transforming teaching, learning, and the culture of schools. **Ten design principles:**

- The Primacy of Self-Discovery
- The Having of Wonderful Ideas
- The Responsibility for Learning
- Intimacy and Caring
- Success and Failure
- Collaboration and Competition
- Diversity and Inclusivity
- The Natural World
- Solitude and Reflection
- Service and Compassion

EL's compelling design principles and practices consider whole-child development (intellectual, moral, and physical), and they are consistent with Amana's vision and mission. Reflecting on the role that character development plays in this approach, Harvard University's education expert Howard Gardner proclaimed at the 2010 national EL conference, "Expeditionary Learning is a shaft of light in the dark cave of American education".

Our Core Practices address five key dimensions of life in school:

- Curriculum

Our approach to curriculum makes standards come alive for students by connecting learning to real-world issues and needs. Academically rigorous learning expeditions, case studies, projects, fieldwork, and service learning inspire students to think and work as professionals do, contributing high-quality work to authentic audiences beyond the classroom. Amana ensures that all students have access to a rigorous college preparatory curriculum, and regularly analyzes the curriculum to check alignment to standards and opportunities for all students to meet those standards.

- Instruction

Our classrooms are alive with discovery, inquiry, critical thinking, problem-solving, and collaboration. Teachers talk less. Students talk and think more. Lessons have explicit purpose, guided by learning targets for which students take ownership and responsibility. In all subject areas, teachers differentiate instruction and maintain high expectations in order to bring out the best in all students and cultivate a culture of high achievement.

- Assessment

Our leaders, teachers, and students embrace the power of student-engaged assessment practices to build student ownership of learning, focus students on reaching standards-based learning targets, and drive achievement. This

approach to assessment is key to ensuring that schools achieve educational equity. Students continually assess and improve the quality of their work through the use of models, reflection, critique, rubrics, and work with experts. Staff members engage in ongoing data inquiry and analysis, examining everything from patterns in student work to results from formal assessments, disaggregating data by groups of students to recognize and address gaps in achievement.

- Culture and Character

Amana builds cultures of respect, responsibility, courage, and kindness, where students and adults are committed to quality work and citizenship. School structures and traditions such as crew, community meetings, exhibitions of student work, and service learning ensure that every student is known and cared for, that student leadership is nurtured, and that contributions to the school and world are celebrated. Students and staff are supported to do better work and be better people than they thought possible.

- Leadership

Amana school leaders build a cohesive school vision focused on student achievement and continuous improvement, and they align all activities in the school to that vision. Leaders use data wisely, boldly shape school structures to best meet student needs, celebrate joy in learning, and build a school-wide culture of trust and collaboration. Leadership in our schools goes beyond a single person or team—it is a role and expectation for all.

Field Studies: Field Work, Expert Visitors, and Service Learning

Expeditionary Learning students learn from fieldwork, experts, and service in addition to learning from text. They use the natural and social environments of their communities as sites for purposeful fieldwork and service connected to academic work, and they use professional experts and citizens with firsthand knowledge of events and issues to ensure accuracy, integrity, and quality in their work.

As an Expeditionary STEM School, Amana West differentiates between traditional field trips, in which students are often spectators, and fieldwork, in which students are active investigators, applying the research tools, techniques of inquiry, and standards of presentation used by professionals in the field. In addition to having students conduct research outside the school, teachers bring experts from the community into the classroom who collaborate with students on projects, teach them skills from their field, and critique their work using professional standards. Service learning in EL schools goes beyond charitable acts, such as cleaning up a city park, and extends also to rigorous academic products that provide a service for the community, such as conducting energy audits of city buildings to help a city save money and reduce its carbon footprint. Older students may participate in internships and apprenticeships.

Fieldwork, collaboration with experts, and service learning are a part of learning expeditions, but they can also be used as stand-alone structures outside of full learning expeditions. Amana students attend several field studies per school year. At the start of each semester, teachers will send home permission slips for grade-level field studies (including the overnight trip for grades 4-8) which will include any fees required for attendance.

The fees cover facility/entry fees, transportation, and supplies (if needed), and are mandatory for all students. In most cases, particularly overnight field studies, chaperones are also subject to fees. As many neighboring schools have cut their offsite opportunities for students' altogether, Amana West's mission promotes enrichment that allows students to experience real-world connections to the educational content, as they learn with hands-on, interactive methods. Please consult with your child's teacher for specific field study and chaperone procedures.

- **Permission and Fees** – all paperwork and fees must be submitted within 10 days of the trip, or by a date established by the teachers. **Anyone needing payment assistance must complete this [form](#). The business office will follow up with all inquiries.**

- **Chaperone Requirements:** Chaperones help ensure the safety of students as they go through the fieldwork activities, from departure to arrival back at campus. Expected to perform a group count at transition periods, he/she may also assist teachers by keeping students on task during academic experiences, and supervise students by managing behavior with a positive approach. By chaperoning, that person agrees to keep all issues regarding students confidential and trust the teacher's decisions. Amana chaperones model good behavior by listening to and following the rules laid out by the teacher and the school. When students observe chaperones paying attention when the teacher, principal, or featured speaker is talking, they will follow suit. And, chaperones understand that they are

not to take their child home from a field study, unless prearranged and approved arrangements have been made with the administrator.

- Overnight Trips require a certain number of male and female chaperones, a number that will be determined by the school. Chaperones for Overnight trips must complete a mandatory orientation and FBI background check before they can accompany any class on their outing. Overnight trips cannot take place without parent chaperones.
- Legal guardians may accompany students on day or overnight trips and are subject to the same requirements.

STEM: Science, Technology, Engineering & Mathematics

STEM is a methodology for integrating science, technology, engineering and mathematics into our Math and Science Curriculum. This is most visible in the Science based expeditions, but also is revealed in ongoing Science Laboratory practices.

The Mathematics follows the K-12 Mathematics Standards and challenges students to be problem solvers. Math skills are developed through the use of real world problems, communication and demonstration. Math content and skills are integrated into Expeditions demonstration purposes.

Talented and Gifted Services

The Talented and Gifted (TAG) program at Amana Academy West Atlanta provides enriching learning experiences for the intellectually advanced and exceptionally creative student. Amana Academy uses a collaborative approach in delivering TAG services. The program meets all requirements of the Georgia Department of Education and provides a variety of high-quality opportunities for the student. Specially-trained educators guide the teachers' to deliver differentiated instruction to gifted students in ways that maximize the child's unique learning characteristics and capabilities.

At all grade levels, the goals of the Amana Academy TAG program seek to:

- Develop advanced research methods and independent learning
- Generate new ideas and products
- Develop higher order and critical thinking skills
- Develop advanced communication skills

For more information please contact your school for the TAG Coordinator.