

PARENT HANDBOOK

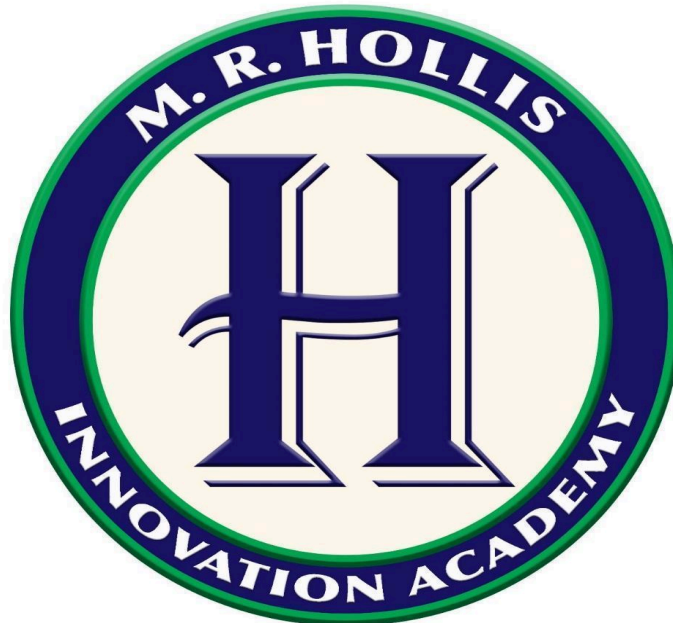
2024-2025

Michael R. Hollis Innovation Academy

225 James P. Brawley Dr. NW

Atlanta, GA 30314

Tel: (404) 802-8200



Ms. Barbara Shea, Interim Principal

Mrs. Natasha Clarke-Grant, PK-2 Assistant Principal

Dr. Nechelle Sharpe, 3-5th Assistant Principal

Dr. Corinthia Myrick, 6-8th Assistant 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	404-802-8200
Assistant Principal (PreK- 2nd) Natasha Clarke-Grant	404-802-8209
Assistant Principal (3rd - 5th) Dr. Nechelle Sharpe	404-802-8206
Assistant Principal (6th - 8th) Dr. Corinthia Myrick	404-802-8228
Secretary Candace Johnson	404-802-8208
Registrar Marayla Shinholster	404-802-8230
Records Latoya Prather	404-802-8240
Parent Liaison Imara Sudah	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

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 on August 7, 2023 from 2:45-5:30 p.m. 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 678-662-356 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. - 5:15p.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. Please contact Site Coordinator Rena Simpson for further detail 470-242-6504.

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 on-line. Students will not be allowed to return as a drop in if there are any unpaid fees. Parents will have to complete a change of dismissal form. No checks accepted.

ARRIVING TO 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 8:00 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

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's 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 parent 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 after 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.

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.*

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. **Classroom parties or treats of any type are not allowed.**

BOOKBAGS

All students need to have clear books for school.

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.

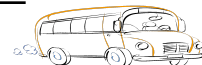
- **52** APS & APS food-service charter/partnership schools will be participating in the Community Eligibility Provision (CEP) program, which offers **FREE** breakfast and lunch for **ALL** students enrolled.

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 in order 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 are returned 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

All cell phones will be collected and locked up by the homeroom teacher upon arrival to the classroom and will be returned prior to dismissal.

Unless otherwise directed by school administration or school staff, the use of mobile telephones or other PEDs is forbidden for all students at all times 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 phone 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 persons being photographed or recorded.

CHILD CUSTODY ISSUES

Parents/guardians are encouraged to provide the school with a copy of all court order(s) 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 at least one day (24 hours) prior to the observation with the teacher.
- Class observations are for a maximum time of 30 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 or 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.

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 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

CHANGE OF DISMISSAL

A change of dismissal can only be done by the parent/guardian. In an effort 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 on the day of the change.
- no change of dismissal will be done 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

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.

FIELD TRIPS

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 **by 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.*

GEORGIA MILESTONES TESTING

Students in grades 3-8 will take this test May 2024.
Dates TBD

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 has 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.

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.

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.

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 IS 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.

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 can not 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 in order to facilitate student academic success. In striving to achieve this, concerns may arise. Please follow proper protocol in order 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
- To talk 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 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.
Dates TBD

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 PTA 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, dates TBD.

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.

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.

SALE 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.

STUDENT CHECKOUT

Only the parent, legal guardians, or persons 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.

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 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 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 in order 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 the partial price.

TRANSPORTATION SAFETY

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

- Never park in the loading zones/bus lanes. Do not reverse in the car drop off line.
- 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 adhere to the uniform policy/dress code at all times. 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 or not 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

Collared Tops

Navy Blue, White, or Hunter/Dark Green



Bottoms

Navy Blue or Khaki



Acceptable Alternatives for Girls

Appropriate Lengths Required/Must meet fingertip length requirements



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).
2. If the volunteer's activities will 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.*
3. Each school will advise the volunteer to complete a volunteer release form and the Volunteer Child Abuse Training.
4. Designated school personnel will make a copy of the volunteer's state-issued photo identification.
5. 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.

6. If the prospective volunteer is a registered sex offender or fails the background check, volunteer is disqualified from *all volunteer activities*. *The school will keep volunteer release forms for disqualified volunteers on file in main office.*
7. Once approved, the school will keep all volunteer release forms (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 be present with them at all times.

Please pre-arrange dates and times to volunteer with the teacher so an 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-out 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