



2022-2023

Parent Handbook

***We are Crew,
Not Passengers.***

**Amana Academy West Atlanta Parent-School Covenant
2022-2023**

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 through Infinite Campus regarding student assignments, tests and/or homework.
- Acknowledge and return parent communications within 24 business hours.
- Protect the confidentiality of all individuals at Amana Academy.
- Provide high quality curriculum and instruction in a supportive and effective learning environment that enables the children to meet Local, State, and National student academic standards.
- Provide school staff with appropriate professional development activities and maintain highly qualified teachers.
- Provide a safe and secure learning environment.

PARENTS'/GUARDIANS' PLEDGE TO THE SCHOOL:

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

- Read, understand, and support the mission of Amana Academy.
- Read and understand the Parent Handbook, the Parent-School Covenant, and sign and return the acknowledgement page.
- Attend parent/student/teacher conferences, and be available for contact with teachers/staff on a regular basis (signing notes home, returning phone calls/emails) to discuss student's school activities, or social, emotional, and academic concerns.
- Carefully read any communications on Infinite Campus, Class Dojo, or school updates, 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
- Allow my student to participate fully in all Field Studies.
- Contribute financially to support programs at Amana Academy if I have the means to do so.
- Commit to serving volunteer hours (*at least 10 hours per school year per parent*) and participate on a Parent Organization committee or subcommittee.
- Attend 2 Student Led Conferences per year and Celebrations of Learning per year if I have the means to do so.
- Be responsible for the behavior and actions of my student.

Please sign below and hand it in to your child's teacher

Acknowledgement:

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

Student Name: _____

Parent Name: _____

Signature: _____

DATE: _____

We are Crew, Not Passengers.

Dear Parents,

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. Now that we've successfully launched a replica of our North Fulton campus, Amana West students have the unique opportunity to put what they are learning in the classroom to the test. Challenging academics, meaningful community partnerships and a focus on stewardship are what make Amana's program special.

Our very talented faculty and staff are eager to help your child reach their full potential. At the same time, the most essential aspect of student success is realized when there is an effective partnership between the school and the students' parents. That's where YOU come in! Your input and involvement is greatly appreciated as we work to accomplish the goals set out in our 2020 Vision strategic plan.

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

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

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

Sincerely,

Ehab Jaleel
Executive Director
ejaleel@amanaacademy.org

Helené Brown
Principal
hbrown@amanaacademy.org

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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 – To develop students with a positive self-image who are motivated for lifelong learning and achievement, who respect others and the environment and who can skillfully express their interests and passions.

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

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

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

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

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

Frequently Asked Questions

1. What are School Hours?

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

7:50 AM - 1:00 PM (Friday)

7:15 AM Gate opens for student drop-off >>> 7:30 AM Students begin exiting vehicles

3:10 PM Gate opens for student pick-up >>> 3:25 PM Students begin entering vehicles

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

Please see page 20 for Amana's Uniform Policy

3. What is Amana's attendance policy?

Please see page 7 for Amana's detailed policy around attendance, absences and tardies.

4. How does dismissal work?

Please see page 11 for information on dismissal.

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

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

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

We offer a number of enrichment clubs and after school care. Please see page 7 for detailed information.

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

Please see page 19 for information on our school nutrition program.

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

Please see page 13 for information on volunteering.

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

Please see page 15 for information on home/school communications.

10. Does Amana Celebrate Holidays or Special Occasions?

Please see page 15 for Amana's policy around Holidays, Special Occasions and healthy snacks.

Amana Academy Governing Board

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

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

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

Current Governing Board Members are (please check Amana website for most current listing):

- Christina Lennon - Board Chair
- Kaamilah Chester
- Dr. Keona Lewis
- Cornelius Parker
- Jessica Douglas
- Chad Cunningham
- Robert Berris
- Doannie Tran
- Jessica Spraggins
- Errol Williams
- Nabil Ismail
- Marshall Chambers
- Waqas Cheema

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.

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

Policies

Admissions & Recommitment Guidelines

Students in grades K-3 are eligible to enroll at Amana Academy West Atlanta if:

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

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

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

Before & After-School Enrichment Program

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

Programs operate:

BSEP:

6:30 a.m. – 7:30 a.m. Monday-Friday (students must arrive by 7:05a.m. before the North Allen gate closure)

ASEP:

3:45 p.m. – 6:30 p.m. Monday -Thursday

1:30 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. Enrollment is on a first come first serve basis. Students who are not able to enroll due to space limitations will be put on a waiting list. For more details, please visit the Amana West website's After School Tab.

Attendance

School Hours

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

Friday: 7:50 AM- 1:00 PM

The campus opens at 7:30 AM. Amana is not responsible for students dropped off who are not enrolled in the Before School Program. 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.

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

Absences

To report your child's absence:

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

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

Extended Absences

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

Tardy Policy

School begins at 7:50am, so please plan accordingly. Students that arrive tardy to school must be **signed in by a parent/guardian**. The only tardy that will be excused is if a student has a doctor, dentist, or legal appointment. The parent/guardian must provide a note from the doctor in order to be excused, and the note should be delivered to the front desk. Excessive unexcused tardies will result in a referral to the school social worker and may lead to a referral to the Department of Family and Children's Services.

Bus/Transportation

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

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

Clinic

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

- [COVID-19 Reporting Form](#)
- [Clinic Page](#)

Medication Policy:

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

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

- For prescription medication, a physician must also sign the form. The school cannot give medications without the authorization form.
- The same form is used for prescription and nonprescription medications.
- All Medication Authorization Forms are good for one school year.
- 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 West, this will apply 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, Amana Academy employees will not assume any liability for supervising or administering medication, and Amana Academy retains the privilege of refusing to supervise/assist in administering medication, except where otherwise required by law.

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 the student's signature. You are strongly encouraged to keep a "backup" supply of any emergency medications such as an inhaler, Epipen, diabetes medication, etc. in the school clinic. For further instructions, please call or visit your school clinic.

For Over-the-Counter, non-Prescription Medication the following guidelines apply: Elementary students must store all medications in the clinic, which may only be administered with parental permission (use form SHS-1); Middle school students may carry medications in the following categories (acetaminophen, antacids, aspirin, cough or throat lozenges, ibuprofen, midol and oral antihistamines) with them during the school day, field trips or other school-related activities, if parental permission is provided in advance on the district approved (use form SHS-2);

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

Amana West Sick Policy

Fever: If a student has a fever defined by a temperature of 100.4F or greater, he/she should be excused from school and remain at home until fever free WITHOUT the need for medications for 24 hours. Any fever lasting greater than 5 days needs to be evaluated by a medical professional and documentation allowing the student to return should be provided to the school.

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

Rashes/Pink Eye: These conditions should always be evaluated by a medical professional and the student should report back to school with documentation from the physician.

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.

COVID-19 Policies

Students affected by Covid-19 should remain home:

- If the student has a positive COVID-19 test.
- If the student has COVID-19 symptoms and exposure.

Parents are to self-report POSITIVE test results via the [COVID Report Form](#) accessible via the Amana Academy West Atlanta website.

*COVID-19 Policies are based on CDC guidelines as well as guidelines placed by the GaDPH and are subject to change.

Conduct & Discipline

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

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

Dismissal

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

Car Riders

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

- No homemade carpool signs will be acknowledged during afternoon dismissal.
- Students will be dismissed from the dining hall to the carpool pick up area.
- You must display an official Amana West carpool tag during afternoon pick-up. During dismissal a staff member or security resource officer will check carpool tags as cars enter the Pebblebrook loop. If parents do not have the carpool tag in their possession, then they will be asked to present an ID with photo to verify their identity—our personnel and/or resource officers will repeat these protocols even if they know the parent. No temporary passes will be issued.

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

Bus Riders

The bus will service our campus through the North Allen gate. Students riding the bus to the designated pick-up locations as listed above (See Bus/Transportation) will be escorted to the bus from the dining hall by a staff member.

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

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

Students Going Home with Classmate

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

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

Early Dismissal

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

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

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

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

When picking up your child, parents/guardians must come to campus from the North Allen gate, park at the parking lot and proceed to the dining hall. There they will 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. All students who remain after 3:45 Monday thru Thursday and 1:30 on Friday will be escorted to the After School Enrichment Program. Parents are responsible for covering all daily drop-in rates incurred. Please be aware that information regarding late pick-up and outstanding balances resulting from lack of payment may be forwarded to the School's Counselor and/or Social Worker. We also reserve the right to contact our local police officers if students are not picked up by the end of after school care.

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

Family Involvement and Volunteerism

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

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

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

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

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

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

1. Option 1: Attend volunteer orientation training that occurs throughout the year. Dates can be found within your weekly updates.
2. Option 2: Read through the information on the How to Become an Amana West Volunteer page via the PTO website.
3. Option 3: View part 1 and part 2 of the Volunteer Orientation Videos and complete the Orientation Quiz. ([Volunteer Orientation Folder](#))
4. Obtain and submit a background check - only if chaperoning an overnight field study.

- **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 to allow at least one week before your volunteer opportunity to ensure the completion of all necessary paperwork.

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

A desire to make a difference!

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

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

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

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

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

- Become a Crew Parent
- Attend a monthly Board Meeting
- Become a committee chair
- Chaperone a field study
- Do "take-home" projects for teachers such as cutting out bulletin board pieces
- Read in your child's class
- Organize or assist fundraising committees
- Organize school wide events such as International Festival, 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

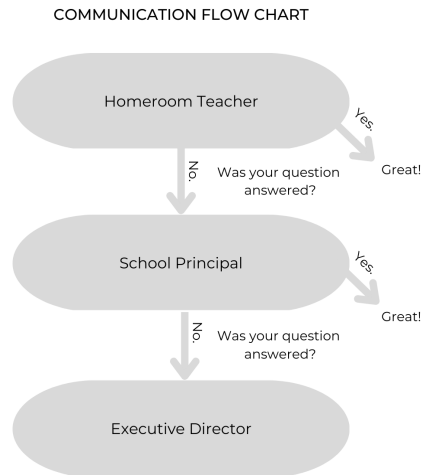
This list is not all inclusive! There are many things that come up throughout the year that will give you the opportunity to earn your required hours quickly.

- **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 announce special events within the classroom. These opportunities include assisting the teacher in organizing special classroom events or celebrations, communicating classroom needs for the teacher to the parents, organizing teacher appreciation activities and also being a "go to" person if assistance is needed to help encourage people to volunteer for school-wide events. Crew parents are an important part of initiating and promoting the "Crew" effort between school and home that Amana West strives to embrace with the whole child education philosophy. Crew parenting is a great way to stay involved and stay informed within your child's school community and earn those required volunteer hours quickly! Email your child's teacher, PTO, 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, via Class Dojo or via their Amana West email address. Teachers are not available by phone during the school day, but they do have opportunities to check their email throughout the day. Teachers are not expected to answer emails on weekends. We ask that you start with your child's teacher when you have a question or concern, and then follow the **Communications Flow Chart** below if you need further assistance. Additionally, if you need a parent/teacher conference, please email your child's teacher to set up an appointment.



Contact Information:

Ms. Helené Brown, Principal: hbrown@amanaacademy.org
Mr. Ehab Jaleel, Executive Director: ejaleel@amanaacademy.org

Holidays, Special Celebrations, and Snacks

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

To be sensitive to all families and to devote more time to our learning expeditions, Amana Academy will not be conducting holiday-themed parties in our classrooms. Although student's birthdays are important in our community, the daily schedule does not allow time for celebrations during the school day. Birthday celebrations are left to teacher-discretion and occur at 2:30 PM to not disrupt instructional time. The Principal can alter birthday celebration plans if they determine it is a disruption to instruction or school norms. Please make use of the U.S. Postal Service to deliver invitations to birthday parties scheduled outside of school hours. Teachers will not place such invitations in the children's Communication Folders.

Examples of Healthy Snacks

Amana Academy allows students to eat snacks in the classroom at teacher-designated times. The snacks and nibbles

students bring should be nutritious, easily accessible, and not distracting to the learning environment. *Please adhere to the items listed below and note that we are a nut-free school. If you have any questions, please feel free to contact your child's teacher/administrator.

Fresh Fruits:

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

Fresh Vegetables:

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

Grains

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

Low Fat Dairy Foods

Cheese (low fat), Yogurt, and Pudding

Healthy Beverages

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

Water

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

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

Celebrations & Parties

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

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 the Student Code of Conduct and Technology Contract signed during registration. 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. 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 and additional questions deemed appropriate outlined within the Code of Conduct.

Devices for Students

There will be times during the school year when students will need to use a device, and each classroom will be equipped with the needed technology. Students are not allowed to bring personal devices, such as phones, tablets, or

computers, to school. The use of technology at Amana is a privilege and should be treated as such. Please see the Device User Acceptance below:

Purpose: In order to support learning, Amana West is providing devices to elementary students for in-school use only. Like a textbook, the device is a resource to support learning.

Students with devices are required to follow the guidelines within this document, as well as all school, classroom, and Amana Academy policies and procedures regarding behavior and technology use.

Contact Person: If you have questions or concerns, please contact your school administration.

Receiving/Using the Device: Parents and students must agree to this document.

Damage and Loss: All Amana Academy-issued devices are the property of Amana Academy. If a device is damaged, lost, or stolen during the time that it is issued to the student, whether intentionally or due to negligence, the student and the student's parent/guardian will be responsible for paying the fines outlined in this document.

Responsible Device Use: All users of Amana Academy-issued devices must follow the expectations outlined in the Amana Academy Policy and Operating Guidelines. Failure to follow these expectations will lead to applicable student disciplinary consequences. Students may not exhibit inappropriate behaviors, or access prohibited materials with the device, at any time, at any location. Students will be subject to disciplinary and/or legal action if they use the device for inappropriate activities.

Privacy: Nothing done on Amana Academy-issued devices is private. Amana Academy staff may, at any point, confiscate and search the contents of any Amana Academy-issued electronic device.

*Amana Academy recognizes all aspects of the Children's Online Privacy Protection Act (COPPA), the Children's Internet Protection Act (CIPA), and the Family Educational Rights and Privacy Act (FERPA).

Applications: Amana Academy has researched key applications which will be preinstalled on each device. Throughout the year, additional applications may be added to support learning. Purchasing and installing these applications is the responsibility of Amana Academy. No one other than an authorized school official may add or delete applications from an Amana Academy-issued device. Hacking or other destruction of devices is not permitted.

Fines for Device Damage, Loss, or Theft

If for any reason the device is lost, stolen or damaged during the time it is issued to the student, whether intentionally or due to negligence, the student and the student's parent/guardian are responsible for the following fines during the school year:

**Full replacement cost for devices includes the device, all accessories, software licenses and setup.*

Lost and Damaged Devices

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

Promotion and Retention – All Grades

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

Criteria

A student is promoted when, in the professional judgment of the teacher, the principal and other school staff, he/she has successfully met instructional-level standards based on the following criteria:

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

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

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

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

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

Beginning with the 2003-2004 school year 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/May of each academic year. For those students who do not meet the minimum requirements, additional assistance and the opportunity to be retested will be provided.

Recess

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

Safety

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

Emergency Response Plan

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

In the case of weather related emergencies, such as tornado warnings, staff and students will take appropriate action. Parents on campus during an emergency situation will be required to follow instructions from the Administration, which may include staying on campus until the emergency situation ends.

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

Weather Closure

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

School Nutrition Program

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

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

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

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

For more information, send your inquiry to Néma Jackson, at njackson@amanaacademy.org.

Free and Reduced Lunch Program

Students who qualify for the USDA free or reduced-price lunch will be able to participate in a subsidized meal program. We encourage all eligible families to apply and take advantage of this program. Students who do not qualify for the USDA program, but who wish to purchase meals at school, may do so. We want to ensure the highest levels of satisfaction for all Amana families, so our meals far exceed USDA guidelines.

School Visitor Policy

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

- Parents/Relatives may visit during the school day with prior approval from your child's teachers.
- 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 front desk with your child's name and teacher's name to identify the item. We will make sure that items are delivered to classrooms at appropriate times.
- Please do not "drop in" to meet with a teacher during the school day unless you have a prior arrangement with the teacher.

Uniform Policy 2022-2023

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

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

General Considerations:

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

Hats/Hair Accessories

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

Jewelry and Accessories (Male and Female Students):

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

Outerwear

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

Confiscated Items:

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

Specific Uniform Requirements & Vendors

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

Specific Uniform Requirements can be found on the Amana Academy Website under www.amanaacademy.org > *West Atlanta > Parents>Uniforms*.

Out-of-Uniform Guidelines

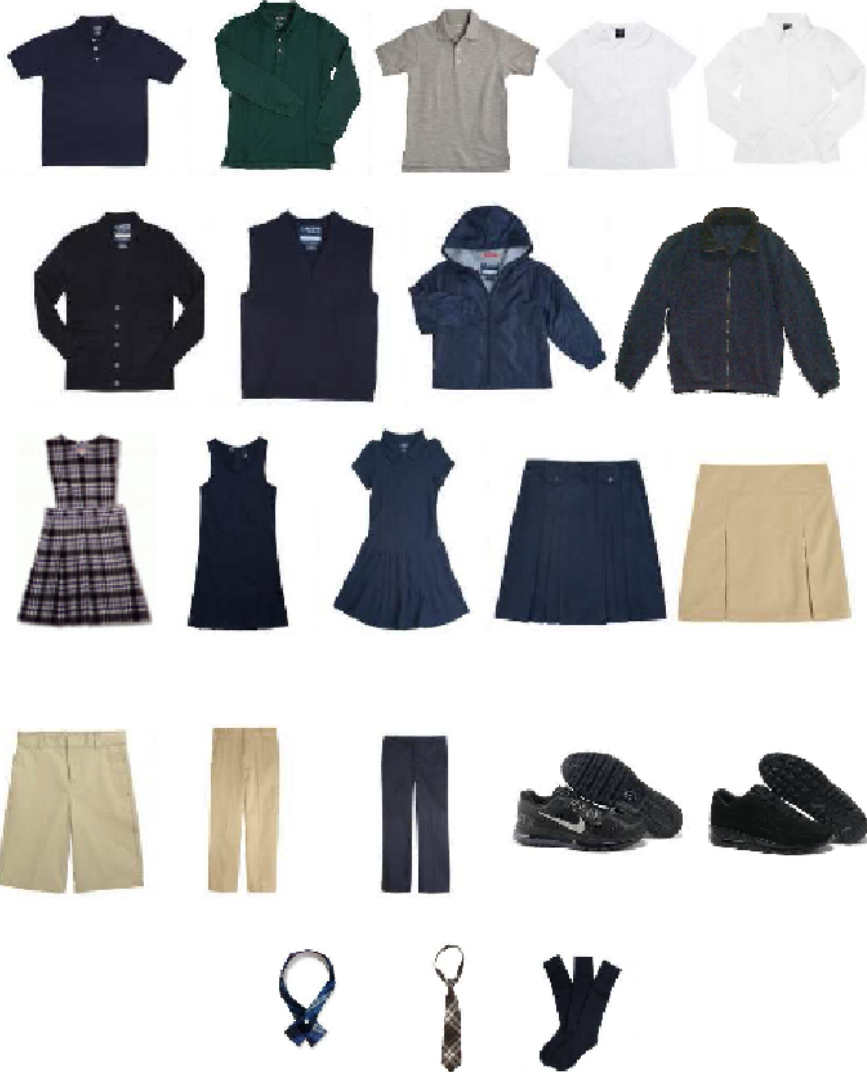
Out-of-uniform days are allowed on specific days during the academic year. On out-of-uniform days students are expected to be dressed appropriately and modestly and maintain the level of personal hygiene and safety necessary to ensure a healthy school environment. Students are to refrain from any mode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

The following types of clothing are considered inappropriate at Amana:

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

Examples of Appropriate Uniform Options

Amana logo is required. Please see guidelines for grade level specifics.



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 targeted and helpful support is the best way to ensure all our students are successful in all their academic subjects as well as on the state Georgia Milestone exam in April/May.

In addition, Amana has a School Counselor who also coordinates 504 Plans and a staff member that coordinates our Response to Intervention (RTI/SST) services.

Adventure/PE

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

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

Arabic World Language

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

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

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 for all students.

Amana High 5 Habits

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

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

EL Education (formerly known as Expeditionary Learning)

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

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

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

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

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

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

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

- **Curriculum**
Our approach to curriculum makes standards come alive for students by connecting learning to real-world issues and needs. Academically rigorous learning expeditions, case studies, projects, fieldwork, and service learning inspire students to think and work as professionals do, contributing high-quality work to authentic audiences beyond the classroom. Amana ensures that all students have access to a rigorous college preparatory curriculum, and regularly analyzes the curriculum to check alignment to standards and opportunities for all students to meet those standards.
- **Instruction**
Our classrooms are alive with discovery, inquiry, critical thinking, problem-solving, and collaboration. Teachers talk less. Students talk and think more. Lessons have explicit purpose, guided by learning targets for which students take ownership and responsibility. In all subject areas, teachers differentiate instruction and maintain high expectations in order to bring out the best in all students and cultivate a culture of high achievement.

- **Assessment**

Our leaders, teachers, and students embrace the power of student-engaged assessment practices to build student ownership of learning, focus students on reaching standards-based learning targets, and drive achievement. This approach to assessment is key to ensuring that schools achieve educational equity. Students continually assess and improve the quality of their work through the use of models, reflection, critique, rubrics, and work with experts. Staff members engage in ongoing data inquiry and analysis, examining everything from patterns in student work to results from formal assessments, disaggregating data by groups of students to recognize and address gaps in achievement.

- **Culture and Character**

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

- **Leadership**

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

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

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

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

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

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

- **Permission and Fees** – all paperwork and fees must be submitted within 10 days of the trip, or by a date established by the teachers. **Anyone needing payment assistance must 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. **Chaperones for Overnight trips must complete a mandatory orientation and FBI background check before they can accompany any class on their outing. Overnight trips cannot take place without parent chaperones.**
- Legal guardians may accompany students on day or overnight trips and are subject to the same requirements.

STEM: Science, Technology, Engineering & Mathematics

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

The Mathematics follows the Common Core Georgia Performance Standards of Excellence and challenges students to be problem solvers. Math skills are developed through the use of real world problems, communication and demonstration. Math content and skills are integrated into Expeditions demonstration purposes.

Talented and Gifted Services

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

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

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

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