

MCAA

Above the Line



Student/Parent Handbook

2024-2025

Heather Woods, Principal
Dr. Ayana Oden, Assistant Principal

311 Aviation Road
Marietta, GA 30060
770-420-0822

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.

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.

A Message from Mrs. Woods

MCAA Family,

Welcome to another exciting school year at Marietta Center for Advanced Academics! I hope this letter finds you well and that you had a restful and enjoyable summer break. As we embark on this new academic year, I am thrilled to have your children as part of our school community. We are committed to providing them with a safe, nurturing, and challenging learning environment.

Our school handbook is an essential resource for both parents and students. It contains important information about our school's policies, procedures, and expectations. I encourage you to take the time to read through it carefully and keep it handy for future reference. The handbook is designed to answer many of the questions you may have throughout the year and to ensure that everyone is informed about our school's practices.

MCAA has a strong reputation of success setting the standard for academic excellence. We remain committed to staying Above the Line with an emphasis on advanced STEAM education centered around the 21st century learning skills of communication, collaboration, creativity, and critical thinking. We take the results of formative assessments, MAP, and Georgia Milestones data to create individualized action plans for every student. Our teachers are intentional in all lesson development, instructional delivery, and assessment use to guide curriculum that will challenge and advance our students. Students will participate in STEAM challenges that directly align with state standards, establish real-world applications, and expose students to multiple professions.

During this school year, we will host special events with the support of our PTA and Foundation. We will have a Fall Festival, Evening of the Arts, MCAA Talent Show, a school dance, and several other community-building activities that will help our students create ever-lasting bonds.

At MCAA, we believe that a strong partnership between home and school is key to your child's success. Your involvement and support are vital to creating a positive and effective learning experience for your child. We invite you to participate in school events, join our parent-teacher organization, and stay in close communication with your child's teachers. Bi-monthly family newsletters (Rocket Report) will be sent bi-monthly. You will find current events, school news and information, and see how we are celebrating our students and staff. Teachers should provide weekly communication to keep you up to date with their class. Please feel free to reach out to me or any member of our staff with any questions or concerns. We are here to support you and your child, and we value your feedback. Together, we can make this school year a successful and memorable one.

Sincerely,

Mrs. Woods

Follow us on Instagram at: [@mcaarockets](#)

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, art and math. MCAA has developed STEAM units that emphasize an interdisciplinary, thematic concept that helps students connect the state standards to real real-world applications and professions.

As a recognized school of advanced students, with 100% 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, Math Movement, Art integration and House Challenges.

MCAA is a model STEAM 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. These 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 journeys that await them after their time here. We are proud of our flagship partnerships with the US Department of Defense, TK Elevator, Home Depot, the Georgia Aquarium, the Georgia Farm Bureau, McDonald's, and the Marietta Schools Foundation.

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
- Cogna STEM School (International STEM recognition)
- Recognized American School Counselor Association Model Program
- Literacy Leader Award
- Consistently one of the top 10 Elementary Schools in Georgia out of over 1200 schools

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. You should receive log-in information when you enroll. If you need assistance please contact your child's teacher or the front office. It is extremely important that the school maintains current home, work, cell phone numbers and home addresses noted in Aspen. If any phone numbers or your address changes 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.

Attendance/Absences

Attendance is a critical component to the success of all students. Regular school attendance is required and a part of our magnet agreement. If your child is ill and needs to miss school, please send in a written excuse to your child's teacher upon return. Email excuses must be sent to mcaaattendance@marietta-city.k12.ga.us within 48 hours of the absence. You can provide up to 5 parent excuses and then students will need a doctor's excuse. 10 or more absences may result in a student being placed on attendance probation. Specific needs or concerns should be communicated to your child's teacher, the school counselor, and/or administration.

- Arrival begins at 8:45 a.m. Students are considered tardy after 9:15 a.m. After 9:15, a parent/guardian is required to sign the student in at the front office. A student is counted present for the day if they arrive before or leave after 12:40 p.m.
- Dismissal begins at 3:50. For early dismissal the parent/guardian, or others listed as an emergency contact must come into the main office to sign out the student.
- Students may not be checked out after 3:30pm to avoid interruption to dismissal procedures.

Before School/After School Programs

Before School and After School Programs are offered daily, in coordination with Marietta Community Schools. BSP/ASP programs are supervised by certified teachers and paraprofessionals. Before school hours are 6:30 AM until 8:45 AM and After School Hours are from 4:15 PM until 6:30 p.m. each school day. Families must complete a new registration every year before a child can attend either program. Students must register for the year a minimum of one school day in advance before their first day of attendance. The annual registration fee is \$15 for BSP and \$20 for ASP. The daily rate for Before School is \$6.00 and After School is \$9.00. Families are invoiced twice a month and are only charged for days in which the student attends.

Visit the Marietta Community Schools website for more information - www.mariettacommunityschool.com.

Birthday Treats

Please contact your child's teacher if you would like to send in a birthday snack. We request all snacks are store bought and include the original nutrition label. This practice is used to ensure safety of our students with dietary allergies or restrictions. Our teachers cannot pass out party invitations unless they are for the entire class and they do not provide personal information.

Car Rider Procedures

MCAA runs car line daily between 8:45-9:15 and 3:50-4:20. Please follow the guidelines below for your car rider.

- All students should receive a MCAA Car Rider tag by the first day of school. These tags note a number connected to your child and populates his or her name in the classroom. 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 approved for pickup – including neighborhood carpool. New numbers are distributed each year for safety.
- Students should remain in their car in the mornings until a staff member begins welcoming students at 8:45 AM for safety. MCAA staff is NOT available to supervise students prior to 8:45 AM.
- Afternoon car rider line will begin at 3:50 PM. All drivers must present the MCAA Car Rider tag for the students they will pick up. Please display this tag in a clearly visible location. MCAA staff will direct traffic during car rider dismissal, please follow their direction.
- Please complete the full loop including the full area around the basketball court in the back. We will pull cars all the way down to a complete stop before allowing students to leave the sidewalk.
- 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 unless they are a registered walker. Car riders who are not picked up by 4:20 PM will be placed in the After School Program at the parents' expense.

Café (Lunch)

Our lunchroom payment plan is computerized so it is simple to pay for your child's meals. To pay online, download the Linq Connect App. You can pay by the week, month, or load any amount you choose. **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.** Alternatively, you can send payment to the school café. If students forget their lunch and do not have funds on their account, they may charge up to but no more than **\$6.90**.

Meal prices for the 2024-2025 school year can be found below. Free or reduced-price lunches are available to qualifying families. You can apply under school services at Linqconnect.com.

Child Breakfast	\$2.00	Adult Breakfast	\$2.00
Child Lunch	\$3.00	Adult Lunch	\$4.00

Child Abuse/Neglect

The laws of the State of Georgia require that members of such professions as medicine, nursing, counseling, and teaching must report to the proper authorities cases of suspected abuse. Members of these professions are held legally accountable for failure to make such reports and are protected against legal consequences when living up to this expectation. As mandated reporters, our school will report suspected child abuse and neglect immediately to the proper authorities.

Club Offerings at MCAA

In addition to the Enrichment Clubs run by Marietta Community Schools, MCAA offers school sponsored clubs. These clubs are voluntarily sponsored by MCAA staff, community partners, or parents. Some clubs require an audition or application process. These clubs are free of charge unless they are a competition club. Small fees may be associated with competition clubs to help cover registrations, t-shirts, etc. Most clubs meet at 8:00 a.m. during the week. Look for the club course offerings to be shared on Curriculum Night - August 15th. The duration and frequency of each club is determined by club requirements and sponsors schedule. We will have a Fall Semester Offering and Spring Semester Offering. Clubs for the 2024-2025 school year are listed below and subject to change:

Club	Requirement	Sponsor	Grades	Duration
Drama	Prior Year Audition	Katie Pilson	3rd-5th	Fall Semester August - January
Girls Running		Tamra Devane	3rd-5th Girls	Fall Semester/Spring TBD September-
Lego Robotics	Prior Year Application	Parent Sponsored/Mrs. Woods	4th-5th Grade	Fall/Spring Semester August-April
NCTC North Central Tech Competition		Nancy Ranasinghe	3rd-5th	
Reading Bowl		Lisa Eason/Sherry Ahern/Cassie Furlow	3rd-5th Grade	Fall Semester August-January
K-Kids Service Club		John Creger Cathy Hamilton	3rd-5th Grade	Fall Semester/Spring Semester (1x per month)
Student Ambassadors Safety Patrol		Lindsay Elkins Stephanie Hall	4th-5th Grade	
Creative Makers		Gerry Villari	3rd-5th Grade	

Intro to Drama	Application	Margaret Anne Vowell	3rd Grade Only	Fall Semester September-January
Drone Club		Daniel Harbert		Spring Semester
Team Sports		Kat Rivers		Spring Semester
3D Printing and More		Al McDaniel Danny Harbert		Fall Semester
Math Olympiad		Wendy Gutman		

Communication

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. MCAA updates its calendar with district and school events frequently.

- 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 times.
 - 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.
- The principal's Family Newsletter is sent bi-weekly via email

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. A student who is not upholding conduct standards will be placed on a behavior contract and potentially probation for MCAA. 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.

Counseling Department

MCAA has two school counselors who work with all students on the domains of academics, social/emotional, and career development. The school counselors meet with students individually, in small groups, and through classroom guidance lessons.

- Character Education - MCAA counselors implement the state mandated Character Education Program utilizing the American School Counseling Association's Student Standards for Success.
- 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.
- Biscuits and Bonding- Mr. Creger hosts monthly meetings for students and their fathers, grandfathers, uncles, and male mentors alike. The purpose of the meeting is to discuss character education topics while participating in a collaborative activity. Please RSVP online each month for your attendance.
- Clothing Closet - MCAA has set up a clothing closet with gently worn uniform shirts, sweatshirts, pants, shorts, and skirts. For a nominal fee, anyone can purchase uniform pieces from our closet. Please contact Mr. Creger or Ms. Servellon directly at JCreger@marietta-city.k12.ga.us or tservellon@marietta-city.k12.ga.us to place your order.

Dismissal Procedures

Students should know their afternoon transportation arrangement when they arrive at 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 via google form or written 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 or a written notice may be left at the front office.
- Dismissal changes cannot be accepted over the phone.
- 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.

Bus riders will depart campus at approximately 4:20 PM each afternoon. You can check the Marietta City Schools website for bus route information. Parents are encouraged to download the Ride360 app to monitor their child's bus route. Marietta City Schools Transportation Department can be reached at 770-429-3110.

Electronic Devices

Students are permitted to bring personal communication/electronic devices but are not permitted to use them for personal reasons during school hours (beginning bell to ending bell) unless given permission by school personnel. Personal communication devices must be powered off during the school day and kept in student bookbags. Any devices viewed by an adult will be sent to the office for parent pick up. These include cell phones, iPads/tablets, smartwatches, electronic games, etc. Repeat offenders will be referred to administration for further consequences, which may result in confiscation of the device until parent/guardian can collect the device from a school administrator.

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 canceled. 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 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. Field trips will require payment for each student to attend. The cost of the daytime field trips are covered by the school through our Foundation fundraiser. The cost of overnight field trips is the responsibility of the parent. Field trip fees are paid through Revtrak at <https://marietta.revtrak.net/>. Although online payments are preferred, cash or checks are accepted using our school payment envelopes only. Homeroom teachers arrange for chaperones if/when needed. All chaperones for overnight field trips must be cleared with a background check and fingerprinting through the MCS Human Resource Department. Younger siblings/friends are not permitted to go on field trips.

Homework Policy

We consider homework to be reinforcement of schoolwork and helpful in building strong habits. It is 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 - not to exceed 30 minutes
- 4th grade - not to exceed 40 minutes
- 5th grade - not to exceed 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.

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.

- Core: ELA (Reading, Writing, Spelling), Math, Science, Social Studies
- Weekly STE(A)M explorations
- Daily Science Labs
- Gifted Instruction (Mile) and Talent Development (TD)
- Daily Specials Classes: Art, Music, Physical Education, and Technology
- Math Movement
- Frequent Field Trip Experiences
- Advanced Content
- House Challenges

Lost and Found

MCAA provides a lost and found shelf in the cafeteria items left at school. Items not claimed will be donated to the MCAA Clothing Closet or Goodwill. 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. If your child is in the MILE program, those supply lists will be available by Open House. Contact your child's teacher 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 contact the media specialist for more information, Albert McDaniel, amcdaniel@marietta-city.k12.ga.us.

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 Policy and Compliance
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)

Employment Issues

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

Please refer to the Marietta City Schools web page for all up-to-date policies and procedures

Nurse

There is a full-time licensed, registered nurse on staff for minor ailments. 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.

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

- **Illness at School**

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 and count as an excused absence. 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.

Please submit a parent or doctor's note to mcaaattendace@marietta-city.org to excuse your student's absences upon their return to school from an illness.

Office Hours

The school's front office staff is happy to assist parents and visitors from 8:45 AM – 4:30 PM. However, we ask that visitors refrain from entering the office between 3:40 – 4:20 PM until dismissal has concluded.

6:30 - 8:45 - Before School Program

8:45 - 9:15 - Doors open for drop off

9:15 - Instruction begins, students are marked tardy

3:50 - Dismissal

4:20 - 6:30 - After School Program

Parental Involvement & Volunteering

Parent involvement provides a beneficial service to children and the school. We request families try to volunteer 20 hours each academic year. There are numerous opportunities to volunteer to help in and out of the classroom, school and PTA events. Please contact the front office or PTA if you have time and/or a special talent to help our school community. All volunteers are expected to provide a legal ID and sign-in at the school each time they volunteer.

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 **MUST** wear sneakers (no Crocs) on PE days.

Picture Day

School pictures are taken twice a year. These photos will be used for the yearbook unless the parent/guardian has signed the appropriate paperwork preventing their student's picture from being released for publication purposes. Photos may be purchased using the order forms that come home in the FYI Folder.

PTA

Studies have shown that children are more successful in school when their parents are involved in their education. We have an active, award-winning PTA with an excellent staff of officers. We

encourage you to become a member of our PTA. In the past, we have had 100% parent and teacher membership in our PTA. We expect to accomplish this goal this year with your support. The cost of a PTA membership is \$10.00.

Recess

Teachers take students outside for a 30 minute recess daily, 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.

Report Cards

Students and parents are provided with continuous information regarding academic progress during each grading window. The Report cards are published on the Aspen Parent Portal at the end of every quarter. Log-in information is distributed at the beginning of the school year. Progress reports are sent in the FYI folder to parents if students are below 80% in a content area.

- Students must maintain an 80% average in all academic classes.
- Students who consistently fail to meet this academic expectation may be placed on academic probation.
- If grades do not improve to at least an 80% after one semester of probation, a placement meeting will be held to determine if MCAA is the most appropriate educational setting.

Assessments

- National: Marietta City Schools administers the MAP assessments for all 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 Georgia Standards of Excellence.
- District: Mini district assessments will be used to assess the students' progress towards mastery of Georgia Standards of Excellence. These assessments help teachers monitor student progress towards mastery of the standards.

School Governance Team (SGT)

Your MCAA School Governance Team is composed of three staff members, two 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.

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. Follow us on Facebook: Marietta Center for Academics & MCAA PTA Connection and/or Instagram: @mcaarockets & MCAA_PTA_Connection

Special Education Services

Special education services are available to students who have a disability that impacts learning. Please contact your child's teacher or Morgan Woods mwoods@marietta-city.k12.ga.us about concerns that might require special education services.

Student Recognition

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 accomplishments throughout the year.
- Student of the Month- One student per homeroom is selected as Student of the Month for displaying positive character and leadership in the classroom.
- Above the Line Nominations-Teachers may nominate a student for going "Above the Line". Students will receive an Above the Line bracelet and a copy of their nomination to take home.
- Family Newsletter - Mrs. Woods includes student recognition and photos in her bi-monthly email.
- House Badges- Houses will earn badges based on the character education and STEAM components being focused on that month.
- Awards Day Program- Awards Day will be scheduled at the end of each school year for individual grades. Parents are welcome to attend Awards Day. In 5th grade, there will be a celebration walk/ringing of the bell after Awards Day.

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. Parents must notify the school secretary/clerk 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.

Technology in the Classroom

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/chromebook. Online research is sometimes 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 in Registration Gateway. Chrome book chargers will not be sent home with students. Families can purchase a compatible charger to keep at home if necessary. Families are liable for lost or damaged devices. Optional insurance is available for a nominal fee to cover damage to chromebooks.

Uniform Policy

All students are expected to be in uniform Mondays through Fridays, unless the school has a designated dress down day (dress down tags are sold through PTA as a fundraiser). The following describes our MCAA uniform policy:

- MCAA logoed polo-style shirt, any MCAA spirit wear shirt (sold through the school or PTA), any Marietta spirit wear, or any solid color shirt in burgundy, navy, or light blue (your choice of sale location);
- Solid khaki or navy pants, skirts, jumpers, shorts, jeans, or MCAA logo athletic shorts or skirts (sold through our PTA);
- Tights/leggings worn under uniform skirt or jumpers;
- Tennis shoes on PE days. No Crocs!
- Every Friday is a dress down day

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.

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.

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.