

MARITIME ACADEMY CHARTER HIGH SCHOOL

2700 E. Huntingdon Street, Philadelphia, PA 19125
215-427-3090



High School Parent/Cadet Handbook

Our Mission

Welcome to Maritime Academy Charter High School! As a MACHS cadet, you will experience a rigorous academic program with a theme of maritime studies. You will participate actively in hands-on learning experiences that involve you directly in maritime activities while strengthening your preparation for college and careers, including those associated with our nation's maritime and intermodal transportation systems.

Here, you will prepare for leadership roles in your communities and on the job. You will use the latest technology and interact with professional mariners to learn maritime content and maritime business, while you are working toward achieving high standards in English, Mathematics, Science, Social studies, Technology, and Citizenship.

We are pleased to count you among Philadelphia's finest cadets and provide this booklet of information to answer most of your questions about our school's policies and procedures. You may call on your teachers, school administrators, and other school support staff to help you with other questions that may arise. We look forward to working with you and supporting your efforts to be successful in this unique educational program that is offered only at Maritime Academy Charter School.

Sincerely,

*Eileen Dwell
Chief Executive Officer*

Revised August 1, 2018

“SAILING FOR SUCCESS”



Welcome to Maritime Academy Charter High School!

We are pleased that you have chosen to enroll at Maritime Academy Charter High School. By attending MACHS, you are making two (2) major commitments:

- ***To work hard to learn.***
- ***To be an example of courtesy and kindness to schoolmates and school staff.***

At MACHS, you will find our faculty and staff dedicated to helping you learn as much as you can and become the best person you can be. We are available to help you grow and experience a world-class education that is not available at any other school in the city.

Read your handbook frequently and become familiar with our school policies. If you have any questions, your teachers are available to help you get the answers you need.

Sincerely,

Mrs. Lucy Feria – Principal
Mr. Matthew Wilson – Assistant Principal
Ms. Aimee Bogan – Guidance Counselor

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ACADEMICS

MACHS enrolls cadets in grades 2-12. In grades 2-8, the emphasis is on developing foundational skills in the core subjects of Mathematics, English, Science, and Social studies. In grades 9-12, there will be an increased concentration of courses in maritime studies and opportunities for cooperative work experiences with maritime industries. Each grade group has a grade leader and a team of core subject teachers. The teaching team focuses on the educational and developmental needs of our cadets.

Any cadet participating in a school sport program must follow PIAA and Maritime Academy Charter School eligibility rules. A copy of the “PIAA and Maritime Academy Charter School Athletic Eligibility Rules” can be obtained from the Athletic Director.

ADVISORY/HOMEROOM PERIOD

All cadets report to advisory at the beginning of the school day where your attendance is recorded. During advisory, you will hear school announcements and the Pledge of Allegiance. **You may not leave Advisory after the bell rings without a pass.**

ATTENDANCE POLICY

Attendance Matters! Every school day counts. Regular attendance and punctuality are vital for school success. Students with good attendance generally achieve higher grades and enjoy school more. Students benefit and make the most of their educational opportunities if they attend school regularly and on time. Good attendance is defined as 8 or fewer absences.

EXCUSED AND UNEXCUSED ABSENCES

Excused and unexcused absences represent lost time in the classroom and lost opportunities for learning. A student with **fifteen (15) or more absences** has chronic absenteeism. Missing just one day every two weeks can add up. Absences add up before you even know it. Students who are absent an average of **14 days a year** miss close to a year of school before their senior year. When students miss a day of school it actually puts them two days behind their classmates.

Excused Absences include circumstances such as illness or injury, teen parent leave (delivery only), death/funeral-related absence, educational-related trips or activities, suspension and religious holidays. A written notice from a parent or guardian must be submitted to the school upon a student’s return to school. Such notice must include a valid telephone number or other means of contact for verification purposes. Certification of illness/injury/delivery is required if the absence extends for three or more consecutive days. Any absences beyond 3 days can only be excused with an original doctor’s note; no copies will be accepted.

An unexcused or illegal absence occurs when a student is absent without a valid excuse in writing. That means that either no written notice was submitted to the school upon the student’s return or that the

reason provided in the notice was deemed invalid. Examples of invalid excuses include (but are not limited to) babysitting, waking up late, or being on a vacation with family.

- One-Two (1-2) absences will result in an after school study hall.
- Three (3) unexcused absences will result in two after-school study halls.
- Six (6) unexcused absences will result in attendance at Saturday school in order to make up the instructional time missed.
- Ten (10) unexcused absences will result in a mandatory parent conference with the Principal and a referral to the Philadelphia District Attorney's office and two Saturday school assignments.
- Any cadet with twenty (20) unexcused absences or more will be required to attend summer recovery program for three (3) weeks.

Parent(s)/guardian(s) must submit a note to the homeroom teacher to inform the school of the reason for an absence. Absences for three (3) consecutive days due to illness must be accompanied by a doctor's note. It is the cadet's responsibility to obtain missed work from your teachers.

Absence on the Day of the Extra-Curricular Activity

Absence from school on the day of an extra-curricular activity will result in your ineligibility to participate in a future event or activity.

Excessive Absences

Ten (10) or more unexcused absences can lead to court referral, a court fine and intervention by the District Attorney's office or other truancy program. Parent(s)/guardian(s) must meet with a school administrator to discuss the reason for your excessive absence and to determine an appropriate course of action.

Any cadet with twenty (20) unexcused absences or more will be required to attend a summer recovery program for three (3) weeks. Cadets may be prohibited from class activities including, but not limited to: the prom, class trips, and Maritime Day. If you are in Grade 12, you will not be able to participate in graduation ceremonies and your diploma will be withheld until you complete all attendance and academic requirements for the summer recovery program. If you are absent ten (10) consecutive days without reasonable cause, you will be dropped from the roll of Maritime Academy and be required to reapply for admission.

PUNCTUALITY

Advisory begins at 7:45 am and school ends at 2:32 pm. Cadets are expected to be on time for school and ready to learn. Lateness interferes with instruction. Parents will be notified when you are late for school. Three (3) unexcused latenesses' will result in a detention. Six (6) unexcused latenesses will result in an assignment to Saturday school. Any cadet with (10) unexcused latenesses will result in a mandatory parent conference. Any cadet late (20) days or more will be required to attend summer recovery program for three (3) weeks.

EARLY DISMISSAL POLICY

All health and other personal appointments should be scheduled outside of school hours. Requests for early dismissal must be submitted with a parent note no later than 8:00 AM of the day in question. The written notice MUST include the following:

- Date and time of early dismissal
- Valid reason for dismissal (i.e. doctor's note)
- Signature of parent or legal guardian
- A valid phone number where the parent(s)/guardian(s) can be reached for verification. If we are unable to reach a parent to verify an early dismissal, then the Cadet will not be dismissed from school. If a cadet will be picked up by someone other than the parent or guardian, then the individual's name must appear on the early dismissal request, will be verified with the parent or guardian, and the individual must show identification. These individuals should be registered in the main office as permitted to pick up the student in question.
- Excessive early dismissals (more than 5) interrupt the student's learning and will result in a mandatory study hall to make up the lost of instructional time.
- Any cadet has (20) or more early dismissals will be required to attend summer recovery program for three (3) weeks.
- No cadet is to remain after school unless under the direct supervision of a faculty member.
- Any cadet that has excessive absences, tardies or early dismissals and does not attend summer recovery program will need to attend the recovery program during the fall semester. We hold the right to not re-enroll for the following year if there is non-compliance with this policy.

EXTRA-CURRICULAR ACTIVITIES

Cadets are encouraged to participate in athletics and/or at least one program.

If a cadet is not passing all classes, he or she shall be ineligible for athletic competition from the Sunday immediately following the report of failure through the next Saturday or five (5) school days.

Cadets may not be dismissed early from school to attend any games or meets, and cannot be dressed for competition during this time of ineligibility.

Access To And Release Of Pupil Records Family Education Rights and Privacy Act (FERPA)

Parent(s)/Guardian(s) have access to your education records. The access rights of your parent(s)/guardian(s) consist of:

- (a) The right to inspect and review the contents of education records.
- (b) The right to obtain one copy of the education records at no charge and additional copies, if requested, at a charge.
- (c) The right to receive an explanation and interpretation of the educational records from school personnel.
- (d) The right to a hearing to challenge the contents of the education records.
- (e) The right to bring an advocate to review records.

Parent(s)/guardian(s) must sign an official request form to review your records. A request will be granted within forty-five (45) days of the written request.

Parents may request a hearing to challenge the content of the record.

MACHS does not permit access to, or release of, a cadet's school record to third parties without the parent's/guardian's written consent. However, school records may be released to other MACHS personnel or to another school system to which a cadet transfers.

Also, in compliance with a judicial order or subpoena, education records may be released without your parent's/guardian's consent provided your parent(s)/guardian(s) are notified in advance.

Pupil directory information will not be released if your parents send a written notification each year requesting that MACHS not release the information without their prior written consent.

ASSEMBLIES/GRADE MEETINGS

Assemblies/grade meetings are conducted to provide a complementary learning experience and to foster a sense of community in school. Exemplary conduct from our student body is expected. During assemblies, you must:

- Follow directions for seating.
- Place all personal items on the space(s) provided.
- Remember that food and beverages are not allowed.
- Show respect and courtesy to all presenters; use proper academic posture.
- Give the program your full attention.

RESTROOM POLICY

Cadets vandalizing or displaying inappropriate behavior will be subject to the Code of Conduct. Any medical conditions requiring continued use of the restroom during the day must be reported to the Nurse and Assistant Principal and certified by a physician.

BULLYING

Bullying or cyber-bullying is prohibited in any form. This includes text messaging, Instagram, SnapChat, digital messaging, YouTube, Twitter, Facebook, or other electronic modes of communication. Any behavior that has an adverse effect on the education of a MACHS cadet that invokes fear, physical and emotional harm and/or loss of property is considered bullying. If you are found bullying, you will be subject to the guidelines of the Code of Conduct. Illegal behavior will be reported to the Philadelphia Police Department.

Bullying is deliberate and hurtful behavior meant to belittle, frighten, hurt or exclude someone.

MACHS Bullying Expectations

1. We will not bully others
2. We will try to help students who are bullied.
3. We will try to include students who are left out.
4. If we know that someone is being bullied, we will tell an adult at school and at home
5. Bullying reports can be found in main office, assistant principal's office and counselor's office.

CAFETERIA PROCEDURES

You must remain on school premises for lunch. Violators will be suspended. The cafeteria rules are:

- Respect all cafeteria staff.
- You must have a hall pass to leave the cafeteria.
- Get in line without pushing and running and you are not allowed to jump the line.
- Clean up after you are finished eating.
- Don't take food out of the lunchroom. Finish all food and drinks before you exit the lunchroom.
- Avoid shouting across the room. Keep your voice down and speak in conversational tones.
- All rules pertaining to the electronic device policy also pertain to the lunch period.
- **CARD PLAYING AND GAMBLING ARE NOT ALLOWED DURING LUNCH OR SCHOOL HOURS.**

CELL PHONES

Cell phone use is prohibited during school hours. See CODE OF CONDUCT, RULE #7.

CODE OF CONDUCT

The Code of Conduct outlines the disciplinary policies of Maritime Academy. Cadets who disrupt the purposeful and peaceful atmosphere of MACHS must face the consequences of his/her actions. The school's "**COMPACT**" clearly indicates the cadet's responsibility to himself/herself and to others. The purpose of the Code of Conduct is to ensure a safe and positive learning environment with consequences to disruptive and inappropriate behavior.

In order to maintain the order necessary to run a successful school program, MACHS will adhere to the Code of Conduct and will enforce the penalties associated with any breach of conduct. The Code of Conduct applies to any cadet outside of school grounds up to one hour before and after school. **These rules apply to all cadets during school hours, in any school-sponsored program, prior to the start of school and following dismissal from school, traveling to and from school (including riding the bus), and while attending school trips or functions (e.g., prom).** Cadets over eighteen (18) years of age are subject to all rules and policies of Maritime Academy. When determining disciplinary action, a cadet's cumulative disciplinary record will be taken into consideration to determine administrative recommendations.

LEVEL I OFFENSES

RULE 1: DISRUPTION OF SCHOOL/CONTINUED LATENESS

- Failure to obey directions from school staff.
- Making excessive noise/loitering.
- Violation of dress code (includes school functions).

- Failure to attend class without a valid excuse.
- Persistent tardiness/failure to attend detention.
- Disrespect towards a teacher or staff member/inappropriate comments to staff. Cadets are expected to communicate with staff in a respectful manner.

RULE 2: DISRUPTIVE AND/OR OFFENSIVE LANGUAGE

- The use of vulgar, obscene, intentionally disruptive, or offensive language in any school activity is prohibited. This includes behavior on the school bus and via social networks.
- Offensive, sexually-oriented, or threatening messages, pictures or symbols from any source is prohibited.
- Cadets may not use slurs directed against one's race, color, religion, nationality, ancestry, gender, gender identity, sexual orientation, physical or mental disability.

RULE 3: RECKLESS CONDUCT

- A cadet may not act in a manner, which ignores the health, safety, or welfare of any cadet, staff, or member of the school community by placing them in danger of injury or pain.
- Any conduct that risks serious injury or serious property damage will be treated as an aggravated offense, which includes threatening or terrorizing another cadet.
- Cadets are expected to act in an orderly manner from the time they leave their home in the morning until the time they leave the school and while attending any school sanctioned activity.
- Cadets forging signatures on official documents are guilty of reckless conduct.

RULE 4: TOBACCO PRODUCTS & PARAPHENALIA

A cadet may not use or possess tobacco products in school or on school property. Possession of cigarettes, lighters, matches, rolling papers, pipes, or other related drug paraphernalia are also prohibited.

RULE 5: INAPPROPRIATE DISPLAY OF AFFECTION

- Cadets are not to engage in physical intimacy on school grounds.
- Inappropriate touching or physical contact is prohibited.

RULE 6: ACADEMIC DISHONESTY/ABUSE OF COMPUTER OR INTERNET PRIVILEGES

Cadets are expected to maintain high standards of honesty in their work and are prohibited from using another person's work in any form, including sources from classmates, textbooks, or internet websites. Failure to do so will result in disciplinary action and loss of academic credit for that assignment.

RULE 7: ELECTRONIC DEVICE POLICY

Cell phones are NOT permitted to be used during school hours, including lunch. Upon entering the building, all cell phones and electronic devices must be turned off. Once cadets are allowed to proceed to advisory room from the mess hall, cell phones and electronic devices must be turned off and placed in lockers. Cell phones left on (even on vibrate) will be confiscated and given to the assistant principal, and only returned directly to a parent or guardian between the hours of 7:45 AM and 4:00 PM. Any cadet who fails to turn over their cell phone or electronic device when requested by an administrator, faculty or staff of MACHS is subject to immediate disciplinary action. Parents/guardians are required to help enforce this school rule by supporting all policies and procedures related to this rule. There are **NO EXCEPTIONS**. Cadets always have access to calling a parent/guardian from the main office, nurse's office or the office of any other administrator with permission. Parents/guardians who need to contact their child during the school day are to call the main office for emergency purposes only.

- The **first offense**: The assistant principal/assistant principal of students will keep the phone for the remainder of the school day and a parent or guardian must pick up the phone.
- The **second offense**: The assistant principal will keep the phone for the remainder of the school day and a parent/guardian must pick up the phone. Student will be rostered for Saturday School, to be served that week.
- The **third offense**: The assistant principal will keep the phone until a formal disciplinary hearing has been held. This hearing may lead to expulsion.

Cadets may not use cell phones under any circumstances, even for the purpose of listening to music, playing games, or text messaging.

Maritime Academy is not responsible for lost or stolen electronic devices.

All emergency phone calls MUST be directed to the main office (215-427-3090). Contacting cadets during the school day through use of a cadet cell phone is prohibited. Cadets may not use the Maritime Academy name electronically in a way that brings discredit or dishonor to the school. This includes messages sent on Twitter, Facebook, MySpace, or any other electronic internet program at any time.

INTERVENTION/SANCTIONS – LEVEL I

Cadets will be subject to one or more of the following corrective actions for any violation of a LEVEL I offense:

- Meeting with your teacher to discuss the behavior and expectations for improvement
- Meeting with the grade chairperson
- Meeting with assistant principal or assistant principal
- Notice to your parent(s)/guardian(s) informing them of your behavior
- Placement on daily report
- Referral to the Office of Student Services
- Suspension of privileges
- After-school detention

- Assignment to detention
- Permanent or temporary assignment to another class or section
- Disciplinary probation for balance of the school year
- Students with identified disabilities will be disciplined in accordance with their Individualized Education Program. For these students, all appropriate procedures under state and federal law will be observed.

LEVEL II OFFENSES

RULE 8: FIGHTING

- Willing participants shall be subjected to disciplinary action under a LEVEL II offense. If you are determined NOT to be a willing participant, only those responsible will be subject to disciplinary action. **Fighting results in a disciplinary review, and can lead to expulsion.**
- When you act in reasonable self-defense, an administrative investigation will be conducted to determine the reasonableness of your action(s).
- Any physical confrontation – even if it is “play fighting” – that takes place while traveling to and from school, in school, on the premises, or at a school sponsored activity constitutes a Level II offense.
- Fighting on a school bus, SEPTA, or otherwise, will result in disciplinary action.

RULE 9: REPEATED SCHOOL VIOLATIONS

Continued violation of any of the aforementioned rules will constitute a Level II offense.

RULE 10: HARASSMENT/BULLYING/SEXUAL HARRASSMENT

- A cadet who harasses (or recruits others to harass or bully) another cadet (including text messaging and cyber-bullying) in school or traveling to and from school, is subject to disciplinary action that can lead to an expulsion.
- Sexual harassment will not be tolerated. There is a “no touching” policy. A cadet will be subject to disciplinary action that can lead to expulsion for violation of this rule.

RULE 11: INDECENT ASSAULT OR INDECENT EXPOSURE

- Cadets shall not expose his or her genitals to another member of the school community or touch the genitals of another. This rule includes incidental or deliberate contact where you did not have malicious intent or have reasonable knowledge to understand the consequences of your behavior. This includes exposure using text or social media.
- Cadets shall not force or attempt to force another member of the school community to engage in any sexual act.

RULE 12: ASSAULT ON SCHOOL PERSONNEL

- Any inappropriate physical contact or confrontation with another student, staff member, police officer, or school personnel from Maritime Academy or Franklin Towne Charter High School, or any other person on the school campus or enroute to and from school will subject you to arrest, and/or a disciplinary review which may result in an expulsion hearing.
- Throwing an object at a staff member or another cadet whether intentional or not is also considered assault and you will be subject to an arrest, and/or a disciplinary review which may result in an expulsion hearing.

RULE 13: POSSESSION OF A WEAPON OR ITEM CAPABLE OF CAUSING BODILY HARM

Act 26 (24 P.S. § 13-1317.2) is a Pennsylvania law which requires the **expulsion for at least one year** of any student who **possesses** a **weapon** on school property, at a school function, or going to and from school.

Any student who **possesses** a weapon in school, or at a school activity, or going to and from school (including on public transit), must be **expelled for at least one year** under this law. The student does not have to use the weapon (or even intend to use it); it is enough to carry it, keep it in a locker or book bag, or hold it for a friend.

A **weapon** is defined by Act 26 as "any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, and [anything else] capable of inflicting serious bodily injury." This definition includes box cutters, kitchen knives, pen knives on key chains, and other common household items.

RULE 14: AGGRAVATED OFFENSES

A cadet shall not engage in or attempt to engage in, any conduct that endangers the health, safety, or welfare of any member of the school community, neighborhood, public transportation employees or students from other schools, including but not limited to:

- Attacks on any staff member, employee, cadet or individual resulting in injury or placing the person in danger or serious injury.
- Sexual acts.
- Stealing or threatening another person to take money or property.
- Assault on another cadet or other non-employee which results in serious injury or involving the use or attempted use of a weapon or object used as a weapon.
- Damage to school property which disrupts, impairs, or prevents the school from carrying out any of its programs.
- Retaliation against a school employee or a witness in any investigation involving academic or disciplinary proceedings.
- Verbal or physical threats to another cadet.
- Any act that dishonors Maritime Academy before, during or after school hours is subject to formal dismissal.

RULE 15: UNAUTHORIZED ABSENCE

You commit a Level II offense if you leave school premises without the permission of a school administrator. You will be immediately subjected to disciplinary action, which may result in an

expulsion hearing. Unauthorized absence includes failure to attend the summer recovery program or Saturday school.

RULE 16: ABSENCE / LATENESS

Excessive unexcused absences, (ten (10) or more days), can lead to court referral and a court fine for your parent(s)/guardian(s), intervention by the District Attorney's office, and/or a request for parent(s)/guardian(s) to accompany you before cadets are readmitted to school.

Mandatory Study Hall will be assigned to make up missed work due to absence or lateness.

Cadets picked up for truancy are subject to disciplinary action which may result in an expulsion hearing.

RULE 17: STEALING

Any cadet found stealing the property of another will be subject to suspension and/or a disciplinary review or an expulsion hearing. Cadets found stealing such items as tests or official school or state documentation are subject to automatic dismissal/expulsion and/or police referral.

RULE 18: OBSTRUCTION OF AN INVESTIGATION

- Any cadet who willingly withholds information regarding a disciplinary offense is subject to being an accessory to that offense. A cadet who refuses to cooperate with a school investigation will be subject to disciplinary action, an expulsion hearing, and/or legal action.
- A cadet found lying to protect another cadet will be subject to disciplinary action, an expulsion hearing, and/or legal action.

RULE 19: POSSESSION OF DRUGS, ALCOHOL OR CONTRABAND

- Cadets are expected to help each other to be healthy and responsible citizens. A cadet may not possess, use, or be under the influence of any unauthorized prescription or non-prescription medication, or any narcotic drug, hallucinogenic drug, steroid, growth hormone, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant, or look-alike substance of any kind. Cadets possessing contraband will be subject to police arrest.
- Any cadet found in violation of this rule will be subject to an expulsion hearing.

RULE 20: DAMAGE, DESTRUCTION, OR THEFT OF SCHOOL OR PRIVATE PROPERTY

Graffiti, serious damage, defacement, or theft of school property that interferes with the educational or safety rights of others will be treated as an aggravated offense. Writing graffiti on school property will result in disciplinary action, and may result in expulsion and/or criminal charges. Parent(s) or guardian(s) are responsible for all costs of damage to school property.

RULE 21: UNAUTHORIZED ACCESS TO COMPUTERS

Any student who electronically changes grades or who gains unauthorized access to school computers and records is subject to an immediate expulsion hearing.

INTERVENTIONS/SANCTIONS – LEVEL II

A cadet who commits a LEVEL II offense will be subject to a disciplinary review, and possibly an expulsion hearing. The Maritime Code of Conduct also applies to cadets involved in school-sponsored activities and before or after school events. Students with identified disabilities will be disciplined in accordance with their Individualized Education Program. For these students, all appropriate procedures under state and federal law will be observed.

DETENTION

MACHS cadets may be required to attend after-school detentions and/or a parent/guardian mandatory conference. **Parents will be notified at least one day in advance to be informed of the detention and to make appropriate transportation arrangements.** There will be no transportation provided for after-school or Saturday detentions. The detention will take place in a designated Detention Room after school for one hour (2:45 p.m. – 3:45 p.m.). Detention slips are the official notice that a cadet's behavior has been less than satisfactory in a particular area.

In order to receive credit for detention, cadets must arrive to detention on time and in an orderly manner with the notice signed by a parent/guardian. Failure to comply with detention rules will result in further disciplinary action, which may include additional detentions, a scheduled conference with your parent/guardian, principal, and/or designee, and/or suspension of privileges.

LOSS OF PRIVILEGES

Maritime Academy offers many clubs, sports, events and activities to students. Student participation is considered a privilege and will be treated as such. Students may have their privileges revoked at the discretion of the administration. MACHS reserves the right to place a student on loss of privileges list for behavioral reasons. Privileges can include participation in dances, extra-curricular activities, school trips and dress down events.

- . A student will lose their privileges for the following reasons:
 - Any level II offense
 - Violations of the academic policy
 - Violations of the attendance policy
 - Multiple discipline referrals
 - Multiple infractions

- When a cadet loses their privileges, they will be placed on a list that is available to all staff members who monitor student activities. Students on this list may not participate in ANY MACHS sponsored activity or event regardless of when they are placed on the loss of privileges list.

- Cadets will remain on that list UNTIL NOTIFIED OTHERWISE. The status of all cadets will be reviewed on a weekly basis.

PROBATION

- Cadet may not attend any extra-curricular school functions (e.g. sports, dances) and may not participate as player or member of any sport, cheer or club/teams for a period of a month or more from the date of probation letter.
- Cadet will not participate in dress down days.
- Students on probation will be reviewed monthly.

DRESS CODE

Cadets are REQUIRED to wear the designated school uniform. Those who do not comply with this policy will be subject to immediate disciplinary action. *This action may include calling a parent/guardian to deliver the proper uniform, providing the proper school-approved uniform items at the parents' expense, or sending the cadet home to change. A parent or guardian will be contacted before this action is taken.*

Cadet attire should demonstrate respect for self and others and an atmosphere of learning. Administration reserves the right to determine what is appropriate and in good taste. MACHS' Codes of Conduct clarify consequences that may be imposed by administration if students repeatedly choose to not follow the uniform and/or dress down day policies.

The cadet uniform consists of:

- A logo shirt (long or short-sleeved) in grade specific colors. Grades 9-11 wear blue. Grade 12 wears red. Cadets who may be taking 12th grade-level classes, but who do not possess the necessary credits to be considered a senior, will not be permitted to wear the red uniform shirt.
- Shirts worn under the uniform shirt must be solid white, or must be the color of the uniform shirt itself, and must also be the style of the uniform shirt. For example, long-sleeved undershirts may not be worn underneath short-sleeved uniform shirts, unless the sweatshirt is over them both. **SHIRTS MUST BE TUCKED INTO PANTS.**
- **Solid black khaki slacks with single or double stitching along the sides. (NO zippered pockets, zippered pants bottoms, elastic bottom pants, denim, stretch pants, frayed pants bottoms, pants with holes, strings hanging from the pants, and/or writing on the pants.)**
 - **Pants: NO SKINNY JEANS, BAGGY PANTS OR TIGHT FITTED PANTS may be worn by males or females, only black khaki pants with black belt. A maximum of four pockets (two in front, two in back) are permitted.**
 - **Pants MUST be worn at the waistline and must end below the ankle.**
- Socks must be solid black or solid white.
- Solid black belt (NO spikes, holes, studs, etc. around the belt.)
- Black shoes or black sneakers (NO slippers, moccasins, flip-flops, sandals, slides, spiked and platform shoes, boots/Uggs, etc.). Snow boots must be placed in locker upon arrival and black shoes will be worn for the rest of the day.

- **Spirit wear which consist of MACHS T-shirts and sweatshirts will only be worn on Thursdays throughout the school year. The black Maritime hoodie, which may be purchased from the school store, may be worn throughout the week. Members of a sports team are allowed to wear the shirt, jersey or jacket representing their sport on the days of games.** Only spirit wear (hoodies and T-shirts) purchased from the MACHS store are acceptable to wear on Spirit Thursdays.
- Cadets must remain in full school uniform from the time they enter the school building until departure.
- Cadets remaining after school for tutoring or academic support must remain in full school uniform until departure.
- **Boys and girls may wear LANDS END SHORTS ONLY from May 15 until October 1.**
- Options for sweaters/sweatshirts:
 - Solid black, long-sleeved, collarless sweaters
 - Solid black blue sweatshirts with a full-length zipper (no hooded or pullover sweatshirts, unless it is the official Maritime sweatshirt purchased from the school store)
 - No brand name logos on the sweatshirt or sweater
 - The MACHS sweatshirt or T-shirt (may wear on Thursday only), which may be purchased in our school store.
- ***Sweaters and sweatshirts must fit appropriately.***
- Solid black sweatpants may ONLY be worn for physical education and/or Maritime-related physical education activities, such as swimming.
- Female cadets may choose to wear skorts that must be no more than 2” (two inches) above the knee. Female cadets who wear skorts must also wear black knee highs with black shoes.

Cadets may **NOT** wear the following:

- Pants, shorts, or jeans may not be worn under uniform pants. Pants must be worn above the hips and secured by a black belt.
- Embroidery or brand logos are not acceptable on uniform pants.
- Hats in class or hallways. During the winter season, hats must be removed before entering the building.
- Sunglasses.
- Head coverings (unless religious).
- Open-toed, open-backed footwear and platform shoes are unacceptable.
- Slippers, sandals and slide-ons are unacceptable.
- Headbands **MUST** be solid black or solid white and less than 2” in width.
- Black scrunchies, bobby pins, rubber bands are the only approved hair apparel.
- No spike jewelry, belts, or chains. Rubber bracelets or any arm bands are not permitted; only watches, medical bracelets, identification bracelets, and medical alert bracelets are permitted.
- **No extreme makeup.**
- Hair: Cadets’ hair must be neat and clean. It should be conservative and present a neat appearance. Two toned hair colors, unnatural hair colors such as orange, pink, purple, green, or bright red is unacceptable.
- **No extreme hairstyles or haircuts.**

- Female cadets may wear earrings in the lower lobe of ear (one per ear), no larger or longer than the diameter of a quarter. Male cadets may wear one stud, no larger than the diameter of a #2 pencil eraser (2-3 millimeters). Earrings may not have bars. Spike earrings are prohibited.
- No visual piercings are acceptable other than the approved earrings. This includes nose piercings, eyebrow piercings, tongue piercings, lip piercings, etc.
- Tattoos: Maritime Academy Charter High School works to prepare its cadets with the skills and behavior that will give our students every opportunity to succeed at school and beyond. We, therefore, require conservative conduct and appearance. MACHS cadets MUST wear the prescribed school uniform and must make an effort to cover any of their tattoos.
- All coats and outer clothing are not to be worn during the school day. Upon arrival to school these items must be placed in the cadet's locker.

MACHS DRESS DOWN DAY GUIDELINES

Shorts and skorts must be within two inches of knees in length. No sheer or see-through clothing or clothing with holes is permitted. Clothing with inappropriate language, gestures or pictures is not permitted. Rules for shoes, headwear, and accessories, such as facial piercings and earrings will remain the same as the handbook guidelines. No pajamas or nightgowns are permitted. Dress Down Day wear should not interfere with the educational environment process.

Dress Down Day is a fun privilege and are school fundraisers. Cadets who choose not to participate are required to wear their school uniform. Cadets must pay to dress down during advisory or at arrival. Cadets who do not pay will be considered out of uniform (sanctions for uniform violations will apply). For any additional violations the cadet will not be allowed to participate in future dress down days.

All MACHS cadets are REQUIRED to wear the designated school uniform. Those who do not conform to this policy and are dressed inappropriately are subject to immediate administrative action. This action may include calling a parent/guardian to deliver the proper uniform, providing the proper school approved uniform items at the parent's expense, or sending the cadet home to change. Any charges incurred must be paid by the end of the marking period, or the cadet will not be issued a report card. A parent or guardian will be contacted before this action is taken.

If a cadet does not wear the designated school uniform and a parent cannot be reached, he or she may not be able to participate in classroom and school activities.

The Principal and Assistant Principal reserve the right to determine acceptable dress code standards.

DUE PROCESS PROCEEDINGS

Under the guidelines established by the Supreme Court of the United States, varying levels of due process must be afforded to each cadet facing disciplinary action. The more serious the proposed action, the more extensive the due process, ranging from the minimal standards for suspension to the extensive standards of expulsion. The following is a summary of the due process proceedings of MACHS:

- The Chief Executive Officer, Principal, or Assistant Principal must meet with you to explain the reason for the suspension and to give you an opportunity to refute the charges. Violent or incorrigible behavior or assault may result in police arrest.
- Written notice of the suspension will be given to you to take home to your parent on the day the action is taken. The letter shall spell out the reason for the suspension, the reinstatement date, and the date, time, and place for a conference with your parent. MACHS will also attempt to call home to inform your parent of the misbehavior.
- When the suspension exceeds three (3) days, MACHS will hold an informal hearing by the third day, with written notice to your parents notifying them of the time, date, and place of the informal hearing.
- At the hearing, your parents may question the staff witness and may produce witnesses on your behalf.
- The cadet will be allowed to return to school on the reinstatement date as long as the parent conference has taken place.
- Upon returning to school, the cadet is responsible for and will be given the opportunity to make up missed assignments and tests.

All violations are recorded and retained in the school's discipline database. Repeat offenses may lead to dismissal from MACHS.

EMERGENCY CLOSING OF SCHOOL **Our KYW News Radio school closing number is "607"**

Closing of school prior to the opening of school:

When the School District of Philadelphia closes all schools, MACHS will also be closed. Listen to KYW or watch any local TV news station for our school closing number or other closing information.

Closing of school during the school day:

If severe weather conditions arise after the school day has started, every effort will be made to have information of an early closing broadcast on KYW. Parents will be notified via an automated calling system. Current telephone numbers must be up-to-date at all times.

EXTRA HELP DURING TEACHERS' OFFICE HOURS

Teachers will inform you of the time they will be available for student conferences and to provide extra help. Cadets may also get extra help in:

- After school homework computer lab (with the supervision of an adult);
- After school tutoring;
- Lunchtime tutoring;
- Saturday school

FAILURE WARNINGS and PROGRESS REPORTS

- Interim reports are issued at the mid-point of each marking period:
- An ongoing record of each cadet's progress is available for view on PowerSchool.
- At the end of each marking period, report cards will be distributed during parent-teacher conferences or will be mailed to parents.
- Parents of cadets who have failed a course(s) will be notified regarding the need for summer school.

FOOD AND BEVERAGES IN THE CLASSROOMS

Eating and drinking in classrooms is prohibited, except for clear, plastic bottles of water. Special events may include activities where food and drinks may be permitted. However, the school principal must approve all special activities involving eating or drinking in the classroom. Cadets are not permitted to chew gum in school.

FIELD TRIPS

Maritime Academy Charter High School offers a variety of instructional field trips, especially those that focus on maritime and ecological themes. Written parent consent forms are required for all trips. Payments for trips must be submitted by the deadline stated. Cadets with extensive disciplinary records may be prohibited from attending field trips. All chaperones must have state and federal clearances.

DANCES

- No one over 20 years old admitted
- Students must attend school the day of the dance if they want to attend the dance
- You may not reenter the building after you leave.
- Non MACHS students must receive a letter from their school administrator indicating the student is in good standing and present the letter to the assistant principal, one week before the dance.
- Non-MACHS students attending the prom must be approved by the Principal and CEO and must show ID.
- All former students of MACHS attending the prom must be approved by the Principal and CEO.

EMERGENCY DRILLS

Emergency drill procedures found in the Crisis Response Plan will be reviewed with cadets during various times throughout the school year. Cadets will be informed of the proper procedures as found in our Crisis Response Plan.

FIRE DRILLS

Fire drills will be held throughout the school year. When the fire alarm sounds, cadets must proceed out of the building via the designated exit. The teachers and administrators will direct cadets to their assigned location. Cadets must move silently and in orderly fashion during fire drills. **Cadets who jeopardize the safety of the school by pulling the fire alarm unnecessarily may be arrested.**

HALL PASS POLICY

Cadets are **NOT** permitted to be in the hallways without a hall pass issued by the teacher. You must also obtain a hall pass to go to the nurse.

HOMEWORK POLICY

Each teacher at MACHS reinforces classroom instruction by assigning daily homework. Homework must be completed and submitted on the due date. Staff is available to assist you with homework assignments if needed.

If you are absent for more than three (3) days due to illness, your parent should contact the teachers and request homework. At times, parents may be asked to sign your homework.

CRITERIA OF GRADES DISTRIBUTION

Teachers at MACHS determine grades using the following criteria:

A	=	100 – 94
A-	=	93 – 90
B+	=	89 – 87
B	=	86 – 83
B-	=	82 – 80
C+	=	79 – 77
C	=	76 – 73
C-	=	72 – 70
D+	=	69 – 67
D	=	66 – 65
NP (Not Passing)	=	64 and below
NG	=	No Grade

HONOR ROLL/PERFECT ATTENDANCE RECOGNITION

Cadets will be recognized for perfect attendance which includes punctuality. Perfect attendance includes no latenesses or absences. Cadets may achieve honors and earn certificates of achievement in each subject area.

Strive to be the best, and you can earn distinction!

All cadets should strive for Honor Roll status as noted below:

All As	1 st Honors
As & Bs	2 nd Honors

MID-YEAR AND FINAL EXAMINATIONS

Mid-year examinations are taken in January. Finals occur in June of each year. Examination schedules are distributed to parents prior to the testing dates. The following guidelines apply for these examinations:

- Absence from any exam due to illness must be verified by a doctor's note.
- Make-up exams will be given after the absence is verified.
- Any cadet found cheating on an exam will receive a grade of zero. That zero grade will be averaged into your course grade.
- Cadets who do not take the final exam will receive an INCOMPLETE for the course.

PARENT-TEACHER REPORT CARD CONFERENCES

In addition to "Back-to-School Night" in September, Parent-Teacher progress report conferences are scheduled in November, January and April. Dates of the parent conferences will be published on MACHS' website.

PROMOTION AND RETENTION POLICY

All high school cadets must earn a specific number of course credits each year to be promoted to the next grade. Additionally, cadets are required to complete 20 hours of community services each year in grades 9 to 12. **They must also pass all required classes during the school year or complete an approved Summer School Program for all subjects not passed during the school year.**

Cadets in Grade 11, who have not earned the credits needed to be classified as a senior, will not be permitted to wear the MACHS "senior" red uniform shirt. In order for a cadet to receive a MACHS high school diploma at the end of Grade 12, he/she must have earned a minimum of 24 course credits by June of their graduating year. The schedule for accumulation of course credits for each grade level is listed below:

- Promotion from 9th to 10th grade – 6 credits
- Promotion from 10th to 11th grade – 12 credits
- Promotion from 11th to 12th grade – 18 credits

A cadet will successfully complete Grade 12 if he/she earns a minimum of 24 credits that include:

- 4 English Credits
- 3 Math Credits
- 4 Science Credits
- 3 Social Studies Credits
- 1 Maritime Credit
- 1 Physical Education Credit
- .5 Health Credit
- 2 Foreign Language Credits
- 2 Humanities credits
- 3 Elective Credits

Score Proficient or higher on the Algebra I and English Literature Keystone Exams, or complete an equivalent project. Beginning with the class of 2019, students must score Proficient on the Algebra I, Biology, and English Literature Keystone Exams in order to receive a diploma in Pennsylvania.

Successfully complete a Senior Service Learning Project.

TESTING PROGRAM

High school students will be required to complete and pass a series of Keystone Exams prior to graduation. The tests measure achievement in reading, mathematics, science, and writing. Results of the tests are distributed to parents and a copy is placed in your school file. All cadets are expected to seek **PROFICIENT** (grade level) or **ADVANCED** performance. **Any cadet who receives a grade of BASIC or BELOW BASIC is required to attend mandatory tutoring. Starting with the Class of 2019, All students in Pennsylvania will be required to score Proficient or higher on the Algebra I, English Literature, and Biology Keystone Exams.**

HEALTH ROOM GUIDELINES

Cadets who become ill or injured during the school day can report to the nurse with a note from the teacher. The school nurse will contact parent(s)/guardian(s) in the event that the illness or injury requires the cadet to leave the school. The authorized parent/guardian must provide proper identification in order for the cadet to be released from the school's premises.

Cadets should not come to school when ill or recovering from an injury. In emergency situations that require transportation to the nearest hospital, the parent will be notified and the cadet will be transported to the nearest hospital accompanied by a staff member. The staff member will remain at the hospital until your parent/guardian arrives.

Only the school nurse or an administrator will contact a parent if the cadet is too ill to remain in school.

Long-term illnesses are to be reported to the principal. The procedures for home-bound instruction or other arrangements may be available at the recommendation of a physician or school administrator during the long-term illness.

An excuse note is required when the student returns to school even when the school nurse sends a student home due to illness or an injury.

IMMUNIZATION OF CADETS

All cadets at MACHS must be completely immunized, or risk being excluded from school. This is a requirement of the Pennsylvania Department of Health, the Philadelphia County Board of Health. The purpose of requiring immunization is to protect MACHS cadets from preventable, communicable diseases and their medical and educational complications.

The school nurse reviews your medical records for compliance. Cadets who lack certain immunizations will be excluded from school until proof of required immunization is submitted to the school. **This is a state mandate.**

PRESCRIPTION AND NON-PRESCRIPTION MEDICATION

Cadets requiring prescription medication during school hours must obtain the “Request for Administration of Medication” form from the school nurse. The form is to be completed and signed by your doctor and parent and returned to the school nurse BEFORE the nurse can administer the medication. In the absence of the nurse, medication is monitored by the school assistant principal.

Parents should notify the school nurse of any medication that a cadet takes daily. Many medications have side effects and school staff should be informed. A cadet who uses an inhaler must give it to the nurse at the beginning of the school day. An inhaler may be dropped off in the morning to the nurse and picked up at dismissal time. The school recommends that your parent requests two inhalers (one for school and one for home).

Non-prescription medication may not be sent to school with your cadets unless accompanied by a note from the parent/guardian identifying the medication, the reason for its use, the proper dosage and the time for it to be taken. **Under no circumstances should cadets carry more medication than the prescribed dosage for the time they are in school for a single day.** Medications that must be administered over an extended period are to be given to the school nurse or assistant principal of students for dispensing. **CADETS ARE NOT TO SHARE THEIR MEDICATION WITH OTHER CADETS. THIS INCLUDES INHALERS.**

ID CARDS/ACCESS CARDS

All Cadets will be issued pictured identification cards. If the card is lost, there is a replacement cost of \$5.00.

LOCKDOWN

Under extenuating conditions, the administration may announce a lockdown procedure through special announcement. A room-to-room visit or public address over the loud speaker of “**LOCKDOWN**” signifies a lockdown procedure. Cadets must follow the instructions given by the teacher/adult.

LOCKERS

Lockers are the property of MACHS. The administration of MACHS reserves the right to enter lockers at any time without the permission of the cadet who is assigned to the locker. Cadets are not to share lockers or locker combinations. Cadets will be held accountable for all items in their lockers whether they belong to the cadet or anyone else.

LOST AND FOUND

Cadets who have lost glasses, clothing, book bags, and textbooks should report to the school assistant principal and try to retrieve the items. Cadets who find items should take them to the school assistant principal.

SECURITY PROGRAM

For the protection of MACHS cadets and employees, metal detectors are sometimes used to scan all high school cadets. When this occurs, bags and pockets may be checked. If a credible complaint is received indicating that a cadet is in possession of contraband, the administration reserves the right to search the cadet.

In addition, if during the scanning procedures, any contraband, illegal drugs, cigarettes, lighters, or laser pens are discovered in your possession, the item(s) will be confiscated and not returned. If appropriate, a cadet may be subject to disciplinary action which may result in an expulsion hearing.

In the state of Pennsylvania, a cadet found to be in possession of a weapon must be expelled from school for at least one year. Weapons are defined as, but not limited to: any knife, box cutter, cutting tool, firearm, starter pistol, explosive device, or any tool or instrument capable of causing serious bodily harm.

SMOKING

By law, MACHS is a non-smoking facility. Smoking is not permitted within the school building or on the facility grounds. Cadets who are found to have cigarettes, lighters, or matches will have them confiscated. Cadets found smoking will face disciplinary action.

Additionally, the Commonwealth of Pennsylvania, under the provisions of ACT 168, states that anyone violating the provisions of the law by using tobacco in or on school property is subject to pay a fine of not more than \$300 plus the costs of prosecution for each violation.

DRUG AND ALCOHOL POLICY

Any student possessing drugs or alcohol on school grounds or during school activities will be subject to a five day suspension with the intent to expel, and will be referred to law enforcement.

Students are responsible for all work missed during suspension.

If a student is suspected of being under the influence of drugs or alcohol he or she will be escorted to the nurse's office or Assistant Principal's office. A decision will be made by the school official regarding the student's ability to participate in school. If a student is sent home for suspected alcohol or drug use he or she may not return to school until they receive a note from a physician declaring him or her fit to participate in school activities.

CADET GUIDANCE

A cadet may request a conference with Student Services for confidential advice or academic guidance. Cadets as well as parents/guardian are welcome to make an appointment to see Student Services personnel. Please contact the school office for an appointment.

SUSPENSION AND EXPULSION PROCEDURES FOR MACHS

In accordance with Pennsylvania State Department of Education Code 12.6 “Exclusions from School,” the MACHS Board of Trustees states the following:

- **Exclusion from school may take the form of suspension or expulsion.**
- **Suspension** is exclusion from school for a period of one to ten consecutive school days.
 - Suspensions are given by the principal, director of school operations or assistant principal
 - Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened.
 - The parent is notified immediately in writing and via a phone call when a cadet is suspended.
 - Cadets have the responsibility to make up exams and work missed while on suspension and shall be permitted to complete these assignments within guidelines established by the Board of Trustees.
 - Depending on the circumstances surrounding the suspension the cadet must be escorted out of the building immediately.
- **Expulsion** is exclusion from school by the Board of Trustees for a period exceeding ten (10) school days and may be permanent expulsion from the school rolls. All expulsions require a prior formal hearing.
 - If it is determined after an informal hearing that the cadet’s presence in the normal class roster would constitute a threat to the health, safety, morals or welfare of others and, if it’s not possible to hold a formal hearing within the period of suspension, the cadet will be excluded from school for no more than ten school days. If the formal hearing is unreasonably delayed the cadet will be provided with alternative education which may include home study.
- Cadets who are less than seventeen (17) years of age are still subject to the compulsory school attendance law even though expelled, and parents are responsible for acquiring the required education. Parents may fulfill this responsibility through placement in another school or through tutoring or correspondence study.

Before a student can be expelled, the student is entitled to a **formal hearing**. The student is entitled to an advanced notice of the hearing, and can request that the names of the witnesses against the student and copies of any statements made by those witnesses be provided to the student before the hearing.

At the hearing, the student has the right to bring an attorney, question the witnesses against him or her, and present evidence on the student's behalf. Although the hearing may be held before a hearing officer or a representative of the charter school board, the entire school board must vote on the expulsion. The **CEO of the charter school** can recommend that the child not be expelled on an individual basis.

**REINSTATEMENT OF A STUDENT AFTER SUSPENSION MUST BE MADE BY A
PARENT OR LEGAL GUARDIAN**

SPECIAL EDUCATION

Maritime cadets with an Individualized Education Plan (IEP) are rostered in accordance with specific needs within the Least Restricted Environment. New cadets must submit all documentation for the IEP to ensure appropriate placement.

TEXTBOOK POLICY

PURPOSE – MACHS insist that cadets show respect and take responsibility for school property. This includes the proper care of textbooks, supplies or equipment provided for their educational use. Cadets and/or parents will be assessed penalties for lost or damaged textbooks. One or more of the following penalties may apply:

- Cadets will be charged for replacement of lost or severely damaged textbook(s).
- Cadets will not be issued a report card unless the issue is resolved.

Cadets will complete a textbook slip for every book issued. The textbooks will be numbered and entered into a database for identification.

TRANSPASSES

SEPTA provides complimentary transpasses to cadets in grades 9 through 12 who reside more than 1½ miles from school and reside in the city. If a cadet loses a transpass, he/she must purchase a replacement or tokens. Transpasses are for use by the student to whom they are issued. Transpasses are not transferable.

DRIVING PRIVILEGES

Cadets are not permitted to drive on or park on school premises without permission from school administration. Any student(s) driving on school grounds must possess a valid driver's license, registration card and proof of insurance.

SKATEBOARDING

The use of skateboards is not permitted on the school property.

VISITORS

All visitors must enter through the Tilton Street entrance of the building and report to the main office to sign in and obtain a visitor's pass and sign out when leaving the facility. ***Anyone found in the building without a visitor's pass is considered trespassing and subject to arrest.***

SCHOOL/CLASSROOM OBSERVATION

Upon receipt of written request, all parents are welcome to observe their child's classroom. However, they must supply the Principal with all the necessary information three days prior to desired observation date(s) which includes all of the information on the MACS School/Classroom Observation Request Form.

VOICE MAIL

Voice mail messages may be left for all staff twenty-four (24) hours a day, seven (7) days a week by calling 215-427-3090.

WITHDRAWAL

Any cadet requesting withdrawal from Maritime Academy must meet with the principal. The main office personnel must be informed of the date you are leaving and the school to which you are transferring. A release of information form must be signed by your parent or legal guardian prior to the release of any school records.

MANDATORY STUDY HALL/DETENTION

Occasionally, cadets need an extra push to make sure they successfully complete their classwork, homework, projects, etc. Students may be assigned to Mandatory Study Hall by a teacher to complete this work. Mandatory Study Hall is held on Tuesdays, Wednesdays, and Thursdays after school from 2:45 PM – 3:45 PM (students must stay the hour). Mandatory Study Hall rosters are posted in the main office. It is the cadet's responsibility to follow up to ensure they attend. Failure to attend will result in Saturday School in order to complete the work. Mandatory detentions for violations of rules are also held on Tuesdays, Wednesdays and Thursdays.

SATURDAY SCHOOL

A student may be rostered for Saturday School due to excessive unexcused absences (6), unexcused tardies (6), failure to attend Mandatory Study Hall, or other reasons deemed necessary by the Principal or Assistant Principal. Saturday School is held at the High School every Saturday from 9:00 AM – 12:00 PM, except on holiday weekends. Parents will be notified by mail if a student must serve a Saturday School session. Students do not have to be in school uniform, but they must be on time and have school work with them to complete. If a student fails to attend, he or she must bring a parent or guardian to school on Monday morning to discuss appropriate interventions to help their child succeed.

The faculty and staff of MACHS wish you a great school year. Our hope is that you do your best academically and develop excellent character. Remember The Six Pillars of character:

*Trustworthiness
Respect
Responsibility
Fairness
Caring
Citizenship*

**MARITIME ACADEMY CHARTER HIGH SCHOOL RESERVES THE RIGHT TO
AMEND THE CADET HANDBOOK.**

PARENTS WILL BE NOTIFIED WHEN CHANGES OCCUR.

Maritime Academy Charter High School does not discriminate regardless of race, sexual orientation, religion, ethnicity, or handicapped conditions.



Maritime Academy Charter School

2700 E. Huntingdon Street
Philadelphia, PA 19125

School / Classroom Observation Request Form

Please return this form to the principal three days prior to the requested date of the proposed visit.

Parent Name: _____

Student Name: _____

Grade: _____ Date of Birth: _____

Date of Request: _____ Teacher to be Observed: _____

Requested time(s) and date(s) for observation:

Purpose of Observation:

Please describe the purpose of the observation. Include any information that will help us understand the purpose of your visit and assist in the scheduling process.

Parent Signature: _____ Date: _____

Administrator Signature: _____ Date: _____

Please Note:

The observer must comply with the school's procedures for classroom observations. MACHS reserves the right to terminate a visit in the event of an emergency of unforeseen circumstance. Observers who do not comply with the school's procedures for classroom observations may be asked to leave and may lose the opportunity for any future observational opportunities.



Maritime Academy Charter School

2700 E. Huntingdon St. Philadelphia, PA 19125

Phone: 215-427-3090 Fax: 215-427-3176

Community Service Hours Tracking Form

Community Service is defined as volunteer activities that have a significant impact in meeting the needs of communities and that allow people to help others by sharing their time and talents. Leadership and decision-making are some skills practiced in performing community service along with increasing self-esteem, and networking for future career contacts.

Please take this form with you, obtain the signature after each project is finished, and keep track of your hours. Starting with the 2018-2019 school year every cadet is required to complete 20 hours of community service each year (Grades 9-12).

Cadet's Name: _____ Total Hours Served _____

Date	Hours	Place of Service Activity	Activity	Supervisor's Signature



MARITIME ACADEMY CHARTER SCHOOL

Acknowledgement Form

I, _____ have read, understand and will comply
(Student Name)
with the rules and regulations set forth in the MACHS Cadet Handbook for the 2018-2019
School Year.

Name of Cadet: _____ Grade: _____
(Please print)

Name of Parent/Guardian: _____
(Please print)

Address of Parent/Guardian: _____
(Please print)

Contact Information:

Home Phone Number: _____

Cell Phone Number(s): _____

Email address: _____

Signature of Parent/Guardian: _____ Date: _____

SCHOOL PLEDGE

I pledge to be faithful to my studies and courteous and respectful to school staff, my classmates, and the school community. I shall earnestly endeavor to be a good citizen of Maritime Academy Charter High School, to observe its rules and do my share toward serving my school and community to the best of my ability.

CADET'S SIGNATURE: _____ **DATE:** _____

PARENT/GUARDIAN SIGNATURE: _____ **DATE:** _____