



2025-2026
Parent & Student
Handbook

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

We are Crew, not Passengers.



**Amana Academy Parent-School Covenant
2025-2026**

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 communication regarding student assignments, tests and/or homework.
- 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 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:

- Support the mission of Amana Academy.
- Read and understand the Parent Handbook and sign and return the acknowledgement page.
- Attend 2 Student Led Conferences and 2 Celebrations of Learning (if able), and any requested parent/student/teacher conferences.
- Communicate regularly with teachers/staff (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, sent home in student folders, 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
- Contribute financially to support programs at Amana Academy if I have the means to do so by paying field study and program fees, supplying all requested school supplies as the start of the year, and participating in fundraisers as able.
- Commit to serving the 10 Hour Mandatory Volunteers hours (*10 hours per school year per parent*) with the school or through the PTO.
- 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 sign below and return to the school.

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 student learning. This also acknowledges that I/we have received the Parent Handbook.

Print Name: _____

DATE: _____

Signature: _____

We are Crew, Not Passengers.



Dear Parents and Students,

We are excited to be starting another school year with you at Amana Academy. 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. As Georgia's first STEM-Certified K-8 School, Amana 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 new strategic plan and as we celebrate our 20th Anniversary.

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,

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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 – 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, single-gender classroom instruction, 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) and 7:50 AM - 1:00 PM (Friday)

2. Does the Amana school calendar follow that of Fulton County Schools?

For the most part Amana's calendar does align with Fulton County's with a few exceptions. We have the same number of instructional days and the same start day. However, in order to optimize our delivery of the Expeditionary Learning approach, we have added a few teacher workdays or asynchronous days at various times in the year, which may result in slightly different breaks. To view our calendar, please refer to our website and our weekly newsletter or the copy provided at Open House.

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

Please see the Dress Code section in this handbook or on our website.

4. What is Amana's attendance policy?

Please see the Attendance section for Amana's detailed policy around attendance, absences and tardies.

5. How do drop-off and dismissal work?

Please see the Attendance policy information on drop-off and 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 the transportation section of our website or in this handbook.

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

We offer a number of enrichment clubs and after school care. Please see our website or below 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 below or our website for school nutrition information.

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

Please see below or our website for information on how to complete 10 hours per year.

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 below for home/school communications.

12. Does Amana Celebrate Holidays or Special Occasions?

Please see below for Amana's policy around Religious Customs, Holidays, Special Occasions.

Amana Academy Governing Board

The Governing Board at Amana Academy is composed of parents and outside community members representing industry and philanthropic interests. In addition to our community, the Amana Board is fully accountable to the community and to our authorizers (Fulton County School Board, Georgia Department of Education School Board, and the State Charter Schools Commission).

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 Fulton County Schools and the school'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 (please check Amana website for most [current listing](#)):

- Sharonda Lee-Timberlake (Board Chair)
- Katherine Williams (Vice Chair)
- Dr. Charlene Gayle, DVA (Treasurer)
- TBA (Secretary)
- Marshall Chalmers
- Jessica Douglas, PhD
- Nabil Ismail
- Christian Mitchell-Murphy
- Waqas Cheema
- Michele Curtis
- Helen Park Truong, EDD
- Jennie Welch, PhD

Parents are encouraged to attend monthly Board meetings, which do allow time for community input. On certain occasions the Board announces private "executive session" meetings when it needs to discuss matters pertaining to specific persons, real estate negotiations, or legal affairs. Meetings will be posted to the school calendar you can subscribe to or on our website.

Policies

Admissions & Recommitment Guidelines

Students in grades K-8 are eligible to enroll at Amana Academy if:

- You reside in north or south Fulton County, GA, outside the Atlanta city school district (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 recommitment forms and are guaranteed placement.

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

After-School Enrichment Program

Amana Academy offers After-School Enrichment Programs (ASEP) where our goal is to enhance and extend the already wonderful education children receive at Amana Academy.

Program operates:

ASEP:

3:40 p.m. – 6:30 p.m. Monday -Thursday

1:20 p.m. – 6:30 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. The program can accommodate only 100 students per day, therefore 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 Academy website's Activities Tab.

The Statement Below serves as Notice of Exemption of Licensure: Amana Academy After School Enrichment Program (AESP) operates under an exemption from licensure as a public charter school. Our program is owned and operated by a Georgia Public School, therefore it is not licensed, nor required to be licensed by Bright From the Start, Georgia Department Of Early Care And Learning.

Attendance

Amana Academy North Fulton's objective is for every student to attend school every day, on time. We know students learn more and have higher success in high school and beyond with greater attendance at school. We enforce attendance in accordance with the provisions of the Georgia Compulsory Attendance Law and the Fulton County School System.

To meet this objective, Amana established the following goals for 2025-2026:

- Reach an average daily attendance rate of 97%
- Reach chronic absenteeism of less than 5% for middle school (currently 4%) and less than 7% for elementary school (currently 12%)
- Reduce chronic tardiness by 25% (currently 160 chronically tardy students, goal is 40 fewer to 120 for this coming year 25-26)
- Ensure that student attendance is recognized monthly in an effort to improve attendance.

School Hours

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

Friday: 7:50 AM- 1:00 PM

The Building opens at 7:30 AM. Amana is not responsible for students dropped off before 7:30 AM. Excessive drop-offs before this time will be referred to the school Social Worker and could result in a referral to the Department of Family and Children's Services. Students should arrive by 7:50 AM to be marked on time and present for the day.

Absences

Excused Absence is defined as:

"A hold harmless absence that has been documented and relates to one of the following circumstances in accordance with State Board of Education Rule 160-5-1.10 and Georgia State Code, O.C.G.A. 20-2-690.1."

The following is a list of all excused absences:

- Personal illness or when attendance in school would be detrimental to the health of the student or others
- A serious illness in the student's immediate family necessitating absence from school
- A death in the student's family necessitating absence from school
 - Student are excused for up to 4 days due to a death in immediate family Students are excused for up to 2 days due to a death in non-immediate family
- Observance of religious holidays necessitating absence from school
- Compliance with a court order or an order issued by a governmental agency mandating an absence from school
- Visitation with an immediate family member who is on leave from or is being deployed to military service
- Important family events/celebrations for an immediate family member (graduation, wedding, religious ceremony, etc.)
- Compliance with an order for a pre-induction physical examination for service in the armed forces
- An absence for registering to vote or participating as an active voter in a local, state, or federal election
- A verified interview for college admission or a documented college visit

- A specialized, supplemental, or extracurricular program/event
- Other absences pre-approved by the principal

Unexcused Absence (as defined in the Fulton County school district policy)

Any absence not accomplished with a note or documentation or any absence that does not relate to the circumstances listed above is considered unexcused.

The following non-exhaustive list includes examples of unexcused absences:

- Bad weather
- Missing the school bus
- Car trouble
- Shopping
- Babysitting
- Oversleeping

Documentation When Absent

Upon return to school from any absence and/or tardy/early checkout, the parent or guardian must complete the online attendance form <https://amanaacademy.org/north-fulton/parents/attendance/> stating the reason for the absence and attach any documentation. **Students who are absent for reasons that are not acceptable under the above mentioned provision will be reported as an unexcused absence.**

Amana Academy may request additional documentation if a student has reached the following benchmarks:

- **After 3 consecutive ill absences (a doctor's note may be required)**
- **7 or more days for any reason (not including assigned remote)**
- **10 or more late arrivals or early checkouts**

Pre-Approved Absences

Families must formally request for students to be absent due to family events or other pre-approved absences at least 5 days in advance via email to the Principal. The request should include the rationale + the dates requested clearly. Students and parents are required to request their work in advance of leaving and turn in all work within 2 days of returning to get credit for the school days and work.

Participating Remotely: Students can substitute up to 5 absences per semester (a max of 10 per year) with a remote learning day. This would result in the student being counted as present for the day(s) they participate remotely. Students must meet the following guidelines:

- To be marked present, work must be submitted within 2 days of absence.
- Students may not use a remote learning day on a test day.
- Parents/Guardian or students must notify the school in advance to participate remotely.
- Amana Academy North will make the best effort to provide instruction given early notice.
- Students who are out of the country may not participate in remote learning.

Tardies, Late Arrivals and Early Checkouts**Tardy**

Any time a student arrives after the beginning of a specific class period. Students are expected to arrive at school no later than 7:50 AM each day. **If you arrive after 7:50 AM, you must walk your child into the building to sign them in. Front desk personnel will follow up with families who do not walk their child(ren) in to sign them in. Repeated tardy drop offs without a parent will result in a counseling, social worker or principal meeting.**

Tardies impact your child's daily routine and learning; additionally, students miss breakfast, crew or interventions or even class time. Repeated tardiness will require a meeting with our social worker, counselor or principal.

Late Arrival

Any time a student arrives after the beginning of the instructional day. If a student arrives late, they must be in school for at least 180 minutes. To be counted present for the day, the student must arrive by 12:25 PM.

- Late arrivals follow the same rules for excused and unexcused
- Late arrivals follow the same rules for documentation

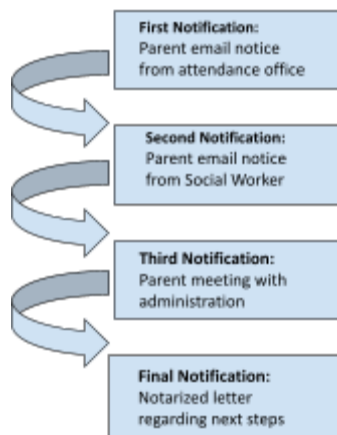
Early Checkout

Any time a student leaves school before the end of the instructional day. If a student arrives on time (7:50 AM), the student must stay at least 3 hours to be counted present. To be counted present for the day, the student must stay until 10:50 AM.

- Early Checkouts follow the same rules for excused and unexcused
- Early Checkouts follow the same rules for documentation

Notifications to Parents

Parents and Guardians will be notified regularly when students are absent due to unexcused absences. The below flowchart shows when parent contact will be made by Amana Academy.



Amana School Bus & Transportation

At Amana Academy, 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** - there are a number of local daycares that provide transportation to and from Amana every day. Check with your local daycare providers to see if Amana is on their route. There are also a few private van and bus transportation companies that bring students to and from school daily as well. We have a few listed on our website under Transportation. Note - these operate independently of Amana.
- **School Bus** - Amana has 2 school buses, each of which picks up and drops off from two centrally-located stops in North Fulton (2 stops in Roswell, 2 stops in Johns Creek/Alpharetta). Because we usually have more interest in bus service than there are seats available, we hold a lottery for the available bus seats every year and then maintain a waitlist if openings occur. This bus lottery takes place in the Spring for the following year. For more information on the lottery, and bus stops and route times, please check our website under Transportation. Note - bus seats are not guaranteed for multiple years, the lottery is year to year.
- **Middle School Walkers** - Middle School students (grades 6, 7 & 8), may be allowed to leave the school as a walker with parent permission and with administrative approval. Students must not be left unattended on Amana property and must walk directly to their approved secondary location that's in close proximity of the school. Elementary Students are not permitted to leave the school as "walkers". You can apply for this mode of transport on our [website under transportation](#). Once you apply, you will receive communication from the Middle School Principal with an update or approval of your request.
- **Special Carpool** - Parents/guardians with mobility issues or infants may apply for permission to pick-up their students without leaving their vehicle. Application process can take up to 5 school days for approval. Urgent requests should be directed to the Front Desk Manager, Tonia Usher at tusher@amanaacademy.org. Special Carpool Application - [Special Carpool](#)

Carpool Tags

Families will be issued two identical carpool tags during the first few weeks of school. Each carpool tag will have a number that corresponds to your household. Families will need to show their carpool tag every afternoon during student pick-up. If you forget your carpool tag, you will be asked to stop by our front desk to receive a temporary badge. Please note, temporary badges are given once our front desk views a valid ID and confirms your ID via Infinite Campus.

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 prescription medications, including inhalers and epi-pens, be sure to have the Medication Authorization Form (available in the school clinic) completed and signed by either parent and physician. We follow the policies set forth by Fulton County Schools.

From the Fulton County Schools Health Services Department:

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).

- 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.
- 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 to carry the medication on his/her person during school hours (at Amana, this applies to Middle School students only).

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, Fulton County School System employees will not assume any liability for supervising or administering medication, and Fulton County Schools retains the privilege of refusing to supervise/assist in administering medication, except where otherwise required by law.

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. You may obtain a form from your child's school. This form requires a physician, the parent/guardian, and a 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);

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

Clinic Hours

The clinic opens daily at 8:00 a.m. and is available until 3:00 p.m.

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.

Conduct & Discipline

At Amana Academy 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, Amana students are expected to observe the Code of Conduct established by the Fulton County Schools, 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 the [Fulton County Code of Conduct](#).**

Dismissal

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

- Dismissal is at 3:25 PM Monday-Thursday; and at 1:00 PM on Fridays (to allow time for teacher planning and professional development).
- No homemade carpool signs will be acknowledged during afternoon dismissal.
- Unless your child rides one of the 2 Amana buses, is picked up by a day-care bus or van, or attends the Amana After School Enrichment Program, parents will pick students up from their homeroom classrooms daily.
- You must display an official Amana carpool number during afternoon pick-up. During dismissal a staff member will check carpool tags before parents enter the lobby. 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 police officers will repeat this protocol even if they know the parent. No temporary passes will be issued. New carpool tags and replacement tags may be purchased at the front desk (there is a \$5 replacement charge for each tag). If you are picking up other children, for example for a play date, then please have the child's parents contact their teacher informing them that you will be picking up the child. Teachers shall not dismiss a student without this notification.
- 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.

Students going home with friends

If your student is going home with another student, both sets of parents are required to send a signed permission note to the office **by 10:00 AM** on the day of the change. Your student will then receive a pass from the main office that will allow him or her to make the change.

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 2:30 pm (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 (frontdesk@amanaacademy.org) by **10 AM** on the day you want your child dismissed. Without prior notification, you may be subjected to a long wait while a student returns from a given location.

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

In order to ensure the efficiency of our dismissal process and to allow time for our staff to prepare, we ask that you send in a note with your child or call the front office at the beginning of the day. Notes can be dropped off at the front desk.

If we do not receive notification prior to 2:00 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.

When picking up your child, parents/guardians must come into the building via the school entrance, show their ID to the front desk personnel, and sign the child out on the Early Dismissal sheet.

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.

If someone other than a parent or an approved alternate will be picking up a child during the school day, the parent must submit to the office a signed note or email with the information listed above, as well as the name of the individual picking up the student(s). This person must present their ID and sign the student(s) out through the front desk.

Late Pick-Up

We understand that there are times when emergencies prevent families from picking up their children from school on time. Please inform us as soon as possible of late pick-up. Students who are not picked up by the end of dismissal will no longer be rolled over to the After School Enrichment Program (ASEP). Students who are not picked up by the end of dismissal (3:40 Mon -Thu or 1:20 Fri) will be billed \$1 per minute per child for every minute late until students are picked-up. Payments for late pick-up fees are due on the day incurred and no later than the next school day. Please be aware that information regarding late pick-up and outstanding balances resulting from lack of payment may be forwarded to the Principal and/or School's Counselor/Social Worker. We also reserve the right to contact the Alpharetta Police Department if students are not picked up within one hour of dismissal and no contact has been made with a parent, guardian or emergency contact.

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. You can reach them by visiting their website at <https://amanapto.ptboard.com> or emailing info@amanapto.org.

- **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 easy steps to becoming a volunteer at Amana:

1. From the comfort of your home, log onto the Amana Academy website homepage and click on the tab that reads "Parents" and then "Volunteering".
2. Read through the information on the How to Become an Amana Volunteer page. Complete a Volunteer Orientation. You can reach out to our Front Office Manager, Tonia Usher (frontdesk@amanaacademy.org) for more information.
3. Complete the Volunteer Confidentiality Agreement and Fulton County Schools Parent Volunteer Registration Form (archived on the website) and email or bring your documentation to the front office (frontdesk@amanaacademy.org).
4. Obtain and submit a background check only if you're chaperoning overnight field studies (this also needs to be completed yearly).

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

The time commitment for the Volunteer Orientation is 60 minutes, but we advise you 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 the front desk (info@amanaacademy.org). Thank you for

your interest in serving as a volunteer at Amana Academy!

- **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 school wide events such as International Festival, 8th Grade Promotion, Kindergarten Graduation, 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
- Work as a library assistant or offer to help with story time or reading assistance in the school library

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 required hours quickly.

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

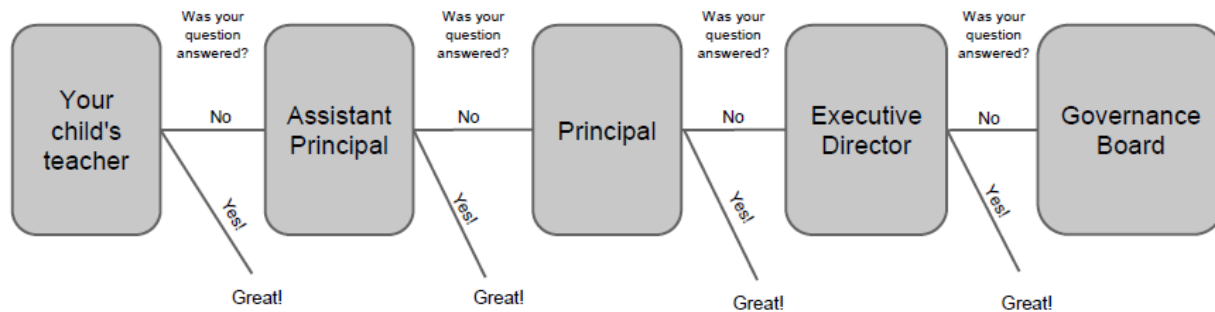
A Crew Parent is the primary liaison between the teachers and their students' families to communicate and coordinate volunteer opportunities and to announce special events within the classroom. These opportunities include assisting the teacher in organizing special classroom events or celebrations, communicating 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 Academy 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 required volunteer hours quickly! Email your child's teacher or the Crew Parent Coordinators for more information. All Crew parents must be members of our PTO.

Home/School Communication

The best way to communicate with your child's teacher is through a written note from home, or via their Amana 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.

Communication Flow Chart



Contact Information:

Ms. Nicole Woodard, Assistant Principal, Grades K-4: nwoodard@amanaacademy.org

Ms. Renee Stubbs, Assistant Principal, Grades 5-8: rstubbs@amanaacademy.org,

Amy Bryson, Principal: abryson@amanaacademy.org

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

Governing Board: theboard@amanaacademy.org

Not sure who to contact? Email info@amanaacademy.org and it will be forwarded to the appropriate person.

Religious Customs, Holidays, and Special Celebrations

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 of many faiths. 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 topic 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.

Celebrations & Parties

Birthdays - Although student's birthdays are important in our community, the daily schedule does not allow time for celebrations during the school day. 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. If a parent desires to give out a treat (a goody bag or store bought, allergy friendly sweet treat) for their child's birthday, they are permitted to do so during dismissal time (not earlier). Note this is just a giving out, not a party or celebration during the school day.

Class Parties - We hold a short end of semester celebration to close out each semester. These happen on the last day of each semester for 1-2 hours and are sponsored/coordinated by families through the Crew Parent and teacher.

Reminder - Amana does not celebrate religious holidays so these are not associated with any event other than celebrating students' hard work for the semester and year.

Guidelines for End of Semester Parties:

- **No changes to student attire are approved (school admin sets dress code school wide for equity and clarity)**
- They should be called winter celebration or end of year celebration (not holidays)
- Food should be store bought food- be aware of allergies and offer alternatives for allergies (no gelatin products)
- Should occur only on final day of each semester - December's last day from 10:00-12:00 pm; and May's last day 8:30-10:30 (before Closing Community Circle)
- Celebrations should be complete on time so there is plenty of time to clean up and close rooms for break readiness
- Students and activities should be in classrooms, but grade levels can coordinate/decide what this time looks like (ex: different rooms activities with rotation or classroom based)
- Parent volunteers are limited to 2 per class, they must sign in at the front desk.

Student Prayer Request Form

Parents may request permission for their child to participate in prayer during the school day. You may request a copy or send the form below to our Front Desk Manager, Tonia Usher at frontdesk@amanaacademy.org.



Dear Parents/Guardians,

Your child requested to perform a prayer during the school day. Amana strives to accommodate all students and their individual needs to the extent possible. In order to keep the classes running smoothly and meet your child's needs, we would like to know your preferences.

Children who request to be excused to fulfill their individual spiritual/religious obligation during school hours will follow a specific format.

- Only 1 or 2 children will be excused at a time from a classroom.
- Siblings in different grades will not have an opportunity to coordinate to be excused at the same time.
- Students must have a pass with the time written.
- Please instruct your child to return immediately to the classroom. The expectation is to return to class within 15 minutes. Students who repeatedly go beyond this time will have a consequence through our PBIS system.
- Because classroom space is limited, your child will go to two designated areas:
 1. Front lobby conference room
 2. Media Center
- **These are the only locations that will be utilized.** If they are both unavailable on any occasion, **students will return to class.** Students will not be allowed to come back later to check on availability.
- Teachers or any Amana staff will not be responsible for reminding or instructing your child on any aspect of any individual spiritual or religious activity.
- **This request must be re-signed yearly.**

Please fill out, sign, and return the bottom portion of this form to your child's classroom teacher.

_____ My child should not be excused from class time for any individual spiritual activity.

_____ My child may leave class to perform her/his prayer during the afternoon lesson. I understand that my child will miss valuable instruction time and will be required to make up any work missed. I will instruct my child to limit the time out of the classroom and to return to the classroom immediately. I understand that if these expectations are not met (excessive time out of class), prayer time may need to happen after school and my child will not be permitted to use the space during the school day.

Print Child's Full Name _____ Teacher Name & Grade _____

Parent Signature _____ Date _____

Internet Usage & Safety

Student use of the Internet will be an important component of classroom research and learning. Amana Academy complies with the Children's Internet Protection Act. Filtering is in place that blocks access to material that may be inappropriate for your child. Web sites are permitted or denied upon review of the school Media Committee. Acceptable use of the Internet is established in Fulton County Schools Board Policy/Procedure IFBGA, Electronic Network Access. Amana students and their families must sign the school's Internet use agreement before being permitted to use e-mail, World Wide Web, or other Internet-related tools (will be sent home prior to use). Teachers will supervise student Internet use and students will abide by Internet safety protocols. Failure to abide by the rules will result in the suspension of Internet privileges for the student.

Devices for Grades 4-8

There will be times during the school year when students in grades 4-8 will need to use a device, only school-issued devices are allowed. .

Students and parents/guardians agree to the Fulton County Schools Code of Conduct & Discipline Handbook, Rule #6: Threats, Harassment, Bullying, Disrespectful Conduct and Acts of Bigotry (pp. 13 – 14) and Rule #16: Technology Offenses (pp. 20 – 21) which can be found in the Fulton County Schools Code of Conduct & Discipline Handbook given out at the beginning of the school year.

The use of technology at Amana is a privilege and should be treated as such. The owner of the device is responsible for his or her technology at all times. Amana Academy will not be responsible for any device being damaged or stolen.

Cell Phone + Smart Watch Policy

During arrival, all student cell phones and smart watches brought to school are required to be turned into their homeroom teacher's locked cell phone locker/box for the day. Cell phones may not be kept in lockers, purses, backpacks, pockets during the day. Cell phones will remain locked in the classroom cell phone locker until dismissal time when they are returned to students. Families needing to reach their scholar during the school day should call the main office. Cell phones not turned in by students will be confiscated by an administrator and returned to the parent at pick up, per Fulton County Schools Code of Conduct. Failure to follow these expectations will also result in consequences as outlined in the Code of Conduct (18e.1, 18f.11, 18g.III).

Grading Policy

Overall, Amana follows the Fulton County Schools Grading Policy as outlined on their website and included below. The one exception is that Amana does not input grades below a 50%. If a student is missing an assignment or earns a score below 50% a 50% is input into the gradebook. This is to support allowing grades to accurately reflect student growth and progress in a way that aligns with our mastery approach and beliefs.

Elementary Grading Policy

QUICK FACTS

GRADING POLICY

ELEMENTARY SCHOOL

EFFECTIVE AUGUST 2022



GRADING WEIGHTS

Elementary (K-5)

- 45% - Major Category
- 40% - Minor Category
- 15% - Practice Category

NON-ACADEMIC SKILLS

Feedback provided each 9 weeks in areas beyond academic mastery.

K-2

- **Self-Direction:** The student follows directions and procedures, can work independently, and/or acts safely.
- **Collaboration:** The student is considerate of others, asks for help when needs it, and/or offers to help others.
- **Problem Solving:** The student can describe a problem, finds more than one way to solve a problem, and is aware that all actions have outcomes.
- **Work Habits:** The student follows directions, participates in class, and/or completes tasks or assignments.

3-5

- **Self-Direction:** The student follows directions and procedures, works with focus, and/or resists distractions.
- **Collaboration:** The student works well with others, asks for help when needs it, and/or demonstrates appropriate social interactions.
- **Problem Solving:** The student can describe a problem, finds more than one way to solve a problem, and/or is aware that all actions have outcomes.
- **Work Habits:** The student is organized, participates in class, and/or stays on task.

GRADING SCALE

Kindergarten - Second Grade

EM	Exceeding Mastery	90-100
M	Mastering	80-89
AM	Approaching Mastery	70-79
NYM	Not Yet Demonstrating Mastery	69 and Below
NG		No Grade

Third - Fifth Grade

A	90 and Above
B	80-89
C	70-79
F	69 and Below
W/(1-100)	Withdrawn
P/F	Pass or Fail
NG	No grade
I	Incomplete
CR	Credit
NC	Non-Credit

GRADING MINIMUMS PER 9 WEEKS

Math and Language Arts,
a minimum number of 8 grades per 9 weeks:

- 2 Major
- 3 Minor
- 3 Practice

Science and Social Studies, a minimum number of 5 grades per 9 weeks:

- 1 Major
- 2 Minor
- 2 Practice

Art, Physical Education, Health, and Music, etc.
a minimum number of 4 grades per 9 weeks:

- 1 Major
- 1 Minor
- 2 Practice

Fulton County Schools
Where Students Come First

GRADING CATEGORIES

Student grades determined by using the following categories:

- **Major:** An assignment or assessment that is cumulative in nature that measures learning targets from multiple standards/skills.
- **Minor:** An assignment or assessment that measures an individual learning target, standard, or subset of learning targets/standards/skills within a unit.
- **Practice:** Daily assignments, observations, and/or engagement activities given in class or for homework to build pre-requisite skills, measure progress towards mastery of a learning target or standard, enrich, and/or remediate skills.

COMMUNICATION

- Progress Reports every 4.5 weeks
- Non-Academic Skills every 9 weeks
- Report Cards at the end of the semester
- Parent-Teacher Conference(s) via phone, virtual, or face-to-face at least once per year and preferably in the 1st semester
- Teachers will notify parents/guardians of students at risk of failing a course, retention, or recommended to change a class or placement level will be notified and provided an opportunity for an individual conference

Middle School Grading Policy

QUICK FACTS

GRADING POLICY

MIDDLE SCHOOL EFFECTIVE AUGUST 2022



GRADING WEIGHTS

Middle School (6-8)

- 50% - Major Category
- 40% - Minor Category
- 10% - Practice Category

EOC GRADING

EOC Courses 2nd Semester

- 20% - EOC
- 40% - Major
- 30% - Minor
- 10% - Practice

In accordance with State Board Rule, students taking an End-of-Course (EOC) assessment, must have the EOC count as a weighted percentage of the student's total grade.

NON-ACADEMIC SKILLS

Feedback will be provided each 9 weeks in areas beyond academic mastery.

6-12

- **Self-Direction:** The student follows directions and procedures, sustains attention during class, and/or resists distractions.
- **Collaboration:** The student works well with others, asks for help when needs it, and/or shares ideas.
- **Problem Solving:** The student can describe a problem, finds more than one way to solve a problem, and/or is aware that all actions have outcomes.
- **Work Habits:** The student comes prepared for class, manages time and materials, and/or stays on task.

GRADING SCALE

Sixth – Eighth Grade

A	90 and Above
B	80-89
C	70-79
F	69 and Below
W/(1-100)	Withdrawn
P/F	Pass or Fail
NG	No grade
I	Incomplete
CR	Credit
NC	Non-Credit

GRADING MINIMUMS PER 9 WEEKS

For year-long courses, a minimum number of 8 grades per 9 weeks:

- 2 Major
- 3 Minor
- 3 Practice

For 9-week courses, a minimum number of 6 grades:

- 2 Major
- 2 Minor
- 2 Practice

Final Exams

Finals are not required. If administered, finals or midterms can only count as one of the major assessments of the course and cannot have a separate weight.

When a course includes a state-mandated, end-of-course test, the student's grade in the 2nd semester of that course will reflect the required percentage weight for that assessment based on State Board Rule in a separate category.

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GRADING CATEGORIES

Student grades determined by using the following categories:

- **Major:** An assignment or assessment that is cumulative in nature that measures learning targets from multiple standards/skills.
- **Minor:** An assignment or assessment that measures an individual learning target, standard, or subset of learning targets/standards/skills within a unit.
- **Practice:** Daily assignments, observations, and/or engagement activities given in class or for homework to build pre-requisite skills, measure progress towards mastery of a learning target or standard, enrich, and/or remediate skills.

COMMUNICATION

- Progress Reports every 4.5 weeks
- Non-Academic Skills every 9 weeks
- Report Cards at the end of the semester
- Teachers will notify parents/guardians of students at risk of failing a course, retention, or recommended to change a class or placement level will be notified and provided an opportunity for an individual conference

Missing/Late Work, Incomplete, Recovery Assignments

Amana Follows FCS Policy linked [here](#) and below

**QUICK
FACTS**

GRADING POLICY

RECOVERY

EFFECTIVE AUGUST 2022

NEW
FULTON COUNTY SCHOOLS
**GRADING
AND
REPORTING
POLICY**

TEACHERS SHOULD PROVIDE OPPORTUNITIES FOR EACH K-12 STUDENT TO CONTINUE LEARNING MATERIAL THAT HAS NOT YET BEEN MASTERED EVEN IF THE STUDENT'S GRADE IS NOT REPLACED

KEY DEFINITIONS

MISSING/LATE WORK: An assignment, assessment, and/or task have not been turned in on time due to a student absence or failure to turn in the work

RECOVERY: Administered throughout a unit to students who have failed to demonstrate mastery of the standards. Recovery assessments should cover the standards that the individual student has not mastered

INCOMPLETE: An assignment, assessment, and/or task have not been turned in due to a student being absent for an extended period

RECOVERY

Students in K-12 should be afforded the opportunity to recover all major assessments if they score below a 75% on the assessment. Students are limited to **one recovery attempt per major** assessment that meets the threshold for recovery.

- Recovery of a major assessment should occur before the next major is given
- Students are eligible to earn a replacement grade on a recovery that is no higher than 75%
- Before recovery, the teacher should work with the student to complete missing work and/or ensure delivery of the content through reteaching and relearning.
- If a student's recovery is below the original score, the original score should stand in the grade book.
- The original score should be noted in the comment section of the grade book if a student recovers a major assessment.

MISSING/LATE WORK

Schools and teachers will make a good faith effort to have structures in place to clear late/missing assignments before grades are impacted

When a student has missed instruction, the teacher should work with the student to ensure the delivery of content before the student is assessed

Should there be an extenuating circumstance for a prolonged absence and/or missing assignments, assessments and/or tasks, the teacher and student will create an appropriate plan to deliver content and assess student learning

Student Misses Work Due to Absence (Excused/Unexcused)

- Upon return to school, students will have an equal number of days as they were absent to complete any late/missing assignment, assessment, and/or task for full credit
- Teachers may begin deducting points from late/missing assignment, assessment, and/or task (maximum of a 25% deduction), but only after the deadline has not been met. A deadline is typically equal number of days the student was absent
- A zero may be entered in the grade book, if a student fails to turn in a late/missing assignment, assessment, and/or task


Student Present but Fails to Turn in Assignment, Assessment, and/or Task

- Teachers may begin deducting points from a late/missing assignment, assessment, and/or task (maximum 25% deduction)
- A zero may be entered in the grade book, if a student fails to turn in a late/missing assignment, assessment, and/or task

INCOMPLETE

At the conclusion of a semester, with the approval of the principal, teachers may give students who are absent for extended periods of time an Incomplete grade. The student will be given the opportunity to make up the work and have the Incomplete grade changed to a numerical grade.

- All Incompletes should be cleared no later than 30 school days after the start of the next semester
 - If the Incomplete was given in the Spring semester, the student should clear the Incomplete during Summer School
 - Exceptions can be made for students with a 504, IEP, or other health plans
- Students can also clear Incompletes during a school-provided intersession, summer school, or through another school/district-provided credit recovery strategy
- Students must clear all Incompletes for credit-bearing courses or courses required for graduation
- For students taking noncredit-bearing courses, students are only required to clear Incompletes for reading and math
- Failure to clear the Incomplete in one of these opportunities can result in the grade reverting to a withdrawal failure (WF)



**Fulton
County Schools**
Where Students Come First

Grade Report Distribution

Grades are posted weekly and available on the Parent Portal (Infinite Campus). Progress Reports are distributed every 4.5 weeks via Friday Folders. Report Cards are distributed at the end of the semester via Friday Folders.

Advanced/Accelerated Courses

Advanced courses are courses taught at a faster speed to cover 1.5 years of content in one year (offered in K-8 for math, 6-8 for ELA). Accelerated courses are when a student takes a course above grade level (offered in math 5-8 grade). Students earn access to advanced or accelerated courses based on their performance in the subject the year prior as determined by iReady testing and/or final course grades (in middle school 90% or higher to align with high school course decisions).

High School Course Offerings

Amana is proud to offer substantial high school course credit options during our students' time in middle school. All students who attend at least 2 years at Amana will receive:

- 1 Foreign Language Credit for 2 successful years of Arabic
- 2 STEM Credits - one for 7th grade STEM and one for 8th grade STEM completion

Students earn access to Amana's high school course offerings based on merit and class seating capacity.

If a student is new to Amana or if a parent/student disagrees that their coursework in the previous year aligns with their academic aptitude, the student can sit for a placement exam offered in late July/early August (communicated via Weekly Update newsletter to all families). Spaces will be made for students who pass these exams as seat capacity is present.

Additional High School Credit Options at Amana**Foreign Language Offerings**

Students in middle school will have access to take additional foreign language courses for high school credit (note- these are in addition not in replacement of Arabic). For the 2025-2026 school year, Spanish 1 is being offered to 6th graders and French 2 is being offered to 7th and 8th graders who have completed French 1 previously. Students who have not passed their Milestone exams the previous year are ineligible for additional foreign language courses, with no exceptions (even if a student has taken the language course before). Our additional foreign language courses are offered during our Power Hour block and students who did not pass the milestones are in need of this intervention. Sign Ups for foreign language occur at the end of the school year for the upcoming year. A date and time for sign ups will be shared via Weekly Update newsletter at least 2 weeks in advance to both new enrolled families and returning families. Seats are first come, first served as long as students meet the Milestone passing requirement.

Biology in 7th Grade

Student must have a 90% or higher in 6th grade science (aligned with high school policies).

Algebra in 8th Grade

Student must have a 90% or higher in 7th grade math or 80% or higher in 7th advanced math. Note this course is an honors level course and therefore receives a 7 point weighted curve on final grades. This is the only course that receives a curve per FCS and GA high school regulations.

Physical Science in 8th Grade

Students must have a 90% or higher in 7th grade science or an 80% or higher in biology in 7th grade.

Academic Probation and Removal from Advanced, Accelerated or High School Courses

Accelerated and advanced course work require more student independence and typically move at a faster pace than on-level courses. This course work may not be appropriate for all students for various reasons including maturity and motivation. For this reason we closely monitor classroom behavior and performance during the first semester to make sure students are in the class that is right for them.

Please note that you may receive periodic reports from your student's teacher letting you know if your student's behavior and performance indicate that they are not in the best class for them. We will follow up with parents or guardians of students who are not achieving grade level performance above 80% to discuss study habits and recommendations including consideration of an adjusted placement for the student. It is our policy to consider an adjusted placement for any accelerated student who is not performing successfully starting at the end of the first quarter.

Course Transfers to High School Transcripts

Students and families will have the opportunity to opt out of the transferring of any high school credits earned at Amana to their high school transcripts. This option occurs once during the end of their 8th grade year via an email with a google form sent home to families from Amana's Data Clerk. This does not occur earlier than May of 8th grade year as students and families will desire the final course grades and exam scores from Milestones to inform decision making. Once those forms have been submitted the Data Clerk will process transcripts to high schools. Questions about course transfers and impact on high school should be directed to the high school counseling department.

Important things to know:

- Once you accept the credit the course and grade will be placed on the high school transcript, and it cannot be removed. Credit for a full year course must be accepted or declined for the full course (both semesters).
- Once you decline the credit, you will not be able to add the course and grade to your high school transcript. School grades earned in middle school will not be calculated into your final HOPE GPA. Only grades from core courses taken in grades 9th-12th are calculated.
- Failure to return the associated form will result in the course and grade being placed on your high school transcript. Once it is placed it cannot be removed.

Promotion and Retention – All Grades

Amana follows the Promotion and Retention policy of Fulton County Schools and the State of Georgia. In order to help assure appropriate achievement as students progress through their school experience, the Fulton County Board of Education establishes the following basic promotion and retention procedures for elementary and middle schools:

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 standardized test data, as appropriate

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

- 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 a Fulton County school 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 Promotion, Placement and Retention Rule (O.C.G.A. § 20-2-282, 283, 284, and 285), students in the third and fifth 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 grade students must score at or above level in reading *and* math on the Georgia Milestone, to be given in April of each academic year.

State Promotion & Retention for Grades Six through Eight:

Students must meet the standards on the 8th grade Georgia Milestone in Reading and Mathematics in order to be promoted to ninth grade.

The state also requires middle school students in grade 6 must have a passing grade in language arts, mathematics, social studies, science and one of the following: a combination of grades in the connections segment or the physical education/health connections segment. And that middle school students in grades 7 and 8 must have a passing grade in language arts, mathematics, social studies, science, reading/world language and one of the following: a combination of grades in the connections segment or the physical education/health connections segment. A passing semester grade in the connections or physical education/health segment is accomplished by earning an average of 70 or above when averaging the combination of two nine-week grades during a semester. Any student who receives an average for both semesters of 69 or below fails the subject for the year.

A student shall not be retained more than twice in grades K through 8, except with the approval of the school's Executive Director. In most cases, students who will be 16 years old on or before September 1 are not retained in the middle grades.

If a child is at risk for retention a meeting will be held with the parent and teacher(s) in December or January to share concerns for retention, with follow up meetings and actions taking place over the second semester. For students in kindergarten, first or second grade, once final benchmark and diagnostic assessments are complete (first or second week of May), email and mailed notification will go out to require summer school attendance and name the recommendation for retention to the parent. For students in grades 3-8, once state testing data is received back (often the final week of school or later), email and mailed notification will go out to require summer school attendance and name the recommendation for retention to the parent. Appeals to a retention decision can be made by a parent/guardian via email to the Principal. The principal will review all appeals, alongside summer work completed by the student in summer school, to make a final determination in July.

Recess

We believe strongly that students, just like adults, need a break from their work. All students will have an outdoor recess period of approximately 25 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.

Safety

Exterior doors to the building are locked once the school day begins. All visitors are required to check **in and out** through the front office when on the campus. First time visitors or volunteers will be required to present the front desk receptionist with their driver's license or other government photo identification. 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.

Emergency Response Plan

Amana Academy follows the same emergency response procedures as other Fulton County Schools. The school conducts fire drills monthly and 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 per Fulton County Schools procedures. Parents in the building during an emergency situation will be required to follow instructions from the Administration, which may include staying in the building until the emergency situation ends.

Should a situation arise that would require complete evacuation of the school building, parents will be notified through available means. Amana staff and students will walk to our designated evacuation site, which is the Alpharetta Community Center located two blocks north of Amana at 175 Roswell Street

Alpharetta, GA 30009 (678-297-6100).

Weather Closure

If the Fulton County Schools district closes due to snow or any other safety reason, Amana Academy will also be closed. Check for the FCS announcement of closings on the FCS website, the Amana website and via radio (WSB, WGST and STAR 94), and television (WXIA, WSB and WAGA), whenever necessary. Amana Academy will also notify parents via SMS and email.

Snacks

Amana Academy allows students to eat snacks in the classroom at teacher-designated times. The snacks students bring should be nutritious, easily accessible, and not distracting to the learning environment. Please adhere to the items listed below. 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, Trail Mix*

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 food restrictions are in place in the class.

School Nutrition Program Policies

Overview

Amana Academy School Nutrition Program recognizes that adequate nutrition is essential to students' mental, physical, and academic growth. All children (grades K-8) participating in the School Breakfast Program (SBP) and the National School Lunch Program (NSLP), whether at a free, reduced, or paid rate, will receive a breakfast and/or lunch meal that meets USDA requirements, regardless of whether the students have sufficient money in the meal-charge accounts or cash-in-hand to pay for the cost of the meal at the time of the service. Families are responsible for all meals served to their students.

Application for Free and Reduced Price Meals

Our school participates in the National School Lunch Program and School Breakfast offers free or reduced-priced meals to families who qualify. All families are encouraged to submit a meal application by the first week of school – one application per household is needed. Families can at any time submit a new application if there is a change in the household income or family household number. Applications can be accessed in the front office or downloaded from our website at [School Nutrition - Amana Academy North Fulton](#).

Menus

Menus may be obtained online on the School Nutrition page of the amanaacademy.org website or by visiting [Nutraslice](#).

Payment for Meals

Parents are encouraged to purchase meals from the school in advance. Payments may be made to the student's account daily, weekly, monthly, or yearly. EZSchoolPay.com makes online payments fast and easy for families. In addition you may see the front office to make cash or check payments.

Purpose

This policy is established to provide consistent meal charge account procedures throughout Amana Academy.

Policy Goals

1. To treat all students and families with dignity and respect.
2. To establish a consistent school-wide policy regarding charges and collection of charges.
3. Encourage parents and guardians to assume responsibility for meal payments and promote the student's self-responsibility.
4. To support positive interactions with Amana staff, Amana business policies, students, and parents/guardians to the maximum extent possible.

Responsibilities

Parents/Guardians

Parents/Guardians are responsible for paying for their student's meal charges. Uncollected meal charges shall be handled the same as any other school debt. Repeated failure to address meal charges may result in referral to an agency for collection. All meals eaten before a free or reduced-price meal application is processed or approved are the parent's responsibility and must be paid for in a timely manner. Parents are encouraged to use EZSchoolPay.com to pay for meals and/or to track purchases made by their student(s). Parents wishing to prohibit their students from charging a la carte items can contact the School Nutrition Department and request the student account be limited.

Parents/Guardians are responsible for meal payment to the food service program. Notices of low or deficit balances will be sent to parents/guardians at regular intervals during the school year. Refunds for withdrawn, and graduating students; a written request for a refund of any money remaining in their account must be submitted. An e-mail request is also acceptable. Students who are graduating at the end of the year will be given the option to transfer to a sibling's account with a written request

By having your child participate in the school meal program, you are automatically agreeing to abide by the [Meal Charge Policy](#) and [Unpaid Meal Charge Policy](#) as required for program participation. These policies are in place to ensure smooth operation and fair access to meals for all students.

School Nutrition Department

The School Nutrition Department maintains charge records and notifies the Central Network Office of outstanding balances. The School Nutrition Department will issue a notice to parent(s) whose student(s) has a delinquent account. At least twice a month, the School Nutrition Department will run a report showing all student accounts with a negative food account balance. The School Nutrition Department will provide this notification letter to the parent(s) via email, mail, and/or hand delivery.

The School Nutrition Department is responsible for providing all students a meal that meets the School Breakfast Program (SBP) or National School Lunch Program (NSLP) requirements. By default a student is automatically enrolled in the school nutrition program when registered for school. If a student has a negative balance of \$10.00 in his/her student account and does not have adequate money to cover the meal's cost at the time of service, an alternative meal of the School's choice may be provided to the student. All alternative meals will be charged to the student's account.

When a student repeatedly comes to school without a meal from home or money to participate in the school meal program, such requests may indicate the family's need for free or reduced-price meals. School administrators will work with the family to apply for school meal benefits. School meal status is treated as confidential and should not be considered for families considering applying for assistance.

School administrators should consider if circumstances in the home warrant contacting social workers or Child Protective Services.

Regardless of eligibility status, students with a negative balance will not be allowed to charge for an à la carte or extra item(s).

This policy for unpaid meal charges ensures that all students who want to eat a school meal receive a meal without impediment(s). This policy should be reviewed with all school-level staff, including school nurses, counselors, principals, assistant principals, and other administrators.

End of Year / Refunds

All end of year balances will automatically carry over to the following school year. Families may request a refund of any surplus funds in excess of \$25, or if their student is unenrolling or graduating.

- Student Nutrition accounts follow the student.
- Student accounts are linked to their Student Identification Number.
- This means that as long as your student moves grades within Amana Academy, there is no need to submit a request.
- There is also no need to submit requests at the end of every year as their balances follow them into next year, as long as they are enrolled in Amana Academy.
- Students graduating from 8th grade will need to submit a refund request.

Network Office

The Network Office supports the School Nutrition Department in debt collection activities. Unpaid meal charges will be carried over at the end of the school year as a delinquent debt, and collection efforts may continue into the next school year.

Federal guidelines prohibit the School Nutrition Department from writing off bad debts due to charged meals. Every effort will be made to collect for unpaid meals. While not all-inclusive, these measures may include the following:

- An automated telephone call to the parent.
- An email sent to the parent.
- School Nutrition Program Manager/Director contacts parent(s) by phone
- School Nutrition Program Manager/Director sends notices to place in teachers' mailboxes for students.
- School Nutrition Program Manager/Director sends letters home from the School Nutrition Department.

Amana Academy School Nutrition Systems

Amana Academy School's computerized meal account system is called Harris School Solutions **eTrition Meal Account System**. The purpose of this document is to provide families with important information related to the use of the student café card for meal purchases, making deposits in person/online, and obtaining account balances.

4 Things Parents Should Know

- ★ Each student will automatically be assigned one free student cafe card, which includes the eTrition barcode representing his/her unique PIN/lunch account, the student's picture, name, and grade.
- ★ Each student's account is like a personal debit account for purchasing school meals or a la carte. Replacement IDs may be purchased from School Nutrition for \$2.00 or online in your EZSchoolPay account.
- ★ Each student or parent will make deposits to their account by credit/debit card online at www.EZSchoolPay.com or by cash or check in the Amana Cafe or at the front desk.
- ★ Students eligibility status (Free, Reduced, or Paid) is confidential and is not identified on the individual student ID cards.

Making Deposits

- Each full price paid student should submit a MINIMUM DEPOSIT of \$20.00 by the first day of each school year.
- Qualified reduced-priced paying students should submit a MINIMUM OF \$2.00 by the first day of each school year.
- The maximum balance allowed in your meal account is \$499.00.
- Deposits are accepted only online at EZSchoolPay.com, at the Parent Info Kiosk in the front lobby or in the Amana Cafe.
- Students who are eligible for free meals must deposit money if they are planning on purchasing any a la carte items, such as extra milk.

Check Acceptance Policy

All personal checks written to the school must include the account holder's current address and phone number. The account holder's name should also be legible and printed on the check. In the event that a check written to the school is returned unpaid by the bank, the account holder agrees that the school may collect a return check fee of \$30. The school may contract with a collection company to redeem returned checks. Submitting checks as a payment method may be restricted on your students account, if checks are returned more than twice. The use of a check for payment is the account holder's acknowledgment and acceptance of this policy and its terms.

Cost Of Meals

The following meals will be sold daily:

Breakfast	Cost	Lunch	Cost
Regular Student Breakfast	\$3.00	Regular Student Lunch	\$4.50
Reduced Student Breakfast	\$.30	Reduced Student Lunch	\$.40
Adult Breakfast Meal	\$3.15	Alternative Student Lunch	\$3.20
Adult Breakfast Entree only	\$2.00	Adult Lunch Meal	\$5.00
A la carte items	prices vary	A la carte items	prices vary
		Milk or Juice w/o meal	\$0.75

Any student eligible for free or reduced-price meals during the previous school year will continue to receive the same benefits until a new application is processed or up until thirty (30) operating days of the new school year.

Additional items from the daily menu, as well as other foods and beverages that comply with USDA Smart Snacks guidelines may be purchased to complement school meals or meals brought from home. These are called A La Carte or Extra Sales: Pricing may range from \$0.50 to \$5.00 depending on the item.

Note: All extra purchases beyond a meal require sufficient funds to be available at the time of purchase.

How The eTriton System Works

Students deposit money into their account and use their bar-coded student ID card, which is scanned in the cafeteria, to purchase their meals. IMPORTANT NOTE: Students must have money in their accounts BEFORE purchasing their meals. **\$10 OF INSUFFICIENT FUNDS = ALTERNATE MEAL.**

Keeping Track Of Your Child's Account With EZSchoolPay

The eTriton System keeps track of how students are spending their deposited funds. Parents can view their child's account online at www.EZSchoolPay.com.

Every student purchase is visible on EZSchoolpay.com. Spending limits can also be set for each child.

Low balance (accounts with balances of \$5.00 and below) reminders will be sent home weekly.

Negative balance (accounts with balances of \$0.01 and below) reminders will be sent home daily. All 8th-grade accounts must be cleared by the end of the school year. All other grades' year-end balances will be carried over to the next grade the following school year. Students leaving the school must complete and submit a form to receive a refund (may take 4-6 weeks).

Disputing Charges

For food service purchase history questions, you may contact schoolnutrition@amanaacademy.org. To dispute a specific item or service purchased, please submit an [adjustment request form](#). Your inquiry will be researched and resolution provided via the form submitted. Charges may only be disputed during the school year in which the transaction occurred. All adjustment requests must be submitted within 90 days of the transaction in question.

Field Study Trips

Many school field study trips are made each year for the various activities students participate in. The following regulations govern the lunch for trips sponsored by the school:

1. Teachers submit requests to the Nutrition Department via the Field Study Sack Lunch request form/portal 2 weeks prior to the trip.
2. Students are offered the option of a standard entree or vegetarian entree. Each entree includes a fruit, vegetable and milk. Water is also made available.
3. The day of the Field Study lunches are made available to the students who have requested and any others who may require one last minute.
4. Students who are requesting a sack lunch will be required to come to the cafe to pick up their lunch. Each student must pass through the checkout by scanning their Amana Cafe Card or entering their Amana Cafe pin number.

The full [School Nutrition Program Policy](#) can be found on our website or by following this link.

School Visitor Policy

Amana 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 in the school building. To minimize classroom disruptions during instructional time and ensure student safety, we ask that you adhere to the following guidelines:

- Parents/relatives are welcome to join their student for lunch any day - checking in at the front office and then visiting the cafe to sit with their student. Visitors must check out at the main office after the lunch block and are not permitted to go with the student back to class or recess.

- Parents/relatives may visit during the school day with prior approval from your child's teachers or an administrator. In order to shadow your student for a day or observe for a class block a family will be required to coordinate with their grade level's Assistant Principal at least 24 hours in advance.
- Volunteering during the school day can occur when pre-approved by the teacher with a set and finite task to minimize school day disruptions. These volunteers should have completed the Volunteer training and paperwork outlined in our Volunteer section of this handbook or on our website. During this time, volunteers should be with the teacher or staff member they are supporting. Longer term or consistent volunteering or work that involves student interactions must be approved by the Principal.
- Visitor badges must be worn while on campus.
- If you need to bring a forgotten lunch, backpack or other item, please bring it to the office 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.
- Please do not "drop in" to meet with a teacher during the school day unless you have an appointment or prior arrangement with the teacher or administrator.
- Students may not be dismissed directly from the playground or an event. When you report to the office we can contact the playground supervisors via walkie-talkie to locate your child and then send him/her to the office to meet you as soon as safely possible. Note this may take longer than normal as students cannot walk themselves up from Wills Park.

Uniform Policy 2025-2026

"I pledge to wear Amana's uniform and maintain a neat, clean, and safe appearance."

Dress code at Amana Academy serves the following purposes:

1. Promoting a conducive learning environment: Dress codes can help minimize distractions in the classroom, allowing students and teachers to focus on academic activities rather than on what students are wearing.
2. Fostering professionalism: Dressing appropriately for school can instill habits of professionalism and respect for oneself and others. It prepares students for future environments where dress codes or professional attire may be required, such as in the workplace.
3. Enhancing safety and security: Uniforms or specific dress codes can make it easier to identify individuals who belong on school grounds, which can enhance security and prevent unauthorized individuals from entering.
4. Reducing socioeconomic differences: In schools where uniforms are required, students from various socioeconomic backgrounds may feel more equal, as the emphasis is taken off expensive or designer clothing.
5. Fostering school pride and community: When students wear uniforms or adhere to a dress code unique to their school, it can foster a sense of belonging and unity within the school community.

Overall, dress codes are implemented to create a positive and productive learning environment while also addressing safety, security, and social concerns within the school community. ***The below uniform guidelines are expected to be followed Monday through Thursday unless otherwise communicated.***

Slacks	<ul style="list-style-type: none"> Navy or khaki, pleated or flat front, with no rips or tears. Not allowed: Sweatpants, jeans, or joggers. Fabric: Cotton twill or synthetic with button, zipper, and belt loops. Must be “uniform material”
Shorts	<ul style="list-style-type: none"> Navy or khaki, pleated or flat front, with no rips or tears. Length: No more than 1” above the knee. Not allowed: Sweatpants or joggers Fabric: Cotton twill or synthetic with button, zipper, and belt loops. Must be “uniform material.”
Skirts/Skorts	<ul style="list-style-type: none"> Navy or khaki, knee-length or longer, with no rips or tears. Length: No more than 1” above the knee. Leggings or privacy shorts may be worn underneath. Fabric: Cotton twill or synthetic.
Collared Shirts	<ul style="list-style-type: none"> Short or long-sleeve knit polo with embroidered school monogram (no t-shirts). Fabric: Cotton or synthetic. Colors: Navy, Green, White, or Gray Undershirts: White only. Hoodies may not be worn under a collared shirt.
Outerwear	<ul style="list-style-type: none"> Navy ½ or full zip fleece jacket, cardigan or vest with embroidered school monogram. Any jacket is allowed outdoors for PE and recess. Not allowed indoors: hoods and non-Amana jackets <ul style="list-style-type: none"> Note: certain outerwear may be approved mid-year (e.g. Fiserv hoodies, 8th grade hoodies, cross country jackets, etc.)
Jumpers	<ul style="list-style-type: none"> Navy or khaki, no more than 1” above the knee. Blouse: White short or long-sleeve Peter Pan blouse.
Hijabs/Veils	<ul style="list-style-type: none"> Solid colors, no adornments. Not allowed: Hats, durags, or bonnets at any time. Beanies are allowed outside in winter.
Shoes	<ul style="list-style-type: none"> Non-marking soles, closed toe/heel. Not allowed: Crocs, slippers, sandals, or slides.

Miscellaneous

- **Not allowed:** Sunglasses, earbuds, blankets, stuffed animals, headphones, or distracting accessories
- Cologne, perfume, body spray, or aerosol deodorant **MAY NOT** be sprayed on school premises or in Wills Park due to allergy risks

Friday Dress Code

Students will be assigned their Houses during the first Friday community circle of the year in August. Every Friday after, students will be able to show spirit for their Houses by wearing their House colors. The guidelines are as follows:

1. Clothing must be the color that the student's House represents. Non-House colors are prohibited (i.e. black, purple, orange, etc.)
 - a. House of Life: **RED**
 - b. House of Light: **YELLOW**
 - c. House of Earth: **GREEN**
 - d. House of Wind: **BLUE**
2. **Tops**
 - a. 75% of the student's top must be their House color.
 - b. Tops must follow the out-of-uniform guidelines below
3. **Bottoms**
 - a. Bottoms may be blue jeans, uniform pants, or House colored pants
 - b. Bottoms must follow the out-of-uniform guidelines below
4. **NOTE:** If not participating, students must be in regular uniform

Out-of-Uniform Guidelines (Spirit Days)

Out-of-uniform days are authorized by the administrative team and will be clearly communicated to students and teachers ahead of time. On out-of-uniform days, students are expected to dress appropriately and modestly. The following rules apply:

1. Students participating in spirit days **MUST** be following the theme of the day. If not participating, students must be in normal uniform.
2. If a day is only themed around one clothing item then students may be appropriately out of uniform.
3. Clothing must be clean and pants should be free of rips and tears.
4. Skirts and shorts must be no shorter than 1 inch above the knee.
5. Students are not allowed to wear tank tops, crop tops, spaghetti strap tops, strapless tops, halter tops, mesh or see-through tops, beach shoes, flip-flops, backless shoes, sports sandals, short shorts, or t-shirts/shirts displaying advertisements for alcohol, cigarettes, or inappropriate language.
6. Students' shoes on an out-of-uniform day must comply with the uniform guidelines above: no Crocs, slippers or slides.

7. Students are not allowed to wear hats or hoods indoors during the school day.

Uniform Infraction Consequences

To maintain a safe environment free from distractions to learning, the following consequences will apply in the event of non-compliance:

1. **First Infraction** (Tier I Code of Conduct):
 - Verbal warning.
 - Immediate correction of the dress code violation.
 - Parent/Guardian notification.
2. **Second Infraction** (Tier II Code of Conduct):
 - Immediate correction of the dress code violation.
 - Reflection time with the leadership team.
 - Parent/Guardian notification.
3. **Third Infraction** (Tier II Code of Conduct):
 - Immediate correction of the dress code violation.
 - Administrative writing assignment to be completed by the student, signed by the parent, and returned the following day.
 - Parent/Guardian notification.
4. **Fourth Infraction** (Tier II Code of Conduct):
 - Student remains in In-School Suspension until the parent/guardian comes to Amana to correct the dress code violation.
 - Parent/Guardian conference required with an Administrator before the next school day.

Please be advised: Dress code checks will occur daily during arrival. Always be prepared. Wear your uniform each day.

Immediate Correction: Parents must bring a change of clothes, or the student will be sent to the nurse for appropriate attire.

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 thorough 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 support is provided in lieu of Arabic class time for each grade level. 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.

In addition, Amana provides counseling services and has a MTSS Coordinator that manages our Multi-tiered System of Supports (MTSS formally called RTI/SST), a proactive and preventative framework that integrates data and instruction to maximize student achievement and support students social, emotional, and behavior needs from a strengths-based perspective. For more information on the MTSS process, please contact Ajeenah Carroll, acarroll@amanaacademy.org. The MTSS Coordinator also manages students 504 Plans.

Adventure/PE

Adventure physical education offers athletics in traditional and non-traditional settings. This enrichment is required for grades K - 8th. 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).

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 of field studies tied to their Expeditions with one another. This practice takes place on Fridays and is divided among set grade bands K-2, 3-5 and 6-8. We hold community circles nearly every Friday, but may cancel them or adjust the timing of them during Celebrations of Learning, testing, or other major events. Parents are deeply encouraged to join us for these presentations by entering through the main lobby and exiting back through the main lobby. Community Circles will be posted to the website, the Amana school calendar (subscribe via the newsletter) and in the Weekly Updates newsletter email sent home so families always know when they are. Note, parents follow regular visitor rules and regular student check out or check in policies before and after Community Circle.

On the final day of the school year, we host a school wide Community Circle to celebrate the year and celebrate the promotion of our students to the next grade level. This is held at Alpharetta Community Center from 11-12 pm. Parents are welcome to join as well. Note, parents follow regular student check out policies back at the Amana campus after this Community Circle and may not take their child home directly from the event.

Environmental Education

Historically, environmental and civic literacy has been core to Amana's mission. Amana offers a special program that incorporates these themes into the student's traditional academic curricula. Amana's Environmental Education program systematically exposes our students to environmental and civic literacy content that is connected to the Georgia Performance Standards and is embedded within the science curriculum in ways that spur critical thinking skills and creativity.

Amana founders recognized early in the charter writing phase that in the coming decades, American citizens will more frequently be called upon to understand complex environmental issues, assess risk, evaluate proposed environmental plans, understand how their individual decisions affect the environment at local and global scales and take action. Environmental education is not only beneficial to our students' current academic experience but will enable them to problem solve, become more resourceful, more strategic thinkers, and more willing to tackle complex scientific issues later on in life.

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. EL Education 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.

EL Education fosters 3 Dimensions of Student Achievement: Character, High Quality Work and Mastery of Knowledge and Skills and 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 analyze 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 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 five to ten 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'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 contact the business office.**
- **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. Please note: chaperone spots are limited, and due to high parent interest, not all who express interest will be able to attend. **Chaperones for Overnight trips must complete a mandatory orientation and FBI background check before they can accompany any class on their outing each year.**
- While it is Amana's goal that 100% of students participate in all field studies, students' behavior or challenges during the school day may result in specific plans or requirements for safe field study attendance. This may include required parent attendance of the trip. Overnight trips have set criteria for attending. Students who break this criteria before or after committing to the trip will not be permitted to attend. Criteria is shared in advance of the trip with families and students to support transparent process.

Single Gender Classroom Instruction (Grades 6-8)

Grades 6-8 feature single-gender classroom instruction in homeroom, Arabic, STEM and Adventure PE founded on the compelling evidence of scientifically based research. Single-gender classroom instruction has a positive effect on academic achievement and classroom behavior, and it will facilitate learning without social distractions allowing kids to take risks regardless of subject-specific role stereotypes or negative peer pressure and allowing them to have a cohort of peers to lean on throughout the day while also navigating individualized schedules and courses for core classes.

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 Common Core Georgia Performance 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. Opportunities for math acceleration in line with the Fulton County Schools and GA Tech Calculus track are provided for students that meet the criteria in grades 6-8 and can be discussed via the classroom teachers at any time during the school year.

The Science also follows the Georgia Performance Standards. Students in the Middle School conduct science labs regularly. They are taught in the scientific method and employ scientific inquiry techniques to solve problems, answer questions and prove or disprove hypotheses. Award winning curricular resources from Geographic, DASH, Delta, and many other leading manufacturers enhance instruction.

Talented and Gifted Services

The Talented and Gifted (TAG) program at Amana Academy 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 the 2025-2026 school year, TAG in grades K-3 occurs as a daily pull out from Skills block for approximately 50 minutes Monday through Thursday. In 4th grade students are pulled from Skills block + power hour time Monday-Thursday for approximately 50 minutes of TAG time. 5th graders are pulled out of core classes on Fridays for TAG instruction all day (note: Friday tests, quizzes and other requirements are supported in the TAG space by Mr. Russell). In middle school, math and science teachers hold or are in the process of attaining TAG endorsement to ensure differentiated support in these courses for TAG students on a daily basis. MS Teachers consult with the TAG coordinator on best practices to enhance and advance learning opportunities. TAG students also participate in Science/Tech Fair programming during Power Hour during the Fall semester.

For more information contact the TAG Coordinator at Amana Academy - Johnathan Russell:
jrussell@amanaacademy.org

AMANA ACADEMY | 2025-2026 SCHOOL CALENDAR

<p>21-22 – New Teacher Orientation</p> <p>23-31 – Preplanning All Staff</p>	<p>JULY '25</p> <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </table>	S	M	T	W	Th	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			<p>JANUARY '26</p> <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </table> <p>1-2 – Winter Break 5 – Preplanning 6 – First Day of Semester 19 – MLK Jr. Day</p> <p>18 Days</p>	S	M	T	W	Th	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31														
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<p>19 – Last Day of Semester</p> <p>22-31 – Winter Break</p> <p>15 Days</p>	<p>DECEMBER '25</p> <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table>	S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<p>JUNE '26</p> <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td><td></td></tr> </table> <p> ■ Teacher Workdays ■ First Day of Semester ■ School Holiday ■ Asynchronous Learning Day ■ Last Day of Semester </p>	S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30																		
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