



MCAA

Bravely Staying Above the Line

**2021-2022
Student/Parent
Handbook**

This handbook was prepared to acquaint you with the rules, guidelines, expectations, and policies that govern MCAA.
We reserve the right to make changes to this handbook as deemed appropriate.

A Message from Your Principal

MCAA Family,

As we enter the 2021-22 school year, I am excited and READY for an amazing school year! Our “Tiny, but Mighty” family rose above the challenges last year and stayed, *Above the Line*. We will continue to do so, BRAVELY, as we start a year that will close the COVID gaps that were inevitable.

We have spent a great deal of time analyzing MAP and Georgia Milestones data, along with formative assessments taken throughout the Spring last year, to create individualized action plans for every student. Our teachers will be intentional in all lesson development, instructional delivery, and assessment use to guide curriculum that will challenge and advance our students. Students will participate in weekly STEM and STEAM challenges that directly align with state standards, establish real-world applications, and expose students to multiple professions.

During this school year, we are happy to host special events with our PTSA and Foundation. We will bring back the Fall Festival and add a school dance and several other community-building activities that will help our students “return to normal” in an environment they deserve.

MCAA has high expectations for all students and families. We expect proper behavior that allows students and their classmates to maximize learning time. We also expect parents to be active participants in their child’s learning experience. We have created a plan that to share with all parents during Open House and students during the first few weeks of school to explain our procedures.

Keep an eye out for the Principal Weekly Message, sent on Wednesdays for current events, news, and information. The school’s Schoology course also has school-wide information. Teachers use Schoology, emails, and phone calls to communicate effectively with parents.

Follow us on Twitter @MCAA_tweet and @principaldrp

Follow us on Instagram at: mcaarockets

Sincerely,

Dr. Tricia Patterson

Dr. Patterson

Principal, Marietta Center for Advanced Academics

MCAA Recognitions and Partnerships

MCAA is a nationally recognized program that provides students with an advanced academic experience with an emphasis on science, technology, engineering, and math. MCAA has developed weekly STEM and STEAM units emphasize an interdisciplinary, thematic concept that helps students connect the state standards to real-world applications and professions.

As a recognized school of advanced students, with gifted-certified teachers, MCAA provides a data-driven curriculum that encourages students to excel in areas when they are ready. There are also competitive clubs, movement breaks with Math Movement, a program developed by our PE teacher, and House challenges to encourage vertical mentorships.

MCAA is a model STE(A)M program and invites visitors, educators, and leaders throughout Georgia, and beyond, to come learn with us during tours and professional learning sessions. The school also maintains numerous relationships and partnerships with businesses, academic institutions, and the Marietta Business Association. The partnerships help MCAA create a culture and curriculum that is Above the Line. In doing so, we ensure that all students are prepared for the Sixth Grade Academy and are College and Career Ready. We are proud of our partnerships with the US Department of Defense, Kennesaw State University, Georgia Tech, White Water, and many more.

MCAA has received many recognitions:

- National Blue Ribbon School (US Department of Education)
- First STEM Certified School in the State of Georgia
- Platinum Level of Achievement in the State of Georgia
- Georgia School of Excellence
- Cognia STEM School (International STEM recognition)

Advanced Content

An extension of the given standards for a grade with a teacher that is gifted certified. MCAA is fortunate to have all teachers gifted certified, so all students who qualify are exposed to the curriculum needed during flexible groupings within their regular classrooms.

Arrival Procedures

Students can begin arriving at school at 8:45 am. Students can be dropped off before 8:45 am, if they are registered for the Before School Program. As students arrive between 8:45-9:05 am. Breakfast is available in a grab-and-go manner until 9:10 am. If students arrive after 9:15 am, a parent is required to sign the student in. Please refrain from dropping students off and allowing them to walk into the building unescorted.

Aspen

Marietta City Schools offers a wonderful opportunity for parents to stay up-to-date on their student's daily academic progress (grades) and absences/tardies. Aspen can be accessed online with a parent's specific security code. Please contact your child's teacher for information on how to set up your login and password. We recommend you check your child's information on this site at least once a week. Attendance will be taken for Virtual Learning as well.

Assessments

National: Marietta City Schools administers the MAP assessments for all of our students. This assessment, given three times throughout the school year, measures progress on national standards.

State: All students will take the Georgia Milestone Assessment System test (GMAS) in April. The GMAS gives information to teachers, parents, and students about how well the students have learned the Common Core Georgia Performance Standards.

District: Mini district assessments will be used to assess the students' progress towards mastery of Common Core Georgia Performance Standards. These assessments help teachers monitor student progress towards mastery of the standards.

Attendance/Absences

Attendance is a critical component to the success of an MCAA student. If an unavoidable situation necessitates an absence, it is the parents' responsibility to notify the school in writing (email is allowed) within 48 hours of the absence. An excused absence means that your child is absent for a legitimate reason, such as, personal illness, illness or death in the family, religious holiday, court appointment, quarantine or conditions rendering school attendance hazardous to health and safety, etc. All other absences will be considered unexcused. **Georgia Law requires school action beginning with parental notification after five absences or ten tardies. After ten absences or more than ten tardies school intervention can occur, including the involvement of the administration and school social worker.**

Students are tardy after 9:15 AM. **A parent must sign the student in with the QR code on the front door if arriving after 9:15 AM.** A student is counted present for the day if he/she arrives at or before 9:15 AM and stays until at least 12:40 PM, or arrives prior to 12:40 PM. and stays until 4:00 PM. Partial attendance of a day is considered a tardy. At the end of the year, awards are presented for perfect attendance. Perfect yearly attendance is defined as being present for each day of school with no more than eight tardies.

Good attendance is vital to the academic success of students. As a result, MCAA has a required attendance policy as indicated on the school contract.

- *After three parental excuse notes in a semester, parents will be required to submit documentation from a physician explaining the reason for the student absence.*
- *If documentation from a doctor is not provided after three parental excuse notes in a semester, subsequent absences will be marked as unexcused.*
- *Excessive unexcused absences can result in the intervention of the school social worker, with the student being placed on attendance probation, or the student potentially being removed from MCAA.*

Before School/After School Programs

Before School and After School Programs are coordinated by Marietta Community Schools (770-429-3170 or www.mariettacommunityschool.com) and are supervised by certified teachers and paraprofessionals. Before School hours are 6:30 AM until 8:30 AM and After School hours are from 4:15 PM until 6:30 PM each school day. Students must be pre-registered to attend the Before or After School Programs at a cost of \$10 per program. The daily rate for Before School is \$5.00 and After School is \$7.00.

The official student arrival time begins at 8:45 AM. **MCAA staff is not available to supervise students prior to 8:45 AM.**

Car riders and/or students who miss their bus and are not picked up by 4:25 PM will be placed in the After School Program at the parents' expense.

Birthdays and Other Celebrations

If you want to provide your child's class with treats, we ask that all food items be prepackaged from the store labeled with the list of ingredients. This will help to ensure that food products are safe for students who may suffer from food allergies. In an effort to be sensitive to all children, please refrain from sending individual party invitations to school, unless the entire class has been invited. Please arrange a time with your child's teacher for birthday treats to be given in the classroom. Birthday treats cannot be passed out in the café.

Bring Your Own Technology (BYOT)

As new technologies continue to change the world in which we live, they also provide many new and positive educational benefits for classroom instruction. To encourage this growth, students have the option to bring their own technology (BYOT). General district information is found below.

For the purposes of BYOT, technology means privately owned wireless and/or portable electronic hand held equipment that can be used for word processing, wireless internet access, and information transmitting, receiving and storing. We understand that not every student has his or her own electronic device. The school will provide students with technology necessary to participate in classroom assignments.

Responsibility to keep the device secure rests with the student and parents. Neither Marietta City Schools, nor its staff or employees, is liable for any device stolen or damaged on campus, at school events, on school buses, or while using school technology resources. It is recommended that decals, markings, engraving and/or other custom labels are used to physically identify your device from others. Students may also wish to explore applications and serviced that provide GPS location. Additionally, protective cases for technology are encouraged.

Students who choose to participate in BYOT initiative must adhere to Marietta City Schools Student Code of Conduct, as well as all Board Policies, particularly the Student Behavior Code (JCDA), Internet Acceptable Use Policy (IFBG) and Student Acceptable Use Guidelines (IFBG-E1). Students who fail to adhere to these rules may face disciplinary measures and lose the privilege of using or possessing personal technology for instructional or personal use.

Café

Our lunchroom payment plan is computerized so it is simple to pay for your child's meals. You can pay by the week, month, or any amount you choose to send. You can either send payment to the school café or pay online. To pay online, go to the Marietta City Schools website Food Service Department to make a payment with your child's school ID number. Students will be unable to charge more than **\$6.90** to their lunch account.

Breakfast:	Students - \$1.80	Student Reduced - \$0.30	Adults - \$2.00
Lunch:	Students - \$2.50	Students Reduced - \$0.40	Visitors - \$3.75

Free lunch and reduced price lunches are available to qualifying families. Registration is available online. Please contact the Café Manager about this process. Only one registration is required per family. **We encourage you to pay for your child's meals by the week or month so your child does not have to keep up with lunch money each day.**

***Please note that MCS will continue to run meal services while learning is Virtual. Please contact the school for details.**

Calendar

MCAA updates their calendar with District and School events frequently. Please check the Principal Weekly Message (Wednesdays) for important dates as well.

Car Rider Procedures

All students should receive a MCAA Car Rider tag before the first day of school in the building. To receive a student in the car rider line, you must present the MCAA Car Rider tag. Families are encouraged to receive multiple tags for distribution to family and friends – including neighborhood carpool.

Morning car rider line will begin at **8:45 AM**. **Students may only exit the car once school personnel have begun car rider line.**

Afternoon car rider line will begin at **3:55 PM**. All drivers must present the MCAA Car Rider tag for the students they will pick up. MCAA staff will direct traffic during car rider dismissal, please follow their direction. **If your child is a car rider, you must use the car rider line. Do not park and walk up to the school to pick up your child.**

Change of Address or Phone Number

It is extremely important that the school maintains current home, work, cell phone numbers and home addresses. ***If any phone numbers or your address change during the year, please notify the school office and classroom teacher in writing as soon as possible.*** If there is no phone in the home, the number of a phone where the parent can be reached is necessary.

Character Education Plan

MCAA will implement the state mandated Character Education program. The school counselor is responsible for coordinating this program. The goal of the plan is to teach children the importance of character and give examples of how to use good character in their actions and decisions. Our school teaches acceptance and tolerance of others.

Check-In and Check-Out

A record of tardies (check-in) and early dismissals (check-out) is maintained in the front office. When a student arrives late (**after 9:15 AM**) an adult must sign the student in at the front office. For early dismissal, the parent/guardian, or others listed as an emergency contact must come in to the front office to sign out the student. Please be prepared to present photo identification when checking your child out early. **Students will not be permitted to be checked out after 3:30 PM to avoid interruption to dismissal procedures.** Students who miss $\frac{1}{2}$ or more of the school day, either by arriving late or leaving early, are considered absent.

Clothes Closet

MCAA has set up a clothes closet with gently worn uniform shirts, sweatshirts, pants, shorts, and skirts. For a nominal fee, anyone can purchase uniform pieces from our closet. The school counselor will be happy to assist you. Please email him directly at JCreger@marietta-city.k12.ga.us

Club Offerings

MCAA offers a variety of student clubs before and after school, voluntarily sponsored by MCAA teachers and the MCS Community Schools. Applications for participation in enrichment clubs will be provided before Labor Day. For the 2021-2022 school year, the following clubs are *some* that will be offered to specific age groups:

- Lego Robotics
- Math Olympiad
- Odyssey of the Mind
- Reading Bowl
- Science Olympiad
- Drama
- Mindful Mornings
- Club Sports
- Student Council
- Fly Girls

Communication with Teachers

Positive and effective communication between parents and teachers is vital to the success of each child. For this reason, communication is strongly encouraged between both parties. School and classroom information will be sent home each Thursday in our student FYI Folders. Please send your child's folder back to school each Friday. Classroom teachers are best reached by email, which can be found on our school website. If you do not receive a response to an email sent to a staff member within 24 hours (workdays), please follow up with a phone call as outside email addresses may be blocked at time. To meet with the teacher in person to address educational progress or other student concerns, please contact your child's teacher to schedule a conference. This procedure protects valuable instructional time and ensures that teachers are able to uphold their responsibilities during the school day. Classroom and school information can be found in the Schoology courses. In addition, a Wednesday weekly email is sent from the Principal.

Conference Week

To promote strong home-school communication, Marietta City Schools designates two times each year for parent-teacher conferences. Fall conferences are offered to all parents. Spring conferences are offered to parents if teachers feel a conference for the student is needed.

Dismissal

Students should know their afternoon transportation arrangement when they arrive to school each morning. **To ensure the safety of every child and accuracy of afternoon dismissal, the following procedures will be strictly enforced:**

Daily Dismissal Plan: Parents should provide a daily dismissal plan in writing to their child's teacher at the start of the school year. This plan will be followed everyday unless a written change is received.

Advanced Dismissal Changes: Prior knowledge of a dismissal change should be written and sent to school with your child. Students must give the note to their teacher upon arrival at school. Dismissal changes emailed directly to the teacher during the school day cannot be accepted.

Same Day Dismissal Change: If a situation arises during the school day where you must make a dismissal change, you may do so by **3:00 PM** in one of the following ways:

- Email dismissal change to mcaatransportation@marietta-city.k12.ga.us
- A written notice may be left at the front office.

Without a dismissal change note, your child will be required to follow his/her usual routine as indicated on their daily dismissal plan.

Students will **not** be dismissed from the front office between 3:30 – 4:15 PM. If you need to check your student out early, please do so before 3:30 PM. All early dismissals will go through the front office. **Students must be picked up by 4:25 PM.**

Bus riders will depart campus at approximately 4:20 PM each afternoon. You can check the Marietta City Schools website for bus route information. Marietta City Schools Transportation Department can be reached at 770-429-3110. Students will not be dismissed as walkers unless they reside within the MCS walking zone or if the student's parent is employed at the Marietta Sixth Grade Academy.

Emergency Closing of School

For information on school closings or late openings, please listen to radio channel WSB 750 AM. If the school closes early, the After School Program and other after school activities will also be cancelled. Make sure your child knows where to go if school closes early. It is extremely important that you keep the school up-to-date with any changes to your child's emergency contacts.

Emergency Preparedness Plan

A school emergency plan is maintained in the school office and one copy is filed in the system office. This plan lists duties and persons responsible should an emergency or disaster occur which requires school-wide measures.

Field Day

This annual end of year event will happen in the Spring. Our PE teacher will contact parents for volunteer opportunities.

FYI (For Your Information) Folders

School and Classroom information will be sent home each Thursday in our student FYI envelopes. Please sign the outside of the envelope and send it back to school each Friday so that they can be prepared for the following week.

Field Trips

Field trips are an important component of the instructional program at MCAA. Regular field trips will occur throughout the school year, as an extension of learning. Students must have written permission from his/her parent or legal guardian. This permission slip is sent home along with all information regarding each field trip. A donation for transportation for the overnight field trip and admission will be requested for all trips. Younger siblings/friends are not permitted to go on field trips.

Homework Policy

We consider homework to be reinforcement of schoolwork and essential to support learning. It is very important that students continue to study at home; however, we do not wish for daily homework to disrupt family life or routines. Reading for 20-30 minutes should be a part of every child's nightly homework routine. In addition to reading, nightly homework for the average student should generally fall within the following guidelines:

- **3rd Grade – 30 minutes**
- **4th Grade – 40 minutes**
- **5th Grade – 50 minutes**

Generally, homework should be a review of previously taught concepts. Your child should be able to complete their homework independently. Students involved in making up work due to absences and/or who are involved in short, or long-term projects may experience homework times that exceed recommended limits. If your child is spending an inordinate amount of time on homework, please contact your child's teacher for guidance and support.

Honors Day

Honors Day will be scheduled at the end of each school year for individual grades. Parents are welcome to attend the Honors Day. In 5th grade, there will be a celebration walk after the Honors Day.

Illness at School

There is a full-time licensed, registered nurse on staff for minor ailments. It is important the school is aware of any medical concerns and allergies. If a child becomes sick or has an abnormal temperature, the school nurse will call you to pick up your child. **We expect that parents make their best effort to arrive promptly (within the hour) when their child is sick.** We must have current telephone numbers for emergencies. Students should not come to school if:

1. They have a fever. They must be fever free without medication for 24 hours.
2. If they have had vomiting or diarrhea in the last 24 hours.

Instructional Program

Through experiences at MCAA, students become life-long learners who value critical thinking and a creative mind. MCAA uses a balance of texts and technological innovations to provide an education that is more rigorous than most traditional elementary environments. Our students master academic goals and problem-solving skills through creative, hands-on projects and scientific investigations. MCAA students embark on a journey of active learning and instruction that gives them a sense of accomplishment and productivity. Georgia Standards for Excellence are used in all content areas to design curriculum and plan for instruction. See the MCAA website for current information on the academic programs.

- Core academic areas: English language arts (reading, writing, spelling), math, science, social studies
- Weekly STE(A)M explorations (see STEM for additional information)
- Gifted instructional through MILE
- Daily Specials classes: Art, music, physical education, and technology
- Math Movement
- Frequent field trip experiences to enrich learning
- Advanced Content exposure for all students

Lost and Found

MCAA provides a lost and found box in the cafeteria stage for items left at school. Items not claimed will be donated to the MCAA Clothes Closet. Please label ALL items with your child's name so items may be returned more easily.

Materials and Supplies

Materials and supplies vary with each class. Supply lists are posted on the school website and will be provided prior to Sneak-A-Peek. Contact your child's teacher for if you have questions regarding supply lists. Students are required to pay for all lost and damaged books and materials.

Media Center

Students may check out books for one week at a time and are encouraged to return them by or before the due date. If books are damaged or lost while in a student's possession, the student will be responsible for the damage or replacement fee before any other materials may be checked out. Please see the media specialist for more information.

Medicine for Students

If medication is required, you must fill out the appropriate form in the school office or clinic. The school cannot administer any medication without this form. The following criteria as outlined in Marietta Board of education Policy JGCD must be met:

1. The medicine is in a container issued by a pharmacy and the store label is attached.
2. The container label shows a recent date on which the prescription was filled.
3. The container label states the name of the student to whom the medicine is to be administered.
4. A prescription number is on the label.
5. The label contains adequate directions indicating the proper amount and method to administer the medicine.
6. The prescribing physician's name is shown on the label.
7. The parent is required to count the medication in front of the school nurse and/or front office at the time of drop-off.

Notice of Non-Discrimination

The Board of Education of the City of Marietta does not discriminate on the basis of race, color, religion, national origin, age, disability, or gender in its employment practices, student programs and dealings with the public. Below is a list of individuals designated to handle inquiries regarding the District's non-discrimination policies:

Title VI Compliance Officer/Alternate

Title IX Compliance Officer

(Issues of discrimination on basis of race, color, or national origin, gender, sexual harassment)

Director of Federal Programs
Central Administrative Offices
250 Howard Street, Marietta, GA 30060
770-422-3500

Title IX Compliance Officer

(Issues of discrimination on the basis of gender or sexual harassment)

Director of Athletics
Marietta High School
1171 Whitlock Avenue, Marietta, GA 30064
770-429-3154

Title II of the Americans with Disabilities Act and Section 504 Compliance Officer

(Issues of discrimination on the basis of disability)

Assistant Superintendent, Special Services
Central Administrative Offices
250 Howard Street, Marietta, GA 30060
770-422-3500

Employment Issues

(Issues of discrimination on the basis of any category listed in policy GAAA)

Director of Human Resources
Central Administrative Offices
250 Howard Street, Marietta, GA 30060
770-422-3500

Nurse

MCAA has a nurse on campus. If your child has allergies, takes medication or has any other medical condition, please complete the required health form and notify the school nurse. We want to ensure the safety of all students and having the information and proper medication at school assists us with that.

Office Hours

The office staff is happy to assist parents and visitors from 8:45 AM – 4:30 PM. In order to ensure the accuracy of our dismissal, our office staff is unable to assist you from 3:40 – 4:20 PM. We ask that visitors refrain from entering the office until dismissal has concluded. The office staff is more than happy to help all visitors before 3:40 PM and after 4:20 PM.

Parental Involvement

Parent involvement provides a beneficial service to children and the school. Volunteers are needed in the media center, classrooms, and with PTSA. Please let us know how you would like to help. All volunteers are expected to provide a legal ID and sign-in at the school each time they volunteer. We request at least 20 volunteer hours per family for each academic year.

Partners in Education

Partners in Education is a collaborative effort of schools and businesses in support of education. We are always looking to increase our school partnerships. The following businesses and organizations have partnered with MCAA:

- Microsoft Technologies
- Zaxby's – South Loop
- STARBASE
- U.S. Department of Defense
- Marietta High School
- Kennesaw State University

Physical Education (P.E.)

P.E. is a required class. A written statement is required if a student must be excused from participation in P.E. A written statement from a physician is required if a chronic problem exists. Students are asked to wear sneakers on PE days.

PTSA

Studies have shown that children are more successful in school when their parents are involved in their education. We have an active, award-winning PTSA with an excellent staff of officers. We encourage you to become a member of our PTSA. In the past, we have had 100% parent and teacher membership in our PTSA. We expect to accomplish this goal this year with your support. The cost of a PTSA membership is **\$6.00**.

Recess

Teachers make every attempt to take students outside for a 20 minute recess, except when inclement weather does not allow. Please dress your child for the weather. All students go outside with the class unless a doctor's note is sent to the teacher. **No siblings or visitors are allowed on the playground during recess or during the school day.**

Recognition Programs:

Recognizing student achievement is an important aspect of the MCAA culture. We do this in a variety of ways.

Morning News Show

The student-produced morning news show will showcase student accomplishment throughout the year.

Student of the Month

Two students per homeroom are selected as Student of the Month for displaying positive character and leadership in the classroom.

Wednesday Weekly Principal Message

Dr. Patterson includes student recognition and photos in her weekly email.

House Badges

Houses will earn badges based on the character education and STEAM components being focused on that month.

Report Cards

Students and parents are provided with continuous information regarding academic progress during each grading window. The Report cards are published on the Apsen Parent Portal at the end of every quarter. Progress reports are published on the Aspen Parent Portal at the midpoint of each grading period. Log-in information is distributed at the beginning of the school year. Students must maintain a 3.0 grade point average (GPA). Students who fail to meet this academic expectation will be placed on academic probation for one semester. If grades do not improve to a 3.0 GPA after one semester of probation, a placement meeting will be held to determine if MCAA is the most appropriate educational setting.

***Grading will be adjusted when learning is Virtual – see the Virtual Learning guidelines for specifics**

School Governance Team

Your MCAA School Governance Team is composed of three staff members, four parent representatives, one community representative, and the principal. All School Governance Team meetings are open meetings. The team will meet monthly starting at 8:15 AM in the Conference Room. Please visit our school website for dates of meetings and individuals serving on the School Governance Team.

School Day

The school day begins promptly at 9:15 AM. Students should arrive between 8:45 – 9:15 AM. Students may not be dropped off prior to **8:45 AM**. Dismissal time is as follows: car riders at 3:50 PM; After School Program at 4:10 PM; and bus riders 4:20 PM. Dismissal changes must be received by **3:30 PM** in one of the following ways:

- *Advanced notice of dismissal change*
 - A Written note given to your child's teacher the morning of the dismissal change
- *Emergency dismissal change*
 - Email dismissal change to mcaatransportation@marietta-city.k12.ga.us
- **Dismissal changes cannot be accepted over the phone.**

School Counselor

MCAA has two school counselors who work with all students on the domains of academics, personal/social, and career development. The school counselor meets with students individually, in small groups, and through classroom guidance. If you would like to speak to them regarding the school counseling program, you may contact them via email or phone.

School Social Media

MCAA maintains numerous social media accounts to keep parents informed of school events, activities, and celebrations. We encourage our families to follow our social media accounts for frequent updates from our school. Additionally, the school principal maintains an active Instagram account to share favorite moments of learning and success stories from our school. Follow Dr. Patterson on Twitter @principaldrp.

Follow us on Twitter - @MCAA_tweet Follow us on Instagram @mcaastrong

Sexual Harassment

Any student who believes he or she has been the victim of sexual harassment should report the incident to the Title IX Compliance Officer or to an administrator, counselor, or teacher at the school he or she attends.

Investigations involving allegations of sexual harassment allegations will be handled per Board of Education of the City of Marietta Policy JAEB, Student Sexual Harassment. This policy and the Report of Harassment form can be found on the Legal Information webpage at www.marietta-city.org or by contacting the school.

Spanish Coffee Talks

The school counselors host monthly Spanish coffee talks for MCAA's Spanish speaking families. The purpose of the meetings is to discuss important topics, have questions answered and participate in volunteering efforts.

Standardized Testing

MCAA will follow all state and district requirements for assessing student progress and mastery of grade level content. This will include a comprehensive and varied assessment program.

STEAM

Science, Technology, Engineering, Arts, Math (STEAM) is what sets MCAA apart from other schools. As we expand from STEM to STEAM this school year, we will be enriching the learning environment with the Arts.

Student Conduct

MCAA expects the highest standard of conduct and decorum of all students. Unacceptable conduct which interferes with learning and disrupts other students will not be tolerated. Students who misbehave at school will be disciplined. The cooperation of parents is an important element in modifying behavior that is unsatisfactory. Student behavior will be reflected in the conduct grade on each report card. See the Student Discipline Handbook for more information.

A student who is not upholding conduct standards will be placed on a behavior contract. The purpose of the contract is to provide further collaboration between the school and home in an effort to eliminate any negative student behaviors. **A student who fails to meet the behavioral expectations in the contract must exit the magnet program and return to his/her zoned school.**

Student Records

It is the school's policy to send educational records upon request from another school. Student records may be made available

to parents or guardians unless a legal document instructs the school otherwise.

Technology

MCAA supports technology in the classroom. Classrooms are equipped with projectors, interactive whiteboards, document cameras, and digital cameras. Each teacher and student is equipped with his/her own wireless laptop computer. Online research is often required for homework, projects, and class work. Students must also follow all guidelines outlined in the Computers and Network Resources Acceptable Use Policy. Parents and students must complete and sign this form each school year. Please see additional information regarding the BYOT-Bring Your Own Technology-Program on page 2.

***Technology will be provided to students in need during Virtual Learning**

Transportation

Marietta City Schools Department of Transportation's goal is to transport our students, your children, safely and in a frame of mind to learn. All students will be required to sign the Bus Safety Partnership. Compliance with the rules of the Bus Safety Partnership is required and is the responsibility of the student, to ensure the safe transportation of students to and from school. **If your child is to ride a bus home with another student, the school must receive written notification. The Marietta City Schools Transportation department can be contacted at 770-429-3110.**

Uniform Policy

All students are expected to be in uniform Mondays through Thursdays, unless the school has a designated dress down day. On Fridays students are able to wear Marietta and MCAA spirit wear. Below is the policy:

- MCAA logoed polo-style shirt (purchased from approved vendors below), any MCAA spirit wear shirt (sold through the school or PTSA), or any solid color shirt in burgundy, navy, or light blue (your choice of sale location);
- Solid khaki pants, skirts, jumpers, or shorts, jeans, or MCAA logo athletic shorts or skirts (sold through our PTSA);
- All pants must be belted at the waist with any pants or skirts that have loops;
- Shirts must be tucked in when wearing khakis or jeans;
- Tights/leggings worn under uniform skirt or jumpers;
- Tennis shoes on PE days.

Winter / Outwear Options

- MCAA logoed long-sleeved athletic shirts, sweaters, or sweatshirts;
- Solid color sweatshirts and sweaters (maroon, light blue, navy);
- Non-logoed winter jackets can be worn outside only.

Vision/Hearing Screenings

Mass hearing and vision screenings of third and fifth grade students are conducted each year. The school nurse also screens any students who are new to MCAA. Teachers and parents will be notified of children who do not pass screenings. Hearing failures will be re-screened.

Visitors to School

We always welcome visitors to our school. According to Georgia state law, **all parents and visitors** must go to the school office first. On your first visit, at the start of each school year, visitors should be prepared to show their ID. If you need to bring anything to your child during the day, please bring it to the front office. To maximize classroom instruction and minimize daily interruptions, all classroom visitations should be scheduled with the classroom teacher in advance.

Volunteering

There are numerous opportunities to volunteer to achieve your 20 hours of service. Opportunities exist on the classroom, school and PTSA levels. Additional information will be communicated throughout the year. There is a computer system located in the office that record volunteer hours. Please let the school or PTSA know if you have time and/or a special talent to help our school community. If you are unable to volunteer 20 hours, your attendance and support at local school functions will be appreciated.

Withdrawal/Transfer

Parents must notify the school secretary in writing when a student is to be withdrawn from school. Textbooks and library books need to be returned to school prior to withdrawal. Your notification to the Main Office that your child will be withdrawing will enable us to complete his/her school records and provide documentation needed.