



Learning without Limits!

**2017-2018
Student/Parent Handbook**

**Marietta Center for Advanced Academics
311 Aviation Road
Marietta, Georgia 30060
(770) 420-0822**

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We reserve the right to make changes to this handbook as deemed appropriate.

A Message from Your Principal

Dear MCAA Rocket Family,

Welcome back to another school year! Each year opens new opportunities and adventures for your student, and we are eager to begin our journey for the 2017-2018 school year. For our new families – we are fortunate you have selected MCAA to share in your child’s educational experience for third through fifth grade. We are all ready for our classrooms to fill with our bright and talented students!

The MCAA faculty and staff are honored to work with students, parents, and the community to provide another great year of educational experiences and learning for your child. You will find that the MCAA staff is knowledgeable, caring, compassionate, and dedicated. I know that they will have a wonderfully positive impact on your child’s school year.

It is a privilege to serve as your school principal and lead the MCAA learning community. We are continuing to improve our STEM classes, add new community partners, enhance our arts program, increase personalized learning opportunities, and focus on giving back to our community. Our school motto, ***Learning without Limits***, sets our school on a path to create an inspiring place to learn and grow.

This agenda and handbook were prepared to assist your child in organizing his/her tasks and to acquaint you with the rules, guidelines, expectations, and policies that govern MCAA. During the first week of school, your child’s teacher will explain how to effectively use this agenda as an organizational tool. It is extremely important for students to actively use and keep up with the agenda.

This year, our theme will be – ***Dream BIG!*** Together, we hope to work with you to foster your child’s dreams for their future, and empower them to set out to make a big impact on our community, nation, and world! The possibilities for our students are endless, and we look forward to seeing exactly where your child’s journey led them this year. Thank you for choosing MCAA and for sharing your child with us.

With Warm Regards,

Christina Wagoner

Christina Wagoner, Ed.D.
Principal

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/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 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 at the office 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](http://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 4:15 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 services 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.

The following prices apply at all elementary schools:

Student Breakfast-Free	Student Lunch-\$2.30	Reduced Lunch-\$.45
Adult Breakfast-\$1.55	Adult Lunch-\$3.55	

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.**

Calendar

The district calendar is included on the back cover of this Student/Parent Handbook. A full school events calendar is maintained on our school website, and included on the final page of this Student/Parent Handbook.

Car Rider Procedures

All students should receive a MCAA Car Rider tag before the first day of school – at New Family Night or Meet & Greet. 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 ½ 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 front office and/or our school counselor will be happy to assist you. All used clothing donations are greatly appreciated!

Club Offerings

MCAA offers a variety of student clubs before and after school, voluntarily sponsored by MCAA teachers. Applications for participation in enrichment clubs will be provided before Labor Day. For the 2017-2018 school year, the following clubs will offered:

- Lego Robotics
- Math Olympiad
- Odyssey of the Mind
- Reading Bowl
- Science Olympiad
- Student Council *application and election process

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, 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. Communication regarding student absence from school must be given to the teacher in writing – not via email.

Conference Week

To promote strong home-school communication, Marietta City Schools designates two times each year for parent-teacher conferences. Fall conferences will be held **October 23-27**, and spring conferences will be held **March 5-9**. School will be dismissed at **1:15 PM** during conference week. For your convenience, the After School Program will begin immediately after dismissal during conference week.

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 4:15 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 is tentatively scheduled for May 21, 2018. The rain plan is scheduled for May 22, 2018. Parents are needed to supervise games and help with the class as they participate during the day. Our PE teacher will contact parents for volunteer opportunities.

Field Trips

Field trips are an important component of the instructional program at MCAA. Regular field trips will occur throughout the school year (6-8 trips), 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 and admissions 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 school work 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

Two days will be scheduled to recognize student academic and other honors. First semester Honors Day will be held for the entire school on January 5th from 9:30-11:00 AM. End of Year Honors Day for all students will be held the last week of school. Specific grade level dates/times are as follows: May 23rd 9:30-11:00 – 3rd grade; May 24th 9:30-11:00 – 4th grade; May 25th 9:30-11:00 5th grade.

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.

Late Pick Up

Students waiting to be picked up after 4:15 PM will be sent to the After School Program. **Regular after school charges will apply.** If your child is not registered for the After School Program, then the school staff will try to contact the parent and other people authorized to pick up the child.

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
- Daily STEM explorations (see STEM for additional information)
- Gifted instructional through MILE (provided through STEM)
- Daily STEAM classes: art, music, physical education, or technology
- Frequent field trip experiences to enrich learning

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 at Meet & Greet. 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 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

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

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

Complaints may also be filed directly with the Office of Civil Rights at the address below: The U.S. Department of Education
Atlanta Office for Civil Rights
61 Forsyth St. S.W., Suite 19T70
Atlanta, GA 30303-3104 (404) 562-6350

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. Annually, all volunteers, including parents, are required to complete a Volunteer Application and present ID for a background check. Volunteer applications will be made available at the start of the school year. We request at least 20 volunteer hours per family for each academic year. These hours are logged in our front office. Simply check-in as a volunteer when you come to the school and your hours will be recorded. Parents who meet this expectation are acknowledged at the end of the 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:

- American Society of Civil Engineers
- Applebees
- Chattahoochee Technical College
- Kennesaw State University
- Lockheed Martin Aeronautics
- Microsoft Technologies
- Novelis
- SMART Technologies
- Zaxby's – South Loop

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**. The PTSA officers for this year are:

- Catherine Johnson – Co-President Elizabeth Phillips – Co-President
- Anitha Nagappan – Co-Vice President Stephanie Huffman – Co-Vice President
- Angela Ford – Treasurer
- Emily Jackson – Secretary

The MCAA PTSA meetings will be held three times during the year – **August 24, November 14, and March 1**. We look forward to seeing you there! MCAA PTSA can be contacted at – MCAAPTSA@gmail.com

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.

Honors Programs

Two Honors Day programs will be held during the year – once at the end of the first semester, and the other at the end of the school year. Students will be honored in academic areas as well as citizenship, perfect attendance, and other accomplishments.

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.

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 8:00 AM in the Navy 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 3:55 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 a school counselor who works 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 him regarding the school counseling program, you may contact him 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. Wagoner on Instagram @mcaa_principal.

Like our Facebook Page!

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.

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.

STEM

To further the mission of MCAA, which is to provide students with a quality STEM education, core magnet courses (STEM Explorations) are offered to all students at each grade level. These innovative courses are designed to enhance traditional academic coursework. Students receive approximately 50 minutes of focused STEM instruction daily and are exposed to four STEM Exploration Courses throughout the year.

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.

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 Fridays, unless the school has a designated dress down day. School administration will intervene with students who do not adhere to the school uniform policy.

- **MCAA logoed polo-style shirt** in burgundy, navy, or light blue – purchased from approved vendors below
- Solid **khaki pants, skirts, jumpers, and shorts** (jumpers for girls must have school logo)
- All pants must be **belted** at the waist with any pants or skirts that have loops
- Shirts must be tucked inside pants, skirts, or shorts
- Pantyhose/tights worn under uniform skirt or jumpers must be solid navy, burgundy, white, or black. Students cannot wear stretch pants or leggings under khaki bottoms. Pantyhose/tights must cover the foot completely.
- Tennis shoes on PE days

Winter / Outwear options:

- **MCAA logoed polo-style shirt** can be worn, only with the same color long sleeve shirt UNDER designated uniform shirts
- **MCAA logoed sweatshirts or hoodie jackets** can be worn – purchased from approved vendors below
- Non-logoed winter jackets can be worn outside only in cases of extreme weather

All **MCAA logoed uniform pieces** must be purchased from one of the approved vendors below. Khaki pants, shorts, jumpers or skirts are also required and may be purchased from one of our selected vendors, or your preferred shopping source.

<p>UNIFORM SOURCE 2141 North Cobb Parkway Kennesaw, GA 30152 Phone: 770-919-9967 www.uniform-source.com</p>
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<p>LANDS END ON-LINE www.landsend.com Preferred School Number: 900131566 School Logo Number: 0913373K *Online promotional discounts are frequently offered throughout the school year.</p>
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Consequences for students who do not adhere to the uniform policy are as follows:

1. Student wears school provided belt for the day.
2. Student conference with administration and a parent phone call.
3. Parent letter

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. Parents are welcome to eat lunch with their child in our café during the student’s assigned lunch period.

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 you with necessary documentation for entry into his/her next school.

2017 – 2018 MCAA School Events

DATE	EVENT	DATE	EVENT
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July 31	New Family Night 6:30-7:30	January 2-3	Professional Learning Days No School for Students
August 2	Meet & Greet 10:30-12:00	January 5	First Semester Honors Day Quarter 2 Report Cards Published
August 3	First Day of School	January 15	MLK, Jr. Day – No School
August 10	AC Classes Begin (4 th & 5 th grade)	January 16	STEM 3 Begins
August 18	Spanish Coffee Talk 8:45-9:30	January 26	Dress Down & Donut Day (PTSA) Spanish Coffee Talk 8:45-9:30
August 21	BOYT Begins	February 8	Winter Carnival 6:00-8:00 (PTSA)
August 24	Camp Fortson Info Session 6:00 PTSA Meeting 6:30; Open House 7:00	February 15	Quarter 3 Progress Reports Published
August 25	Dress Down & Donut Day (PTSA)	February 16	Dress Down & Donut Day (PTSA) Spanish Coffee Talk 8:45-9:30
August 28	STEM 1 Begins	February 19-23	Mid-winter Break – No School
September 4	Labor Day – No School	March 1	MSGA Transition Meeting (5 th Grade) 6:00 PTSA Meeting & Family Engineering Night 6:30-8:00
September 12	Quarter 1 Progress Reports Published	March 5-9	Spring Conference Week; Book Fair
September 14	Fall Picture Day	March 7-9	5 th Grade Charleston Patriot's Point
September 15	Spanish Coffee Talk 8:45-9:30 Rocket Park Concert 6:30-8:00	March 12	Teacher Work Day No School for Students
September 19-21	Camp Fortson 9/19 – 5 th ; 9/20 – 4 th ; 9/21 – 3 rd	March 16	Spanish Coffee Talk 8:45-9:30
September 22	Dress Down & Donut Day (PTSA)	March 19	STEM 4 Begins - Invention Convention
September 25-29	Fall Break – No School	March 23	MCAA Talent Show 6:00-8:00 (PTSA)
TBD	PTSA Reflections Deadline	March 27	Quarter 3 Report Cards Published
October 13	Spanish Coffee Talk 8:45-9:30	March 28	Spring Picture Day
October 16	Professional Learning Day No School for Students	March 30	Dress Down & Donut Day (PTSA)
October 17	STEM 2 Begins	April 2-6	Spring Break – No School
October 19	Quarter 1 Report Cards Published	April 13	Spanish Coffee Talk 8:45-9:30
October 23-27	Fall Conference Week; Book Fair Red Ribbon Week	April 27	Dress Down & Donut Day (PTSA)
October 27	Dress Down & Donut Day (PTSA) Fall Ball/ Trunk-or-Treat 6:00-8:00 (PTSA)	May 5	Quarter 4 Progress Reports Published
November 3	Career Day 9:30-1:30	May 7-11	Teacher Appreciation Week
November 10	Spanish Coffee Talk 8:45-9:30	May 7-10	Rocket Life Shadow Days (Rising 3 rd Grade Student Event)
November 14	PTSA Meeting 6:30-7:30 Maker & Minecraft Night (students) Internet Safety Presentation (parents)	May 8	Spring Evening of the Arts @ MPAC 6:30-8:00
November 17	Dress Down & Donut Day (PTSA)	May 11	MCAA Invention Convention
November 20-24	Thanksgiving Break – No School	May 18	Dress Down & Donut Day (PTSA) Spanish Coffee Talk 8:45-9:30 Reading Celebration!
November 29	Quarter 2 Progress Reports Published	TBD	Popsicles on the Playground (Rising 3 rd Grade Student Event)
December 8	Spanish Coffee Talk 8:45-9:30	May 21	Field Day (Rain date: May 22)
December 12	MCAA Art Show & Winter Concert @ MPAC 6:30-8:00	May 23	3 rd Grade Honors Day 9:30-11:00 3 rd Grade Picnic 11:30-3:00
December 15	Dress Down & Donut Day (PTSA) MCAA Spelling Bee	May 24	4 th Grade Honors Day 9:30-11:00 4 th Grade Picnic 11:30-3:00
December 18 December 19 December 20	3 rd Grade Winter in the Colonies 4 th Grade Winter in the Colonies 5 th Grade Jazzy Good Time	May 25	Last Day of School! 5 th Grade Honors Day & Walk 9:30-11:00 5 th Grade Picnic 11:30-3:00
December 21- January 1	Winter Break – No School	June 4	Quarter 4 Report Cards Published