PARENT HANDBOOK

2025-2026

**Michael R. Hollis Innovation Academy**

## 225 James P. Brawley Dr. NW Atlanta, GA 30314

**Tel: (404) 802-8200**

****

*Rooted in Purpose. Branded By Excellence*

**Dr. Adib Shakir, Principal**

Mrs. Natasha Clarke-Grant, 4-8 Assistant Principal Mrs. Annique McMillan, Pk-3 Assistant Principal



Atlanta Public School District Mission

The vision of the Atlanta Public School District is to inspire our community of learners to achieve educational excellence. Our mission is to ensure student success, leading to higher education, work, and life-long learning. We are making this vision and mission a reality – every day, in every classroom throughout the District.

Through community forums, focus groups, listening sessions, and more, we have engaged our stakeholders, refined our objectives, honed our procedures, and formulated a robust, highly structured yet agile and adaptive strategic plan. We are pleased with the progress we have made thus far, and excited about the future – of our District, our community, and, most importantly, the 100,000+ students who daily bring to us their limitless potential.

The district has created performance measures, targets, and initiatives to ensure success in each goal area. A monitoring and data collection process has been developed, and rigorous progress check procedures have been implemented. At the local level, on-going training sessions are offered to all principals to support the work of aligning, refining, monitoring, and evaluating the continuous improvement efforts of each individual school.

As a community of learners, we are committed to excellence in everything we do – within the classroom and throughout the district. This continuous improvement process permeates each aspect of our Strategic Plan, and we are honored to partner with you to make it a reality for all.

### Table of Contents

Principal Message 4

[General School Information …………………………………………… 5](#_TOC_250065)

[Dismissal Times 5](#_TOC_250064)

[Contact ………………………………………………………………… 6](#_TOC_250063)

[We ARE Michael R. Hollis Innovation Academy… 7](#_TOC_250062)

[Academic Honesty 8](#_TOC_250061)

[Assessment and Grading 9](#_TOC_250060)

[Absences 10](#_TOC_250059)

[After School Child Care 10](#_TOC_250058)

After School Drip-In Students 10

[Arriving at School 10](#_TOC_250057)

[Attendance Protocol and Policy 10](#_TOC_250056)

[Awards 11](#_TOC_250055)

[Birthdays 11](#_TOC_250054)

[Bookbags 11](#_TOC_250053)

[Breakfast/Lunch 11](#_TOC_250052)

[Bullying 11](#_TOC_250051)

Bus Transportation 11

[Cell Phone/Electronic Devices ………………………………………... 12](#_TOC_250050)

[Change of Dismissal. 12](#_TOC_250049)

[Child Abuse .…………………………………………………………... 12](#_TOC_250048)

[Child Custody Issues 12](#_TOC_250047)

[Classroom Observations 12](#_TOC_250046)

[Clinic/Nurse 13](#_TOC_250045)

Clubs, Organizations, and Extracurricular Activities 13

Conduct/ Disciple Plan 13

[Counseling …………………………………………………………… . 13](#_TOC_250044)

[Deliveries. 13](#_TOC_250043)

Dress Code 13

Early Dismissal/Checkout 14

[EIP (Early Intervention Program) 14](#_TOC_250042)

[Emergency Preparedness Plan 14](#_TOC_250041)

ESOL… 14

[Field Trips. 14](#_TOC_250040)

[Fundraisers 14](#_TOC_250039)

[Georgia Milestones Testing 14](#_TOC_250038)

Gifted ……………………………………………………….…………. 15

[Healthy Kids Smart Kids Through Nutrition and Exercise …………… 15](#_TOC_250037)

[Homeless Education Program 15](#_TOC_250036)

[Homework. 15](#_TOC_250035)

[Hospital Homebound Services 15](#_TOC_250034)

[Illness at School 15](#_TOC_250033)

[Lost and Found 16](#_TOC_250032)

[Make-Up Work 16](#_TOC_250031)

[Media Center 16](#_TOC_250030)

Table of Contents

[Medications …………………………………………………………… 16](#_TOC_250029)

[Money and Other Valuables 17](#_TOC_250028)

[Outstanding Fee Balance ……………………………………………… 17](#_TOC_250027)

[Parent/Teacher Conferences 17](#_TOC_250026)

Parental Concern Protocols …………………………………………… 17

[Parent Guardian Responsibilities 17](#_TOC_250025)

Parent Pick-Up Program ………………………………………………. 18

[Parent Portal 18](#_TOC_250024)

Parent Visitiation …..………………………………………………….. 19

[Progress Reports ……………………………………………………… 19](#_TOC_250023)

PTA …………………………………………………………………… 19

[Report Cards ………………………………………………………….. 19](#_TOC_250022)

[Registration and Re-Registration …………………………………….. 20](#_TOC_250021)

[Residency …………………………………………………………….. 20](#_TOC_250020)

Sale of Items for Profit ……………………………………………….. 20

[School Governance (GO Teams) …………………………………….. 20](#_TOC_250019)

[School - Home Communication ……………………………………… 20](#_TOC_250018)

[School Pictures ……………………………………………………….. 20](#_TOC_250017)

[School Psychologists ….……………………………………………… 20](#_TOC_250016)

[School Social Workers ..……………………………………………… 21](#_TOC_250015)

[School Wide Behavior Expectations …………………………………. 21](#_TOC_250014)

[Section 504 - Students with Disabilities ……………………………… 21](#_TOC_250013)

[Specials Classes ..……………………………………………………… 21](#_TOC_250012)

[Student Information Changes …………………………………………. 22](#_TOC_250011)

[Student Searches ……………………………………………………… 22](#_TOC_250010)

[Suspension ……………………………………………………………. 22](#_TOC_250009)

[Tardies ………………………………………………………………… 22](#_TOC_250008)

[Textbooks/Library Books …………………………………….………. 22](#_TOC_250007)

[Transportation Safety ………………………………………………… 22](#_TOC_250006)

[Unauthorized Student Items …………………………………………. 22](#_TOC_250005)

[Uniform Policy/Dress Code …………………………………………. 23](#_TOC_250004)

[Video Surveillance ………………………………………………….… 23](#_TOC_250003)

Visitors to Schools 23

[Volunteers 24](#_TOC_250002)

[Weather Related School Closings/Early Releases 25](#_TOC_250001)

[Withdrawal Procedures ……………………………………………….. 25](#_TOC_250000)

**Principal’s Message**

Greetings M.R. Hollis Innovation Academy Families,

It is with great excitement and heartfelt anticipation that I welcome each of you to the 2025–2026 school year at **M.R. Hollis Innovation Academy**. Whether you are returning or joining us for the first time, I am honored to partner with you in your child’s educational journey.

As we prepare to begin a new year of learning, growth, and transformation, our focus remains clear: to provide every scholar with an academically rich and emotionally supportive experience that is **rooted in purpose and branded by excellence**. This year’s school-wide mantra— **“*Rooted in Purpose. Branded by Excellence.*”**—will guide our daily work and reflect our collective commitment to nurturing scholars who are confident, curious, and empowered to lead.

At Hollis, we believe that student success is cultivated through strong, intentional partnerships between home and school. Our dedicated team of educators is committed to delivering high-quality instruction, building meaningful relationships, and supporting each scholar’s academic and social-emotional development.

To support this mission, the **2025–2026 M.R. Hollis Innovation Academy Parent and Student Handbook** will serve as an essential resource. It outlines important school policies, procedures, and expectations for the year ahead. I also want to bring your attention to a new district-wide policy aligned with recent changes to state law regarding **student cell phone usage during school hours**. Please take a few minutes to review this important update in the handbook and speak with your child about the expectations surrounding responsible digital behavior at school.

I look forward to a year of excellence, engagement, and elevated outcomes for every scholar. Thank you for entrusting me and our team with your child’s education. Let’s move forward together—**rooted in purpose and branded by excellence**—as we make the 2025–2026 school year one of achievement, growth, and pride.

With sincere dedication to your child’s success!

Sincerely,

# Dr. Shakir

Adib Shakir, Ed.D. Principal

## GENERAL SCHOOL INFORMATION

Main Office Hours……………....…….7:15 a.m. - 4:00 p.m.

Report to Homeroom………………….7:15 a.m.

Tardy Time***………………….…………***7:45 a.m.

Morning Announcements**………...……**7:45 a.m.

Instructional Activities……………...***…***7:45 a.m. - 2:15 p.m.

## DISMISSAL TIMES

School Bus Riders……………….… 2:15 p.m. - 2:45. p.m.

Nursery Bus Riders…………………2:15 p.m. Car Riders…………………………..2:15 p.m. Global Tech/Allstars………………..2:15 p.m.

# Contact

Principal

Dr. Adib Shakir 404-802-8200

Assistant Principal (4th - 8th)

Natasha Clarke-Grant 404-802-8209

Assistant Principal (Pk-3rd)

Mrs. Annique McMillan 404-802-8206

Cafeteria Manager

Rhea Smith 404-802-8215

Counselor (K-5)

Courtney Gaines 404-802-8221

Counselor (6th-8th)

Allaenna Williams 404-802-8221

EELT Exceptional Education Lead Teacher

Dr. Charlotte Sanford 404-802-8221

Global Tech

Brian Baker 678-662-3563

Nurse

Tomika Jones 404-802-8215

Secretary

Candace Johnson 404-802-8208

Records

Joslyn Marks 404-802-8240

Registrar

Marayla Shinholster 404-802-8230

Parent Liaison

Yashica Burnett 404-802-8204



### We ARE Michael R. Hollis Innovation Academy

**Mission:**

We expose students to rich experiences necessary to dream bigger, lead choice-filled lives and become self-confident poised global citizens.

### Vision:

Michael R. Hollis Innovation Academy equips and empowers students with the knowledge and skills to tap into their unique talent and purpose.

### 6 Habits of Hollis

The 6 Habits of Hollis are our Academic and Relational Characteristics that we believe are essential for developing a college and career ready student. These traits are embraced and modeled by all adults in the building.

|  |  |
| --- | --- |
| 1. Collaboration | 4. Empathy |
| 2. Communication | 5. Self-Discipline |
| 3. Creativity | 6. Perseverance |

### School Creed

As I pass through the doors of Hollis each day, I will strive to do my best in every way. I am committed to excellence and nothing less because my education is the key to my success. I will respect my school and those who teach and guide me. I will respect myself and those who sit beside me. I will always do my share to show that I care. I am proud to be a Hollis student.

#### ACADEMIC HONESTY

Atlanta Public Schools (APS) has a zero-tolerance policy for academic dishonesty, encompassing cheating, plagiarism, and other forms of dishonesty. This policy aims to foster a culture of academic integrity and fairness for all students. It is defined as representing someone else's work as one's own, which includes actions like copying, using unauthorized assistance, or fabricating information.

Forms of Academic Dishonesty

Academic Dishonesty is defined as any action or behavior that results in a student having an unfair advantage over his or her peers in any form of assessment. Academic Honesty may include:

1. Plagiarism: using someone else’s work as one’s own without proper

documentation, either intentionally or unintentionally

1. Collusion: copying work or allowing someone else to copy one’s work
2. Duplication: turning in the same work for multiple assignments without the express permission of all instructors involved
3. Misconduct: refusing to follow directions in an assessment situation
4. Failure to report an observed instance of academic dishonesty

A Student Demonstrating Academic Honesty Will:

* + complete his/her own work
	+ acknowledge help from parents, friends, and other students
	+ know what constitutes cheating and abide by the rules
	+ acknowledge and reference all information sources
	+ follow the rules, directions, and policies when taking written exams
	+ report suspicions of academic dishonesty to appropriate school officials

A Student Demonstrating Academic Honesty Will Not:

* + copy work from another student and represent it as his or her own
	+ complete work for another student
	+ use notes or reference materials during an assessment unless instructed to do so by the teacher
	+ support the efforts of another student engaging in academic dishonesty

Consequences for Failing to Maintain Academic Honesty

Students who are determined to have engaged in academic dishonesty will receive consequences based on the District Code of Student Conduct, which can include, but are not limited to, verbal student conferences, parent conferences, loss of privileges, ISS, and OSS.

#### ASSESSMENT AND GRADING

Students are assessed on grade level standards in various ways throughout the school year. We use both formal assessments (standardized tests, class assessments, performance tasks) and informal assessments (observation, mini-checks, question, and discussion, running records).

Assessment data is used by teachers to plan for instruction for the whole class and to differentiate instruction to meet student needs. Our expectation is that all students will meet or exceed standards each quarter.

##### Atlanta Public School District Grading Scale and Policy

A = 90% - 100% Excellent

B = 80% - 89% Good

C = 71% - 79% Fair

D = 70% Poor

F = below 70% Failing

1. Assessment Suring Learning – 25%
2. Guided, Independent, or Group Practice – 45%
3. Summative Assessment, Assessment of Learning – 30%

Information about our testing program will be presented at various school meetings (Curriculum Nights, PTO meetings) and through school newsletters. All K-8 students are assessed using MAP/NWEA. This online adaptive assessment is given two times a year to assess proficiency and growth in reading, English Language Arts, and Math. Parents will receive reports at parent conferences. Other assessments include:

* + Kindergarten: All Kindergarten students are assessed using a state program called GKIDS, MAP/NWEA, and MAP Reading Fluency. We assess students on basic skills related to reading, language arts, math, approaches to learning, and personal/social development. Furthermore, students will be screened for risk factors for dyslexia or other reading difficulties. Teachers collect data throughout the year by observing students and working with them one-on-one and in small groups.
	+ Grades 1-2: Students in these primary grades will be assessed using MAP/NWEA and MAP Reading Fluency, which gathers data on oral reading fluency, literal comprehension, and foundational reading skills and screens for risk factors for dyslexia or other reading difficulties. Students will be assessed throughout the year on phonics skills, reading level, reading fluency, writing, math fluency, and math concepts.
	+ Grades 3-8: Grades 3-5 students will take the Georgia Milestones. The test will assess student mastery of Reading, ELA, Writing, and Math content. In addition, students in 5th grade (only) will take a Science test. The GA Milestones include multiple-choice and open-ended questions. Students will also be assessed throughout the year on reading level, reading fluency, math fluency, and math concepts. Students will also take MAP/NWEA and LLI and running records to gauge their progress on standards. 3rd grade students will also take the MAP Reading Fluency assessment which gathers data on oral reading fluency, literal comprehension, and foundational reading skills, and screens for risk factors for dyslexia or other reading difficulties.

##### ABSENCES

Absences are explained in detail in our M. R. Hollis Innovation Academy Attendance Protocol and Policy document which is provided to each parent in the school. Additional copies are available in the Front Office.

#####  AFTER SCHOOL CHILD CARE

**M. R. Hollis After School Extended Day Program are Global Tech (Pk-5th) and After School All- Stars (6th-8th). Global Tech** will begin in August.. Registration and payment for this service can be done during Open House prior to the start of the first day of school. Payments for this service can only be accepted online. Front Office staff members are not permitted to accept any form of payment. A registration packet must be completed. Payments must be received prior to the first day of the student attending the program. Payments can only be paid on-line CAPS is also accepted. On-line information is provided in the After School Registration packet. Students will not be allowed to return to the program if fees are not paid in a timely manner. Parents will need to submit a Change of Dismissal form for the child if they are changing how a student is picked up.. No checks will be accepted. Late fee starts exactly at 5:31 p.m and there is a $2 per minute charge for each minute the child is late. Late fees will be collected upon arrival or it will be charged to your account. Cash is accepted for late fee payment. The Site Director for Global Tech is Ms. Lynne Salters. Please contact Mr. Bernard Baker 678-662-3563 if you have further questions.

After School All-Stars is a free comprehensive after school program provided by Atlanta Public Schools (APS) and Georgia State University. The program begins at 2:45 p.m. - 5:15 p.m. The program provides homework assistance, tutoring, and special interest clubs (sporting activities and special clubs) for students in grades 6th - 8th. After School All-Stars will begin the 1st week in September and end the last week of April.

##### AFTER SCHOOL DROP-IN STUDENTS

Hollis’ Extended Day Program Global Tech drop-in students must be pre-registered **prior to the date service is needed.** A Registration packet must be completed prior to the drop-in if the student uses this service more than twice. There is a $50 non- refundable fee. The drop-in fee of $25.00 must be paid prior to but no later than on the day of service when the child is picked up. Payment can be made online. Students will not be allowed to return as a drop if there are any unpaid fees. Parents will have to complete a change of dismissal form. No checks accepted.

##### ARRIVING AT SCHOOL

* School doors open to students at 7:15 a.m.
* School begins at 7:45 a.m. If a student is not seated in class by 7:45 a.m. they are late. If a student arrives at school after 7:45 a.m. a parent/guardian must walk them into the building and sign them in so they can receive a tardy pass.
* Dropping a child off before 7:15 a.m. is **prohibited** and endangers the safety of the student. Faculty and staff members are not available to supervise students until 7:15 a.m.
* Parents arriving before 7:15 a.m. should park on Griffin if you are waiting to drop off your child.

##### ATTENDANCE PROTOCOL AND POLICY

M. R. Hollis Innovation Academy’s Attendance Protocol and Policy is made available to all students, parents or guardians. This policy is sent home to each parent or provided during the registration process. *The Notice of Receipt of School Attendance Policy and Protocol sheet must be signed by the parent and student and returned to school.*

Student success in school is directly related to attendance. The parent/guardian bears ultimate responsibility for student attendance.

According to the State of Georgia legal absences are:

* the student’s illness
* death in the immediate family
* religious holidays
* serving as a Page in the State Legislature
* instances where attendance would be hazardous (weather as determined by Atlanta Public Schools

All other absences are unexcused and will be reflected as such in the student database.

When an absence does occur, the parent or guardian must send a written note, copy of obituary in the case of a death, doctor, or dental excuse to the homeroom teacher on the date of the child’s return to school. The note must include the child’s name, grade level, teacher, date(s) of the absence(s) and reason for the absence(s). Please sign the note and write a phone number where the parents can be contacted. It is the student’s responsibility to obtain, complete, and return all make-up work as explained and indicated by the teacher due to an absence.

**When a child accumulates 6 or more unexcused absences for the school year *a letter will be sent***

to the parent/guardian from Atlanta Public Schools (APS).

*Georgia state law mandates that any parent/guardian who does not comply with compulsory attendance mandates (O.C.G.A 20-2-690.1a) shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine not less than $25.00 and not greater than $100.00, imprisonment not to exceed 30 days,*

*community service, or any combination of such penalties, at the discretion of the court having*

*jurisdiction. Each day’s absence from school in violation of this part of the child’s school system notifies the parent/guardian of five unexcused days of absence shall constitute a separate offense (O.C.G.A 20-2-690.1b).*

#### AWARDS

Hollis celebrates student achievement by hosting an Honor’s Day Ceremony at the end of each semester.. The following are the requirements for each award:

**Principal’s List** – A’s. (No C’s or F’s) in Study Skills and Conduct AND no Suspensions or Expulsions) **Honor Roll** – A’s and B’s, (No C’s and F’s) in Study Skills and Conduct AND no Suspensions or Expulsions)

**Academic Achievement** – All academic A’s and B’s ( conduct and Study Skills do not prohibit a student from receiving this award)

**Blue Hawks Most Improved** – Presented to students who have shown significant improvement in various subject areas or in conduct

**Kindergarten Awards** – Special awards are presented to kindergarten students to encourage academic progress and achievement

**Citizenship Awards** – Presented to a boy and girl from each classroom who has demonstrated the Six Habits of Hollis.

**Perfect Attendance** – Presented to the students who have 0 absences (whether excused or unexcused), have attended school at least three hours of every day and have no more than 5 tardy incidents reported for each semester.

##### BIRTHDAYS

Students’ birthdays are announced daily during the morning announcements. Students whose birthday falls on Saturday or Sunday are recognized on Friday prior to their birthday. Students who celebrate their birthdays during school holidays or over the summer months are also recognized.

1. Class celebrations are only permitted during

your child’s designated lunchtime.

1. Celebration items include students having cupcakes or cakes.
2. Food items must be store-bought and **nut free**.
3. Pizza or other non-desert-type items are not permitted without the prior approval of the principal (no exceptions).

##### BOOKBAGS

* + Grades K–5: Any color
	+ Grades 6–8: Clear bookbags only

##### BREAKFAST/LUNCH

Atlanta Public Schools (APS) - Nutrition Department is dedicated to supporting student success with nutritious meals. Students will be able to select one of three entrees, and the APS salad bowl will contain fresh, locally grown fruits and vegetables.

Additionally, students can expect to engage in Chef's Table providing samples of upcoming menu items, and ongoing meal satisfaction surveys.

* **52** APS & APS food-service charter/partnership schools will be participating in the Community Eligibility Provision (CEP) program, which offers **FREE** breakfast and lunch for **ALL** students enrolled.

##### BULLYING

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. **Bullying behavior is not an acceptable behavior in our school.** More information about the APS bullying policy can be found in the student handbook.

Please notify the school to report any concerns regarding bullying. (404) 802-8200

##### BUS

**TRANSPORTATION **

Bus transportation is provided for all students who live outside the shortest 1-mile navigation of elementary schools. Students living less than 1 or 1/12 miles of their school area are assigned to the walk-zone.

Students in grades Pre-K, Kindergarten, 1st and 2nd grades must have a parent/guardian at the bus stop to get off the bus. Students in grades 3-8 may walk home from the bus stop. They may also escort siblings in the grades noted above. However, on the days the 3rd- 8th grade student is absent a parent or guardian will need to be at the stop to get the younger student.

Students return to the school after the bus completes the route. It is the parent’s responsibility to contact the school with a plan of action for picking the child up. Parents or guardians of students frequently returned by the bus will be contacted by a member of the administrative staff.

Students who become chronic disciplinary problems on the school bus may have their bus riding privilege suspended. Parents or guardians will be required to complete a new dismissal form.

For all transportation questions and concerns, contact the APS Department of Transportation at (404) 802- 5500.

##### CELL PHONE/ELECTRONIC DEVICES

The use of mobile telephones or other PEDs is always forbidden for all students during the instructional day. The instructional day includes, but is not limited to, lunch periods, class changes, study halls and any other structured or unstructured instructional activity that occurs during the normal school day. Devices must be out of sight and turned off. This prohibition includes all emergency situations unless the student is directed to use a mobile telephone or PED by an APS employee or other official or unless an extreme threat to the health or safety of a student arises and no APS employee or other official is present.

All staff members have the right to confiscate mobile phones when used in violation of policy JCDAF and its implementing regulation. If a student refuses to relinquish a phone or other device to a school staff member, the staff member may refer the student with the device to the principal or designee.

The Atlanta Public Schools assumes no liability for the theft, loss or damage of mobile telephones and other PEDs possessed by students on school property or held by school officials during the confiscation period. APS employees will not be responsible for searching for lost or stolen mobile phones or other PEDs.

Photographing, audio recording or videotaping on Atlanta Public Schools property is not allowed at any time without the expressed, written consent of the students, staff members or other people being photographed or recorded.

*Consequences*

1st time- phone will be confiscated

2nd time - the phone will be confiscated until the end of the school year.

CHANGE OF DISMISSAL

A change of dismissal can only be done by the parent/guardian. To keep your child safe, we ask that you adhere to the following procedures:

* change of dismissals can only be accepted in writing and in advance
* change of dismissals must be received no later than 1:00 p.m.
* The parent/guardian may send a written note prior to the day of the change.
* No change of dismissal will be made over the phone because it is impossible to verify the ID of the caller
* Any adult picking up a child from school must have a valid ID and be on the pick-up list for the student

CHILD ABUSE

The Atlanta Public School Board of Education, in accordance with Georgia law, requires that all school employees and volunteers having reasonable cause to believe that a child under the age of eighteen has been abused report such incidents immediately and in no case longer than 24-12 hours. Reports of suspected child abuse shall be made in compliance with Georgia law OCGA 19-7-5 and the Athens-Clarke County Child Abuse Protocol.

CHILD CUSTODY ISSUES

Parents/guardians are encouraged to provide the school with a copy of all court orders regarding the custody of the child **to the Front Office**. APS personnel may request proof of legal custody in situations involving multiple adults claiming control of the same student or should a question arise. See Regulation JBC-R(2). Student enrollment forms, as well as other official documents of the school, should be signed by the with whom the child resides. The school will give to non-custodial parents, upon request, all information required under the Family Educational Rights and Privacy Act and the laws of Georgia, unless there is a valid court order directing the school not to divulge such information. If such an order exists, a copy must be presented to the principal.

CLASSROOM OBSERVATIONS

Please follow these guidelines:

* *All visitors must report to the Front Office, show a picture ID and sign in the Visitor’s Log and obtain a Visitor’s Badge.*
* *Classroom observations* ***must*** *be scheduled for at least one day (24 hours) prior to the observation with the teacher.*
* *Class observations are for a maximum time of 20 minutes. This is a time* ***to observe*** *your child in the classroom setting and* ***not*** *a time to conference with the teacher. Observation times are from 8:15 A.M. to 1:30 P.M.*
* *Parents are prohibited from interacting with other students who are not their own.*
* *Please understand that in an effort to protect the instructional environment, there may be instances in which parents will not be allowed to gain access to the classroom: instructional time, testing, Honors Day Programs, Field Day etc.*
* *When leaving the building, visitors must sign- out in the Front Office.*

##### CLINIC/NURSE

The clinic is designated for Emergent purposes only. In the event a student experiences a serious illness or injury, the parent/guardian must retrieve the student from school immediately. Per APS guidelines, the student is required to remain home for a minimum of 24 hours along with being symptom free without the use of medication. This policy is available for viewing on the APS website. No medication will be dispensed without the appropriate medical documentation being completed (Medical Packet).

##### CLUBS, ORGANIZATIONS, & EXTRACURRICULAR ACTIVITIES

Students attending regularly scheduled club meetings must follow the rules established by their school.

Clubs will meet on a scheduled basis so as not to conflict with academic instruction. Sponsors or coaches may establish standards of behavior, including consequences for misbehavior—that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct or by local policy will apply in addition to any consequences specified by the organization’s standards of behavior. For more comprehensive guidelines, please refer to Policy JHC and Regulation JHC-R (1). The school reserves the discretion to remove and temporarily remove students from the club or extracurricular activities if they are not meeting the standards set for behavior and academics. Club sponsors will frequently get updates from classroom teachers and administrators on student grades (ie. progress reports, and classroom/school conduct).

##### CONDUCT/DISCIPLINE PLAN

**Appropriate Conduct is important for Academic Achievement and determines personal success!** Since a safe, calm, and orderly environment is necessary for learning, Hollis adheres to the policies, rules and regulations of the Atlanta Public Schools (APS) **Student Code of Conduct Manual** which will be taught to all students during the first week of school. Also, Hollis has a school wide discipline plan that governs student behavior in every classroom.

Your child’s teacher will share this plan with you. Please make sure that you help your child realize the importance of appropriate conduct in the school setting. Students are referred to the Administrative Staff for repeated disruptions to

the learning environment, physical contact, fighting or uncontrollable behavior that could result in bodily harm to themselves or others.

##### COUNSELING

Our **counselors** on staff will provide support for the Hollis Students. Students with identified learning or behavior problems that interfere with their success in the school environment are referred to the **Multi- Tiered System Support (MTSS)** so that alternative strategies can be implemented to lead to the student’s improvement. Parent participation is always necessary to achieve optimal results.

Wondering if you should reach out and contact our school counselor? Here are just a few examples of times when contact may be helpful:

* When your child is having difficulty learning
* When family/friendship changes interfere with academic progress
* When you want to arrange a meeting
* When you have a concern about a change in

your child’s behavior

* When a parent/guardian wants information about community resources

##### DELIVERIES

Food deliveries of any kind (Uber Eats, Door Dash, etc.) is **not permitted** for students.

##### DRESS CODE ATLANTA PUBLIC SCHOOLS (APS)

The atmosphere of a school must be conducive to learning and a student’s appearance can positively or negatively impact the school climate.

Students who fail to comply with the Atlanta Public School dress code requirements, as enumerated below, may be charged with a Student Dress Code Violation.

* The wearing of pants below the waistline, bare midriffs, tank tops, midriff tops, skirts with high slits, see-through mesh tops, short skirts, short shorts, hoods, hats, flip flops, bedroom shoes, or other shoes that interfere with movement and safety are prohibited.
* No ripped or torn jeans or clothing is allowed.
* Clothing that depicts/promotes offensive language, drugs, alcohol, sexism, racism are prohibited.

***Hollis strongly encourages school Uniform (For more information please refer to the uniform section of this handbook)***

##### EARLY DISMISSALS/CHECKOUT

Parents/guardians or other people authorized to pick up students may check them out during the day. Each person must present a picture ID.

Students who are checked out prior to 11:15 a.m. will be absent for the day. Students must attend a half day of school in order to be marked present

Only the parent, legal guardians, or people designated on the Student Information Form will be allowed to remove students from the school premises. For check- out, the authorized adult must visit the Front **Office first**, present a **valid photo ID;** and **sign the child out** in the Student Early Dismissal Log. Early check-out ends at 1:30 p.m.

##### EIP (Early Intervention Program)

The Early Intervention Program (EIP) is designed to serve students who are at risk of not reaching or maintaining academic grade level expectations. The purpose of the Early Intervention Program is to provide additional instructional resources to help students who are performing below grade level in reading and math obtain the necessary academic skills to reach grade level performance in the shortest possible time. The EIP Program is a part of the Multi- Tiered System of Support (MTSS) framework for providing support to students. The EIP Program provides a structure for additional instruction to ensure students meet grade level expectations at the elementary level. For more information contact the MTSS coordinator.

##### EMERGENCY PREPAREDNESS PLAN

Hollis has an **Emergency Preparedness Plan** on file which outlines procedures for all emergency situations. Practice drills are held periodically to simulate procedures in the event of fire or inclement weather conditions. Students should follow these basic rules:

* Walk
* Remain quiet
* Always follow the teacher’s instructions and if needed move quickly and quietly to the designated area

##### ESOL (English for Speakers of Other Languages)

The ESOL program provides educational support both in language and academic content. The ESOL teacher and other staff provide services to English Language Learners (ELL). Classroom teachers, ESOL teachers and other support staff plan jointly to determine instructional modifications needed to make language and content as comprehensible as possible throughout the whole school day for EL. For more information contact your child’s ESOL teacher.

##### FIELD TRIPS

Field trips are designed to give students "hands-on" experience with the subjects they are studying.

Permission forms are sent home for the parent's signature prior to each trip including walking field trips. All applicable district policies and regulations apply during field trips, including the Student Code of Conduct. **The principal or principal’s designee has the right to deny a student participation in a field trip or excursion due to the student’s behavior, absences, or achievement.** Field trip fees may be charged to students, but should cover costs only, and care shall be taken not to set fees which will exceed the actual costs of trips or that would exclude eligible participants. No student will be denied participation because of economic limitations

Educational field trips are taken as an academic component of the instructional program. Permission for all other field trips will be requested as needed.

*Payments for Field Trip fees must be paid with cash or money order only. Please send the payment and permission slips* ***to your child who will give it to the teacher****. Students will not be called to the office to pick up payments or permission slips during the school day. Parents are not allowed to drop off money or permission slips. Office staff members are not permitted to accept any Field Trip permission slips or fees. Please return the permission slip and all money by the deadline.*

##### FUNDRAISERS

All fundraising projects connected with school organizations, whether they take place on campus or off, including Crowdfunding efforts, must have sponsor and principal approval and must be approved by the APS Board Policies prior to implementation. All money transactions must go through the school bookkeeper. Individual students are not allowed to sell items for personal profit.

##### GEORGIA MILESTONES TESTING

Students in grades 3-8 will take this test May 2026.

##### GIFTED AND TALENTED EDUCATION

The Gifted and Talented Education services are available to program eligible students in grades K-8. Students must meet eligibility requirements during the gifted assessment period as either first or second look students. The Talent Development program is available to high ability/achieving students who are not gifted eligible but meet the criteria for Talent Development services. Parents may refer students during the parent referral period, usually during the month of September of each school year. Information is placed on the school’s website. Please contact the

Gifted Lead Teacher or Gifted Eligibility Chairperson for additional information regarding the gifted assessment process.

##### HEALTHY KIDS, SMART KIDS THROUGH NUTRITION AND EXERCISE

Healthy eating habits and consistent exercise have a positive impact on learning and ultimately, test scores. **If breakfast or lunch is provided from home, please select healthy alternatives to sweets and junk food.** Healthier eating items such as fruit, baked chips, vegetables, granola bars, animal crackers and/or 100% fruit juice are suggested. Therefore, refrain from sending soft drinks, and excessive candy, cookies, ice cream, cupcakes, cake, hot fries, hot Cheetos, gum and/or sugary snacks to school, as a lunch, or as a snack. Thanks for supporting the health and academic initiative.

##### HOMELESS EDUCATION PROGRAM

The McKinney-Vento Homeless Assistance Act defines “homeless children and youth” as “individuals who lack a fixed, regular, and adequate night-time residence.” However, because the circumstances of homelessness vary with each family’s or unaccompanied youth’s situation, determining the extent to which the family or youth fits the definition must occur on a case-by-case basis

#### HOMEWORK

Homework is assigned to **reinforce skills taught in the classroom.** Make sure to help your child with any homework assignments given. His/her ability to complete the homework assignments is a key indicator of their possible class performance and comprehension of the skill. Please contact the teacher for any homework concerns. Homework is calculated into your child’s overall grade. More specifically homework assignments:

1. Reinforce principles, skills, concepts, and information taught in the classroom.
2. Create, stimulate, enrich, and extend interest on the part of the students.
3. Stimulate creative, logical, and critical thought.
4. Provide for open-ended assignments that encourage creativity and higher order thinking skills.
5. Teach students self-discipline and self- motivation regarding their responsibilities and efforts required to complete assignments.
6. Promote independent, in-depth study of the chosen topics.
7. Provide opportunities for broad enrichment activities. H. Promote the use of time management and organizational skills.

##### HOSPITAL HOMEBOUND SERVICES

Hospital-homebound services can be initiated for any student who is absent or expected to be absent for 10 or more days of school due to an injury or illness.

Requests for HHB should be made through the School Counselor. Forms must be signed by the parent, the principal, and by the child’s licensed physician/specialist who is treating the student, rendering them unable to attend school. A medical release form is also required so that the district can communicate with the medical provider if needed. If HHB is approved by the school and district, the student will be counted for full attendance for the days that the student must be left from school. Full-time HHB Services require 10 or more consecutive days of missed school, and intermittent HHB services require 3 or more days of missed school. Students who are not in school due to an expulsion or suspension are not eligible to receive HHB services.

##### ILLNESS AT SCHOOL

Hollis has a full-time school nurse. The purpose of the school nurse is to help provide emergency care and general first aid to students, to create care plans for students with chronic and/or life-threatening medical issues, and to provide health education, immunization monitoring, medication administration and screenings. The school health program is not meant to replace the advice of your healthcare provider.

It is important that the office knows whom to contact in case of an illness or an emergency at school so please make certain your contact numbers are up to date. If a child has a chronic illness, such as asthma, or an allergy, this information should be given to the school nurse as soon as possible.

One of the most frequently asked questions for the school nurse is, "When should I keep my child home from school?" A good guideline is to think about whether the child will be too uncomfortable to learn or whether he/she might be contagious to other children. As a rule, these are our recommendations:

* Fever of 100 or greater - keep your child home until there is no fever for 24 hours and no medicine has been given for fever for 24 hours.
* Vomiting more than one time - keep your child home until they have not vomited for 24 hours
* Diarrhea
* Examples: earache, sore throat, stomach
* Rash
* Illnesses that are contagious to other children. Examples: Pinkeye and chickenpox

The best defense against childhood illness is hand washing. When you teach your child to use good hand

washing techniques before eating and after playing or using the bathroom, it goes a long way towards keeping them healthy and in school. For more information on common childhood illnesses and when to keep your child home, see information on the district website.

LOST AND FOUND

Any items lost at school are placed in our special “lost & found” areas. Unclaimed items are donated to a charitable organization at the **end of each semester**. Lost eyeglasses are generally turned into the Front Office and are kept until the end of the school year.

Label children’s personal items with their name,

grade, and homeroom teacher.

MAKE-UP WORK

Students who are absent from school shall be provided opportunities to make-up missed schoolwork by their teachers. Students will be given five days from the date of their excused absence to make up work.

MEDIA CENTER

The purpose of the school’s Media Center is to support and enrich classroom curriculum, improve student achievement, and collaborate with teachers to help students meet standards. In the Hollis’ Media Center, we expect the best for our scholars daily. Our mission is to offer forward-thinking instruction, space, and programming that develops innovative leaders who create content that reaches a global audience. We operate on a flexible schedule, which means that your child’s teacher will schedule various times to come to the library for collaborative projects, story times, and check out. Kindergarten students may check out one book for a period of one week. Students in Grades 1-5 may check out two books for a two-week period.

Teachers and staff have unlimited access to materials. Parents are welcome to check out materials as well.

No fines are charged for overdue books, but students will not be allowed to check out until the overdue books are returned. Lost or damaged books must be paid for according to Atlanta Public School System’s policy.

##### MEDICATIONS

If your child requires medication administration (prescribed and/or over the counter) during normal school hours, a

Comprehensive Medical Packet is required. The forms must be completed by a Licensed Medical Professional and returned to a member of Health Services. A COMPLETED MEDICAL PACKET REQUIRED PER APS GUIDELINES, PRIOR TO ANY MEDICATION ADMINISTRATION. All

medication to be dispensed must be provided via the Parent/Guardian to the Clinic Worker/ Health

Services Designee. The medication must be properly labeled in the prescribed container to ensure safety. Any additional health considerations must be thoroughly discussed with the appropriate personnel, prior to implementation.

Nothing in these rules shall limit the ability of school personnel to enforce rules and consequences for inappropriate behavior or Code of Student Conduct violations by the student in relation to the possession or self-administration of medication. Medications shared with classmates will be confiscated and the student’s privilege of self-administration will be reevaluated and/or removed.

Students may not transport controlled substances to and from school. Parents must bring those medications to and from school.

School Screenings

All students will participate in a hearing and vision screening (as necessary) to identify and remove barriers to ensure students are provided an opportunity to experience an optimal learning experience.

Emergency Medications

Emergency medications are administered in potentially life-threatening situations, most commonly for severe allergic reactions, complications related to diabetes, or prolonged seizures. Emergency medications will not be administered without a signed authorization from the student’s parent or guardian and a written order from a health care provider authorized to prescribe in the State of Georgia which provides, at a minimum, the name of the drug, the dose, and the diagnosis or reason the medication is needed; provided, however, school personnel may administer auto-injectable epinephrine, if available, to a student upon the occurrence of an actual or perceived anaphylactic reaction by the student, whether or not such student has a prescription for epinephrine. School personnel will be provided with information on how to 19 recognize symptoms of anaphylactic shock and how to administer auto-injectable epinephrine

(epi-pen).

The school district and its employees and agents shall incur no liability other than for willful or wanton misconduct for any injury to a student caused by medication administration.

***Prohibition on Mandatory Medication*** The Atlanta Public School District shall not require students to obtain a prescription for

medication or to take medication as a condition of attending school, receiving an evaluation or

special education and related services. This policy does not prohibit consultation with parents and other parties regarding the academic or functional performance of students, including behavior or the need to request an evaluation due to such performance.

##### MONEY AND OTHER VALUABLES

APS is not responsible for valuables and/or large sums of money brought to school. Except for what is necessary for school, students should leave money and other valuables at home.

##### OUTSTANDING FEE BALANCE

Parents/guardians **owing fees** to the school (lunch, After School Extended Care**,** lost or damaged textbooks/library books) may not receive Report Cards or withdrawal records information until payment has been made.

##### PARENT/TEACHER CONFERENCES

Parent Teacher Conferences can be scheduled on the 1st Tuesdays of the month from 3:15 - 4:15 p.m. or during teacher planning periods. Please reach out to your child’s teacher 24 hours in advance to schedule. Conferences cannot be held during instructional time.

You must sign-in and obtain a visitor’s badge in the Front Office prior to visiting a teacher for a conference. If you cannot make the scheduled conference, please contact the Front Office or teacher to cancel or reschedule.

##### PARENTAL CONCERN PROTOCOL

It is essential that parents and school staff work together and effectively communicate to facilitate student academic success. In striving to achieve this, concerns may arise. Please follow proper protocol to address the concern such as:

* **Discuss the concern with the teacher first.** Calmly address concerns and work towards resolving the issue. Give the situation time to improve.
* Contact an administrator if the situation does not improve. Give the administrator time to address the situation and give the situation time to improve. An administrator will keep you informed of the events.

Contact an administrator immediately for serious allegations and concerns that require immediate attention.

##### PARENT/GUARDIAN RESPONSIBILITIES

* + To read and become familiar with the Parent Handbook as well as the APS Student Handbook which is the Student’s Code of Conduct
	+ To make sure their child attends school regularly, and is on time
	+ To give the school accurate and current contact information and inform/ update that contact information when and if it changes
	+ To tell school officials about any concerns or complaints respectfully and in a timely manner
	+ To work with the school principal, teachers, and other staff to address any academic or behavioral concerns regarding their child
	+ Talking with their child about the behavior expected in school
	+ To support their child’s learning and school

activities at home

* + To be respectful and courteous to all APS employees and staff
	+ To respect other students’ privacy rights
	+ Always present with appropriate demeanor and dress when on campus, during school events, conferences, and meetings.

##### PARENT PICK-UP PROGRAM GUIDELINES

**Location: Spencer Street (Parent Pick-Up Zone)**

The goal of the Parent Pick-Up program is to reduce office congestion and provide a safe and efficient dismissal process. Students in the Parent Pick-Up program will be supervised by Hollis Academy staff in the auditorium until they are called for dismissal. Dismissal begins at **2:15 p.m.**

###### Parent Pick-Up Procedures

Please follow these procedures to ensure smooth and safe dismissal:

1. The Parent Pick-Up Zone begins at the sidewalk gate on Spencer Street. Vehicles should line up along the right curb in a single file.
2. Children must enter and exit vehicles on the sidewalk side only. For safety, do not allow children to get in or out of the car from the street side.
3. Display your Parent Pick-Up number clearly on the dashboard or windshield. This helps staff identify authorized individuals.
4. **Remain in your vehicle** at all times.
5. A staff member will assist your child in locating your car and may request

verification for safety.

1. Stay in a **single-file** line and follow the directions of the staff on duty.
2. **Plan**. Any changes to your child’s dismissal method must be communicated to the office by 1:00 p.m. Late notifications may result in your child being placed on the bus. Avoid last-minute or end-of-day calls.
3. We appreciate your **patience and cooperation** in helping maintain a safe and organized process.

**Important Reminders**

* + If your original pick-up information changes, notify the office as soon as possible.
	+ In case of a last-minute change or emergency, call the office with updated dismissal instructions.
	+ Parents must arrive no later than 2:30 p.m. Repeated late arrivals may result in the removal from the Parent Pick-Up program.

##### PARENT PORTAL

Parents of students in grades K–12 have access to class schedules, attendance records and grades through the [**Parent Portal**,](https://ic.apsk12.org/campus/portal/atlanta.jsp) an easy-to-use, secure communications tool for the district. Additionally, the Parent Portal enables parents to verify household information, including email, home address and telephone numbers. **Follow the directions below to activate your account**

***New Parent Portal User - Part 1 - Request a Parent Portal Activation Key***

**To request a Parent Portal Activation Key:**

* **visit the** [**Parent Portal Activation Key**](https://ic.apsk12.org/campus/K12_Custom/cParent/index.jsp?appName=atlanta)[**Lookup**](https://ic.apsk12.org/campus/K12_Custom/cParent/index.jsp?appName=atlanta) **page**

**What you'll need before registering:**

* **Your child's Student Number (It can be found on your student's report card or transcript.)**
* **The last four digits of your child's Social Security Number (SSN) or the SSN-like number\* assigned to your child.**

**\*If you did not provide your child's SSN at enrollment/registration, they were assigned an SSN-like number. To receive the last four digits of that number, you will need to contact your child's school.**

###### New Parent Portal User - Part 2 - First Time Account Creation



1. **Parents/guardians should go to the** [**Parent**](https://ic.apsk12.org/campus/portal/atlanta.jsp)[**Portal Login Page.**](https://ic.apsk12.org/campus/portal/atlanta.jsp)
2. **Select New User? to open the Campus Portal Activation Key option.**

###### Activating your Campus Portal Account screen



1. **Another screen will display >> New User?.**
2. **Enter the Activation Key assigned to you. Once the Activation Key has been used to create an account, it cannot be used again.**
3. **Click the Submit button. The Activation Key will be verified, and when approved, a screen will prompt the user to create a username and password.**

***Creating your username and password***



* + **Enter a Username. Use an alphanumeric (both letters and numbers) username.**
	+ **Enter a Password. Use an alphanumeric password. Passwords should be at least 6 characters long. If system preferences have**

**been set to require a Strong Password, it must meet three of the four qualifications:**

* + - **A lower-case letter (a, j, r, etc.)**
		- **An upper case letter (A, J, R, etc.)**
		- **A number (3, 7, 1, etc.)**
		- **A symbol (@, %, &, etc.)**
	+ **Re-enter the password in the Verify Password field.**
	+ **Click the Create Account button.**

###### To reset your username and/or password:

* + **Select the Forgot Your Password? link and an email will be sent to the address on record. Directions for the password reset process will be included.**
	+ **Select the Forgot Your Username? link and an email will be sent to the address on record containing your username.**

**Users can request to receive the forgotten username up to 5 times per day. On the sixth try, the user will be locked out of the account and will need to wait until the next day to try again. All usernames associated with the email address entered will be listed in the email.**

* + **If you are unable to reset using the online reset feature, please submit a Let's Talk ticket.**

##### PARENT VISITATION

Micheal R. Hollis welcomes parents and visitors in the spirit of collaboration and productivity. For the safety and well-being of Hollis Innovation Academy students and staff, aggressive, threatening behavior, and profane language will not be tolerated. Anyone demonstrating such behavior will be asked to leave campus and may be subject to a campus ban.

Any parent that appears to be under the influence will not be permitted to conduct school business or attend any school activity.

##### PROGRESS REPORTS

**Atlanta Public School (APS) Progress Reports** are sent home **every (4.5) weeks** and they are accessible through the Parent Portal in Infinite Campus. Progress reports will also be printed and sent home to parents.

##### PTA (PARENT TEACHER ASSOCIATION)

The PTA is a vital part of the school community, and every family should make an effort to become involved in its many valuable projects. The PTA and your child need YOU. Parents will be notified of the dates and times for PTA meetings.

PTA meeting nights may also be combined with a display of Hollis students’ talents, gifts, and academic skills. Please join this organization to make Hollis the top school in Atlanta Public Schools with Parental Involvement. You may join the PTO for $5.00 on registration day, OPEN HOUSE Day, or at any PTA meeting.

***\*\*All money generated through PTA is used to support our community school. \*\****

##### REPORT CARDS

A report card is just one measure of your child’s academic and behavioral progress. It’s a good idea to conference with your child’s teacher to discuss strategies to enhance and/or remediate the acquisition of skills and concepts. Report cards are issued every 9 weeks.

##### REGISTRATION and Re-REGISTRATION

All Kindergarten Students, rising 6th graders, and any student new to the school/district must be registered prior to your child entering school.

**Required Documents**

* Parent/Guardian Identification (A Georgia Driver's License. Passport or Military I.D.)
* Proof of Residency (Lease, Georgia Power Bill, Affidavit of residency as needed)
* Birth Certificate or Passport
* Social Security Card
* Immunization Record
* Ear, Eye, & Dental Form
* Last Report Card (except kindergarten)

.

All documents required to comply with school, county, and state mandates must be provided prior to your child entering school. All registration applications must be completed online by the enrolling parent or guardian. [www.atlanta.k12.ga.us/enrollment/registration.](http://www.atlanta.k12.ga.us/enrollment/registration)

Further information about registration is available on

the school’s website.

##### RESIDENCY

Proof of residency within the M. R. Hollis Innovation attendance area is required of new and returning students attending Hollis.

##### SALES OF ITEMS FOR PROFIT

Students are prohibited from bringing items to school to sell for profit. ALL items brought to school for this purpose will be taken and returned only to a parent/guardian. Multiple infractions may result in disciplinary actions.

##### SCHOOL GOVERNANCE (GO) TEAMS

GO Teams work with school leadership and the community to help determine the long-term direction of the school, design innovative solutions to increase student achievement, and serve as school ambassadors to the local community. GO Teams operate under the control and management of the Atlanta Board of Education and will follow Board policies and procedures unless a waiver is granted

GO Teams include nine to 11 voting members and the school principal. Each team consists of three elected parents/guardians, three elected non-supervisory instructional staff, two appointed community members, one appointed swing seat, and two appointed students (high schools only). For more information about GO Teams, please visit apsstrongschools.com.

##### SCHOOL-HOME COMMUNICATION

Effective communication is very important to us at Hollis, and you will see that we take extra effort to make sure you know what your child is learning and how they are progressing. We want you to be informed of important Hollis events and ways we can work together as a team to make sure your child is challenged and reaching his/her fullest potential. We urge you to be engaged in your child’s learning by reading communications from school, staying in close contact with your child’s teacher, talking to your child about school, reading nightly with your child, and attending some school activities. If there are ways we can improve our communication efforts, please give us your feedback.

###### Contacting Your Child’s Teacher

You may contact your child’s teacher through a written note, email, Dojo message, or phone call. Most teachers give contact information in their beginning of the year letter. All parent contacts to the teacher or school will receive a follow up within 24 hours.

###### Contact Information

It is important that we have current contact information for all Hollis families. Your address and phone numbers are kept electronically in our student information program. If your address, phone numbers, or email address change, it is important that you give us this updated information. At parent conference time, we always share the information we have and ask you to check/update.

##### SCHOOL PICTURES

Individual student photographs and a class photograph will be taken during the Fall/Spring. You will be

notified of these dates via your child’s homeroom

teacher or via class dojo.

##### SCHOOL PSYCHOLOGISTS

School psychologists are professionals trained in education, mental health, child development and learning theory. They work directly with students, teachers, and parents. In APS, the school psychology department provides services within a consultative framework. These services may include:

* Working as part of a Student Support Team
* Individual consultation with parents, teachers, or community agencies
* Psychological evaluations
* Individual and group intervention
* Assisting with Functional Behavioral Analysis (FBA) and developing Behavior Intervention Plans
* Providing education and resources to staff and parents

Please contact your school or the Student Services Department to request the assistance of a school psychologist

##### SCHOOL SOCIAL WORKERS

Students, families, schools, and communities are pressured by many serious problems which can impact school success. Atlanta Public School District social workers are available to assist students, families, teachers, and administrators with a wide range of social, emotional, familial, economic, and other problems that may affect the academic achievement, school attendance, or social adjustment of students.

School social workers link the home, the school and community and expand helping efforts through community collaboration. Assistance is available to any student needing help. Please contact your M.R. Hollis Innovation Academy or the Student Services Department to request the assistance of a school social worker.

##### SCHOOL-WIDE BEHAVIOR EXPECTATIONS

We ask that you discuss with your child the importance of and the need for good behavior and a good attitude at school. Please review the Atlanta Public School District Code of Conduct, our school’s behavior plan, and the teacher’s classroom expectations with your child. We believe it is important for us to teach, model, and reinforce the behaviors we expect children to exhibit daily. We also understand that children make mistakes with their behavior and that our role as adults is to help them learn from their mistakes so they can make positive contributions to our school community. At times, consequences are required to communicate to students that some behaviors are unacceptable at school. We

strive to work with families to ensure students are getting the most out of their education at Hollis.

We RISE at

M.R. Hollis Innovation Academy

* Respect Everyone
* Invest in Learning
* Stay Safe
* Exceed Expectations

Our School-Wide Positive Behavior Plan Many families ask about our approach to student behavior and discipline. Hollis will implement a framework, referred to as PBIS (Positive Behavioral Intervention and Supports), which is a research-based approach that teaches all students desired behaviors in the school setting. PBIS prevents inappropriate behavior through teaching and reinforcing appropriate school-wide expectations, rules, behaviors, and procedures. PBIS helps to promote a positive classroom environment that enhances both academic and social-emotional learning. PBIS and Responsive Classroom complement one another in many ways. This will be our 1st year implementing PBIS, and each year we will make minor changes based on discipline, survey, and observational data

SECTION 504- STUDENTS WITH DISABILITIES

Section 504 of the Rehabilitation Act of 1973, commonly called "Section 504," is a nondiscrimination statute enacted by the United States Congress. Under Section 504, an eligible student is a student who has physical or mental impairment that substantially limits a major life activity. The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students

SPECIALS CLASSES

Students in K-5 have a daily specials class taught by specialists. Specials classes include Art, Music, Physical Education, Health, Spanish (5th), and Dance.

Students in 6-8 connections CTAE, Band, Spanish, Physical Education, JLC, and Health.

##### STUDENT INFORMATION CHANGES

Notify the **Front Office immediately** if there are **any changes** in:

1. home address
2. phone numbers
3. emergency contact people/numbers
4. people designated to check your child out of school
5. child’s medical condition
6. change of guardianship

This information is very important in the event of a child’s illness or an emergency. Two emergency numbers should always be on file in case the parent/guardian cannot be contacted.

##### STUDENT SEARCHES

School officials may search for a student if there is reasonable suspicion the student is in possession of an item that is illegal or against school rules. Student vehicles brought on any Atlanta Public Schools’ campus, student book bags, school lockers, desks and other school property are subject to inspection and search by school authorities at any time without further notice to students or parents. Students are required to cooperate if asked to open backpacks or lockers on campus. A student’s refusal to cooperate with a search could result in a decision by the school administrator to involve the school resource officer or local law enforcement. Students who disrupt or refuse to cooperate with general or reasonable suspicion searches may be referred to for disciplinary action.

##### SUSPENSION

**Any student who is serving a suspension cannot participate in club activities, extracurricular activities, or school events during the time of their suspension.**

**In school Suspension**

Students receiving in-school suspension as a consequence must comply with the expectations of ISS. Any student not in compliance may be upgraded to Out of School Suspension. Students serving ISS must report to school. In the event the student does not report to school on their scheduled day(s), they will serve that day upon their return to school.

**Out of School Suspension**

Students serving OSS are prohibited from reporting to school or participating in any school functions during their suspension days.

**Suspension and Testing**

At the discretion of the school principal, any student who receives an out-of-school suspension (OSS) that interferes with their ability to participate in standardized testing, may be granted an opportunity to participate in partial suspension and attend school during the testing time only. Any student who receives OSS but presents as a safety concern to the school community may be denied an opportunity to return to their zone school and participate in standardized testing during the suspension period.

##### TARDIES

Students not sitting in their homerooms by 7:45 a.m. are considered tardy. Students arriving after 8:00 a.m. must be escorted by their parent/guardian or an adult to the Front Office who must sign the student in. The

student will be given a tardy pass to be admitted to the classroom. Students are not counted tardy due to late bus arrival. Please review Hollis’ Attendance Protocol and Policy which is provided to every parent. Additional copies are available in the Front Office.

##### TEXTBOOKS/LIBRARY BOOKS

It is the **responsibility of the student (and parent/guardian**) to care for all textbooks and library books that are issued to the student.

Students who lose, destroy, or damage textbooks or media center books/materials must reimburse APS by paying full or partial price.

##### TRANSPORTATION SAFETY

A planned, systematic, supervised method of dismissal is in place to ensure the safety of children when arriving and leaving school. Please adhere to the following guidelines:

* Never Park in the loading zones/bus lanes. Do not reverse in the car drop offline.
* When dropping off/picking up children, always pull to the curb in front of the school
* Always Park in the spaces provided for general parking when visiting the school.
* ALWAYS drive slowly on school grounds.
* All students will enter the building on the left side of the main entrance. Lines will be divided into Elementary and Middle.

##### UNAUTHORIZED STUDENT ITEMS

The only time students should bring toys, games, etc. to school is when their teacher instructs them to do so (for Show/Tell). The student will assume responsibility for any item brought to school. Items such as cell phones, pagers, tablets, sports equipment, etc. can cause interruptions in instructional time and can be lost, stolen or broken. These items should remain at home and will be confiscated (see cell phone section for more information on cell phones in school) if brought to school. A parent will be notified if an item is confiscated and the parent can retrieve the item from school.

##### UNIFORM POLICY/DRESS CODE

Hollis strongly encourages student uniforms. Students are encouraged to always adhere to the uniform policy/dress code. Please support our effort to create a safe and positive learning environment by ensuring your child’s participation in wearing a uniform every day. The following dress code must be followed whether students are in uniform:

* A top (shirt/sweater/blouse) of opaque (non- see through) fabric
* A bottom (pant, skirt, shorts, dress) of opaque (non-see through) fabric
* Shoes
* Appropriate undergarments that are not visible
* Clothing and/or jewelry must not contain words or symbols that are gang-related, offensive, insulting, embarrassing, obscene, or promote illegal behavior.
* Clothing and/or jewelry must not contain any advertisement or display of words or symbols associated with alcohol, illegal drugs, or tobacco.
* Caps, hats, head wraps, bandanas, hoods, or other head coverings must not be worn in the school building during the school day unless there is a special activity where they are deemed appropriate by the school principal.
* Students may not wear flip-flops, athletic slides or any footwear that does not support the front and back of the foot


##### VIDEO SURVEILLANCE

APS utilizes video cameras, recorders, and screens campus wide. This assists in the creation and maintenance of a safe environment conducive to intellectual and personal growth. Confidentiality laws (FERPA) prohibit video tapes from being viewed by non-authorized personnel who are working with the student.

##### VISITORS TO SCHOOL

Parents and other visitors are an important part of the school community. All APS schools will always

welcome parents and other visitors who come to the school for appropriate reasons.

Schools will make reasonable efforts to accommodate requests to visit a school and will work to make schools a safe and welcoming environment for all visitors. Individuals are welcome to visit district schools provided the principal or designee approves the purpose of the visit. However, upon entry into the school, the individual(s) will report to the principal or his/her designee.

To ensure the safety and confidentiality of students, schools should limit visitors to:

* Parents/guardians of current students.
* Other family members of current students who are approved by the student's parent/guardian.
* Mentors and outside service providers such as counselors who currently provide services to a student and are approved by the student's parent/guardian to visit school.
* Those people invited by the school or district for official business may include delegations participating in school visits or visits requested by groups or individuals with legitimate reasons in the school.

Atlanta Public School District has adopted the following regulations governing visitors to School:

In view of the numerous visits to schools by parents, interested citizens, agents, inspectors, representatives, and others and to guard against any unwarranted interference with the operation of the school or infringement upon the rights and safety of the pupils, each visitor is expected to comply with the following procedures:

1. Each visitor shall report to the office upon arrival and be officially welcomed by the principal or designer. Visitation passes will be issued to each visitor.
2. Parents and other community members are encouraged to visit schools and are welcome to visit during regular school hours. The visit, however, must not be detrimental to the school’s instructional program. The principal or his/her designer shall have the discretion to determine if a visit interferes with the instructional program or school functioning and may ask the visitor to leave.
3. Parents/guardians may observe for up to 20 minutes during a single classroom visitation provided that the visit does not cause disruption, and these visits are not the time for parent-teacher conferences and the parent/guardian should not expect for the

teacher to hold conferences with them during these times. Such observations shall be pre- arranged with the teacher.

1. Parents are encouraged to arrange conferences with individual teachers. These conferences may be held during the teacher’s planning period or after school. Parents and teachers should work together to determine a convenient and appropriate time for such conferences.
2. All visitors are expected to state the purpose of their visit, prior to or upon arrival.
3. Principals are responsible for all visitors and shall use discretion in granting visitation rights during regular school hours, making visitors welcome without distracting from instructional time.
4. If visitors wish to tour facilities, the principal or designee shall accompany the visitor(s) and/or a “visitor pass” may be issued.
5. Requests for interviews with pupils or employees will normally be denied. In the event of approval for an interview with a student, the parent must be present for the interview or provide written consent.
6. Employees of the school system (central office staff, directors, coordinators, administrators, maintenance personnel and others) are to advise the school principal or the secretary of their presence in the building upon entering and leaving.
7. Signs indicating system procedures for all visitors to schools are to be posted near the school building entrances and in conspicuous places in other parts of the building.

##### VOLUNTEERS

All volunteers must report to the Front Office, show a picture ID and sign-in the Volunteer Log, and obtain a Visitors badge. Volunteers are not allowed to bring other children or adults with them. Volunteers are an integral part of our instructional program. Below is the APS procedure for registering school volunteers.

**Procedure:**

1. Each school will determine the level of the volunteer’s planned activities based on the guidelines in [regulation GAK(1)-R(1).](http://www.boarddocs.com/ga/aps/Board.nsf/goto?open&id=9CYP6Z5A72C1)
2. If the volunteer’s activities include level 3 activities (unsupervised interaction with students), a designated school employee will contact HR (Valeria Richardson) to arrange for fingerprinting/background check. Payment for the background check may be provided by the volunteer or funds designated by the local school or PTA. *Volunteers may not participate in level 3 activities until they have been cleared by HR. Volunteer*

*background checks must be repeated once every five (5) years.*

1. Each school will advise the volunteer to complete a [volunteer release form](http://www.atlanta.k12.ga.us/cms/lib/GA01000924/Centricity/Domain/6/Volunteer%20Release%20Form.pdf) and the [Volunteer Child Abuse Training.](http://atlanta.k12.ga.us/Page/37198)
2. Designated school personnel will make a copy of the volunteer’s state-issued photo identification.
3. For level 2 volunteers, school personnel will go to the Georgia and federal sex offender registry websites, search for the individual and complete the bottom portion of the [volunteer release form.](http://www.atlanta.k12.ga.us/cms/lib/GA01000924/Centricity/Domain/6/Volunteer%20Release%20Form.pdf)
4. If the prospective volunteer is a registered sex offender or fails the background check, the volunteer is disqualified from *all volunteer activities. The school will keep* [*volunteer*](http://www.atlanta.k12.ga.us/cms/lib/GA01000924/Centricity/Domain/6/Volunteer%20Release%20Form.pdf)[*release forms*](http://www.atlanta.k12.ga.us/cms/lib/GA01000924/Centricity/Domain/6/Volunteer%20Release%20Form.pdf) *for disqualified volunteers on file in the main office.*
5. Once approved, the school will keep all [volunteer release forms](http://www.atlanta.k12.ga.us/cms/lib/GA01000924/Centricity/Domain/6/Volunteer%20Release%20Form.pdf) (including copy of photo ID) on file in the main office. The school will ensure that level 2 volunteers and the staff members that volunteers will be assisting are aware that an APS employee or at least two (2) other adult volunteers must always be present with them.

Please pre-arrange dates and times to volunteer with the teacher so effective use of your time can be planned. Michael R. Hollis Innovation Academy has the discretion to approve or deny volunteer services at any time. Please sign up in the Front Office prior to leaving the school.

##### WEATHER RELATED SCHOOL CLOSINGS/EARLY RELEASES

In the event of severe weather or other emergencies, official information about school closings will be broadcast on Atlanta area radio and television stations. Parents/guardians should be aware that severe weather or other emergencies could cause school to be canceled during the school day and should plan accordingly. APS works closely with local television and radio media outlets to inform the public when school closings occur. The following media outlets will provide up-to-date information to the public in the event of a school closing or if the student day must be shortened due to emergency conditions: WSB radio and local television WSB (ABC), WGCL (CBS), WAGA (FOX), and WXIA (NBC) are the official stations for APS announcements of school closure

##### WITHDRAWAL PROCEDURES

If you are moving and are withdrawing your child from school, please call or visit the school 24 hours prior to the withdrawal date. This is to allow time to gather the information and documents you will need. We will need the following information.

* child’s grade and homeroom teacher
* name/signature of the legal parent/guardian
* name and location of the new school
* child’s grade and homeroom teacher
* name/signature of the legal parent/guardian