Amana Academy
Volunteer Handbook
2014-15

Amana Academy Governing Board

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It is the policy of the Fulton County School System not to discriminate on the basis of race, color, sex, religion, National origin, age, or disability in any employment practice, educational program, or any other program, activity or service.

285 South Main Street
Alpharetta, GA 30009
Phone: (678) 624-0989 • Fax: (678) 624-0892
Amana Academy Guiding Principles

I. Individual Responsibility

Seeking knowledge is a responsibility. The pursuit of self-excellence in our education and the proper development of personal abilities and skills enable us to realize our potential.

Avoiding what harms and seeking what benefits the mind and body in a healthy environment (place/people) benefit our character, education and physical being.

II. Responsibility Toward Community

As a school community, our first responsibility is the education of future citizens, by modeling teamwork, lifelong learning and personal integrity.

As stewards of knowledge, skills and abilities, we each have the responsibility of putting our capabilities to use by serving and positively influencing society.

Our responsibility as an institution is to create a welcoming atmosphere of openness, efficiency and accountability with all of the stakeholders.

We serve our community when personal interactions exemplify civil treatment, principled modest conduct, a respectful demeanor and humble attitude.

By persevering to work together as a united community, we gain a continuous source of renewal and positive peer pressure that helps us attain our goals.

III. Responsibility Toward Humanity and Environment

Our priority in addressing global human issues, sustainable development and environmental stewardship is to use reality-based scientific, social and cultural study and through hands-on community experience.

By understanding our unique purpose in this world and how our simple daily choices affect it, we will be in a better position to make contributions to humanity and the environment.

Excelling as global stewards requires understanding the causes and effects of detrimental forces such as materialism, excessive consumerism, pop culture, sexism, and prejudice and developing the means to counter them.
DEFINITION
The Fulton County Schools System defines a volunteer as an unpaid person who works in the school under the direction of the school principal and who offers special skills and services as needed, to support and implement the school program. In an effort to ensure the highest levels of student safety, Amana Academy has defined below a series of policies and procedures pertaining to volunteers.

To begin with, Amana categorizes its volunteers into three (3) categories:

1. **Tier 1** – Occasional volunteers who serve in a highly public setting who may come to the school to volunteer their time for a special event or one-time project,
2. **Tier 2** – Regular volunteers who give time on a routine basis in the school under direct supervision, and
3. **Tier 3** – Volunteers who have contact with students without direct supervision, on or off campus.

Amana welcomes volunteers to work with teachers in the classroom, cafeteria, with office duties, assist teachers with clerical duties, work in the school clinic, help in the library/media center, or assist in many other specialized areas of the school. Individuals who are interested in volunteering at the school are invited to contact the front desk or visit the Amana website, *How to Become an Amana Volunteer* page, for more information regarding the volunteer program.

PURPOSE
The purpose of Amana Academy’s volunteer program is as follows:

1. Supplement the work of classroom teachers, upon their request, under their supervision, and with the approval of the school administration.
2. Provide individual attention for students through tutoring and/or small group projects under the direction of the school staff.
3. Provide enrichment experiences to supplement Amana’s rich Expeditionary Learning program.
4. Provide assistance for the school staff in non-academic areas where student contact may or may not exist.
5. Meet special school needs.
6. Promote better school-community relations by enhancing community understanding.
7. Develop improved public relations for local, state, and national educational endeavors.

HOW TO VOLUNTEER
Amana Academy’s volunteer program is supervised and managed by the school administration and staff with support from the Partners in Education (PIE). Specific volunteer assignments are arranged for and directly supervised by teachers and various program supervisors, under the direction of an administrator.

We have created a three-tiered guideline to protect children and to continue to maintain the high levels of volunteerism that we enjoy in our school. Samples of the three tiers include:

1. **Tier 1** - Someone who volunteers occasionally and in a highly public setting with little or no contact with students and who are under constant supervision by Amana Academy personnel will not be required to complete a volunteer orientation/application or a criminal background check. A volunteer fitting this example might be someone working at special events like World Day or Amana’s Squawk and Walk. **This level of volunteering requires only that you complete a Volunteer Information form and turn it in to Amana, along with the certificate you received from your mandated reporter training.**

2. **Tier 2** - Regular volunteers with student contact under supervision of Amana Academy personnel must complete the following:
   1. attend a 60-min. **Volunteer Orientation**,
2. submit a confidentiality agreement acknowledging mandated FERPA (student confidentiality) requirements, and
3. submit a FCS volunteer registration
4. complete Mandated Reporter Training and sign completion certification form

A volunteer fitting this example might include a crew parent, class readers, front office volunteer and single day field study chaperone where it is assured that students will be supervised by an Amana Academy employee. The Tier 2 volunteer requirements are valid for the entire school year.

Tier 2 volunteers will need to re-certify each year. Recertification may include but is not limited to attending a Volunteer Orientation refresher, signing a handbook acknowledgement, online webinar, etc.

3. **Tier 3** - Volunteers who have contact with students without direct supervision on or off campus will be required to complete the following:
   1. attend a 60-min. **Volunteer Orientation**
   2. submit a FCS volunteer registration,
   3. complete Mandated Reporter Training and sign completion certification form,
   4. requirements, and complete Mandated Reporter Training and sign completion certification form
   5. complete Mandated Reporter Training and sign completion certification form
   6. and submit to a criminal background check.

A volunteer fitting this example would be someone providing one-on-one tutoring, serving in after-school care, assisting with student clubs/sports, serving as a chaperone on an overnight field study or a single day field trip where there is no direct supervision by an Amana Academy employee.

And in the event the volunteer chooses to chaperone an _overnight_ field study, the following additional steps are required:
   1. attend a **mandatory**, in-person, overnight field studies orientation
   2. sign an acknowledgement form indicating commitment to volunteer for the entire duration of the field study

**VOLUNTEER APPROVAL TIMELINE**

Once a volunteer has attended the **Volunteer Orientation**, their name will be submitted to the administration (within 24-48 hours). A staff member will then cross-reference these names with the paperwork that has been submitted and, assuming all of the paperwork has been turned in, add the name to the list of “approved” volunteers. Volunteers should allow at least **one week** from the time of the **Volunteer Orientation** for the approval to be processed.

Please note, it can take up to two weeks for a background check to be completed and the availability of **Volunteer Orientation** sessions is limited, so it is important to plan ahead when it comes to completing the volunteer approval process. As a prospective volunteer, YOU are responsible for submitting all paperwork to the front office in a timely fashion and any missing paperwork will delay the process. We appreciate your understanding.

**BACKGROUND CHECKS Q & A**

*What Type of Background Check Is Amana Conducting?*
Amana uses the GBI/FBI nationwide criminal background check through the National Crime Information Center, NCIC, administered through Cogent/GAPS. Email Liz Lambert: llambert@amanaacademy.org to begin the process.
How Much Does It Cost?
Background checks cost $55, and volunteers are responsible for paying this fee.

Do I Have To Submit to a Background Check Every Year?
The Tier 3 background check is an annual process and volunteers wishing to chaperone overnight or serve without direct supervision must complete a new screening each and every year.

Who Is Maintaining the Records? What Privacy Safeguards Are In Place? Who Will Be Privy To the Information?
The Amana Academy Executive Director is the only one who maintains these reports. Social security numbers will be safeguarded and will not be included on information that is shared internally with faculty and staff. However, the information obtained from these searches includes public records from across the nation. Because of this, Amana cannot guarantee that the information is confidential. If an individual is concerned that a criminal background check will reveal something that they do not want disclosed, they should not volunteer for the Tier 3 work described above. Amana will not disclose this to any member of the public unless required by law to do so, but Georgia law does require disclosure of most government records to members of the public upon written request.

Can One Who Is Denied Appeal a Decision?
There will be no appeal procedure since there is no legal right to volunteer; Amana can always refuse volunteer work absent discrimination on the basis of race, color, religion, national origin, age, sex or disability. However, the prospective volunteer can certainly talk with the Executive Director if he/she has any questions.

CODE OF ETHICS & CONFIDENTIALITY
There are certain rules all of us must follow when working in the school.

1. **DO NOT** discuss individual children outside the school.
2. Do not compare children within the school.
3. Never publicly discuss parents, children, teachers or other volunteers, even with those in an official capacity.
4. Volunteers may see confidential records of children in the classroom, staff room or office. Under no circumstances should this information be repeated and/or shared.

MANDATED CHILD REPORTING
On July 1, 2012, Georgia law changed to include school volunteers in the group of individuals who are required to report any case of suspected child abuse or neglect. With these changes, school districts can better protect children and ensure their safety and well-being.

Like teachers, administrators, guidance counselors, social workers, and other school employees, school volunteers – because they frequently come in contact with children during their volunteer duties – are now considered “mandated reporters.” A mandated reporter is someone who must notify the Fulton County Department of Family and Children Services (DFCS) within 24 hours if he/she suspects a child is being abused or neglected.

Amana Academy values its volunteers and the role they play in the school. A special video training is provided to help volunteers feel comfortable with the new mandated reporter status and to help them understand what may or may not be a suspected case of child abuse. To view the short, 9-minute training video, please click [HERE](http://media2.fultonschools.org/DistrictContent/Training/ChildAbuseandNeglect/player.html).

DEPENDABILITY

Amana staff members depend on volunteers to be present at their scheduled time. Their days are planned with this support in mind. Volunteer who cannot serve on a particular day or have last minute schedule changes should notify the school office as soon as possible.

**SIGN – IN**
All visitors to the schools, including volunteers, are required to report to the office each time they visit during normal school hours. At that time, volunteers will be given a badge to wear. The badge will signify to the staff that a volunteer is in the building and to the students that there is one more caring adult available to them. If a volunteer is seen in the building without a badge, that volunteer will be asked to go immediately to the building office to check in.

**DRESS/CONDUCT**
Volunteers should plan to dress comfortably and appropriately when spending time with the students in school or during school-related activities. Clothing that advertises things like alcohol, tobacco, and other drugs, violence, or sexual acts should never be worn when working with children.

Volunteers are required to refrain from using any substance, alcohol or drugs, which impairs my ability to act in the best interests of the students. Violation of this condition is reason for immediate dismissal.

Amana does not practice, condone, facilitate or collaborate with any form of discrimination on the basis of race, color, sex, religion, mental or physical handicap, marital status, sexual orientation, religious affiliation or personal characteristics and circumstances. Volunteers must uphold these values and refrain from all forms of discrimination while serving on Amana property.

Volunteers are strictly forbidden from acting as spokespersons for Amana, or to speak to the media on behalf of the organization unless authorized, for a specific purpose, by Amana.

Volunteers understand that any access code, password, etc. assigned by Amana must be kept strictly confidential.

**WHAT VOLUNTEERS CANNOT DO**

Administer Discipline - Discipline, as administered in Fulton County Schools, in conjunction with the home, is designed to produce behavioral changes that will enable students to develop the self-discipline that is necessary to function successfully in their education and social environment. The major objective of discipline in the schools is to teach the following concepts for living:

1. Respect for the rights, dignity, and safety of all individuals within the school and community
2. Respect for law and observance of school district policies, procedures and local regulations
3. Respect for public and private property rights. Student behavior that unduly disrupts class work, involves substantial disorder, or invades the rights of others will not be tolerated. If you have concerns about anything you see in the classroom or on school grounds, speak to the teacher or school building administrator.

Interrogate Students or Investigate Problems – Please report any problems to the grade-level administrator.

Administer Medications – Please refer any matter to the school clinician or front office.

Clean Up Bodily Fluids – Volunteers should not be involved in the clean up of bodily fluids. In the case of a life-threatening situation, volunteers should first attempt to alert school personnel. If it is necessary for them to take immediate action, they should exercise all reasonable precautionary measures. School personnel should be notified as soon as possible.
CONCERNS IN WORKING WITH CHILDREN

Child Abuse/Neglect – Volunteers should report to the grade-level administrator if they know or suspect a child has been abused or neglected. Members of the administration, which may include the school counselor, social worker or other administrative personnel, will assist the volunteer in reporting the incident to Department of Family and Children's Services (DFCS). Remember, it is not the responsibility of the reporter to prove that the child has been abused or neglected. It is the responsibility of the county department of human services and/or local law enforcement to investigate the case and to arrive at a definitive decision regarding follow-up.

INSURANCE

School volunteers are included in the school’s liability insurance policy. Personal items that are lost, stolen or damaged are not covered under any school insurance. Volunteers are advised to leave valuables at home or securely lock them in an assigned area of the school.

TRANSPORTING CHILDREN

Parent volunteers are strictly forbidden to transport Amana students. This policy must be followed judiciously to avoid liability. Volunteers assume liability if they transport school children in their own private vehicles without following procedures and obtaining the permission of Amana Academy.

NONDISCRIMINATION

It is the policy of Amana Academy that no person may be denied the benefits of, or be discriminated against in any curricular, extra-curricular, pupil service, recreational, or other program or activity because of the person’s age, sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, or physical, mental, emotional, or learning disability or handicap as required by Georgia Statutes.

INJURIES & ACCIDENTS

Injuries to the volunteer or others must be reported immediately to the school office. If an injured child cannot be taken to the office, send someone for help immediately. Injured children should be watched closely. Under no circumstances should school volunteers administer medication of any kind, including over the counter drugs such as aspirin. The school personnel are responsible for this kind of aid.

BLOOD BORNE PATHOGENS

In the event of a life-threatening situation, please read and follow the guidelines below.

1. Universal Precautions – Please treat everyone’s body fluids as being “potentially infectious” to you. Don’t touch or handle.

2. Amana Academy provides the following materials for handling body fluids. Please ask school personnel for the location of these materials.
   A. Latex gloves (or others if you have a latex allergy) to use when dealing with blood and/or body fluids.
   B. Face masks.
   C. Blood borne pathogen disposal containers, “Anything blood soaked (drippable or squeezable) should be discarded in a biohazard container.” If blood/body fluids are noted, contact the principal or custodian so proper clean up can be accomplished.

3. Wash hands regularly with soap and warm water-please turn off water tap with a dry paper towel. Also, wash hands and other skin surfaces immediately after protective glove removal or contact with blood, body fluids and drainage from wounds or garments, objects and surfaces soiled with body fluids.

4. See that contaminated surfaces are cleaned and disinfected properly (gloves and special products are available in the school for this purpose). Please see the grade level administrator or custodian for assistance.

5. If volunteers experience an exposure incident:
   A. Immediately wash the skin area exposed to body fluids with soap and running water. If it is in the eye or mouth, flush with water.
   B. Contact the front office personnel or a member of the administrative team.
An exposure incident is defined as direct contact of an individual’s broken skin, mouth, eye or other mucous membrane with potentially infectious material (blood and/or body fluids if they contain blood). For more information, please contact the front office.

**VOLUNTEERING WITH YOUNGER CHILDREN**

Amana Academy encourages volunteering at all levels within the community. At the same time, there is limited space on campus and the school must ensure that the safety and the educational needs of students are met, which may be compromised in certain situations when parent volunteers are accompanied by small children. Therefore, the following rules apply to those who wish to serve as volunteers with small children:

Areas where younger siblings **are allowed** including, but not limited to:

1. Activities limited to the back copy room/teacher lounge/library such as:
   a. making copies for the teachers/stocking/organizing
   b. clerical or teacher prep work that can be done in the teacher’s lounge
   c. organizing the library and stocking books
2. PIE events that occur in the lobby, cafeteria, library or outside such as:
   a. used uniform sales
   b. setting up/taking down the book fair
   c. manning a volunteer desk in the lobby
   d. setting up for a PIE meeting
   e. bake sales, international festivals, fun walks, etc.

**Note: Small children must be supervised at all times.** If a younger sibling becomes disruptive, the parent volunteer will be asked to discontinue volunteering and leave the area at the discretion of the school administration.

Areas where younger siblings **are NOT** permitted, including but are not limited to:

1. Volunteers who wish to chaperone on field studies are asked not to bring younger siblings, since the chaperone’s focus needs to be on the students at all times.
2. Volunteers who wish to assist teachers in classrooms are asked to not bring younger siblings so as to not distract the attention of students nor the volunteer’s efforts.
3. Small children may not accompany parents while they are volunteering in high traffic areas such as the front desk or in the hallways (working with wall displays, answering phones, etc).
4. Volunteers may not bring small children to activities involving potentially dangerous outcomes, such as cleaning up a storage room or moving heavy items. This rule also applies to activities such as painting walls and other renovation work unless pre-approved by the school’s Executive Director or designee.

**Amana Academy sincerely appreciates the support of its dedicated volunteers and looks forward to working with each and every volunteer this school year!**

For more information about Amana’s volunteer opportunities, please complete the [Volunteer Sign-Up Form](#) and a member of the PIE Volunteer Support Crew will be in touch.
I hereby acknowledge that I have received a copy of the 2014-2015 Volunteer Handbook, which outlines the policies and procedures of Amana Academy in effect at the date of this publication. I have read and understand the information in it and agree to abide by the policies during my volunteering.

I further understand that it is my responsibility to secure information from the administration if I have any questions or concerns about any of the information outlined in this handbook. I understand that these policies and procedures are continually evaluated and may be amended, modified or terminated at any time and at the sole option of the Amana Academy administration with or without notice.

Volunteer Name (please print):_______________________________________________________________

Child’s Name                          Grade                          Teacher’s Name
_______________________________________  _____  ___ __________________________
_______________________________________  _____  ___ __________________________
_______________________________________  _____  ___ __________________________

Signed _______________________________________________________ Date _______________________

Phone _______________________________ E-mail ______________________________________________