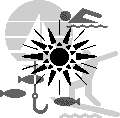
**2700 E. Huntingdon Street, Philadelphia, PA 19125**

**215-427-3090**

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# 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.***

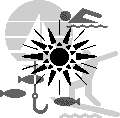
***We are pleased to count you among Philadelphia’s finest cadets and provide this booklet of information to answer most of your questions about our school’s policies and procedures. You may call on your teachers, school administrators, and other school support staff to help you with other questions 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,***

***Mr. Edward J. Poznek Chief Executive Officer/Principal***

***September 2013***

***“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:

* ***Work hard to learn.***
* ***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.

If you can be true to the commitments/promises noted above, you will love your school and have a great time; ***your learning opens the doors of opportunity for a bright future***!

*Mr. Edward Poznek*

*Principal*

Ms. Gooden - Student Services Coordinator

Mr. Lytz - Director of Instruction & Assessment

Ms. Orosz – High School Director of Operations

Mr. Washington - High School Dean

Mr. Saunders - Middle School Director of Operations

Mr. Walsh – Middle School Dean

Ms. Vaisberg - Special Education Director

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**ACADEMICS**

MACHS enrolls cadets in grades 4-12. In grades 4-8, the emphasis is on developing foundation 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. 4

Any student participating in a school sport program must follow PIAA rules and academic guidelines. A copy of the “PIAA 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 once you’ve entered.**

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**ATTENDANCE POLICY**

Regular attendance and punctuality are vital for school success.

**EXCUSED AND UNEXCUSED ABSENCES**

Excused Absences include circumstances such as illness or injury, teen parent leave (delivery only), death/funeral-related absence, education-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.

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.

* An unexcused absence will result in a phone conference with the Dean of Students and a parent /guardian.
* Every unexcused absence thereafter will require attendance at Saturday school in order to make up the instructional time missed.
* Three unexcused absences will result in a parent conference with the Principal.

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 Extra-Curricular Activity**

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

**Excessive Absences**

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

If you are absent 25% or more of a quarter, you will be required to take and pass a “Mastery Level” examination and score 75% or higher on the quarterly exam to receive a passing grade for the quarter, regardless of your current grade point average.

Any cadet absent twenty (20) days 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, move-up ceremony, and Maritime Day. If you are in Grades 8 and 12, you will not be able to participate in 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 rolls of Maritime Academy and be required to reapply for admission.

**PUNCTUALITY**

Advisory begins at 8:45 am and school ends at 3:45 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 assignment to attend Saturday School. Failure to attend Saturday detention is a Level I offense and a mandatory parent conference is a requirement upon your return to school. Continued failure to attend Saturday School constitutes a Level II offense.

**EARLY DISMISSAL POLICY**

All health and other personal appointments should be scheduled outside of school hours. Requests for early dismissal must be submitted by parent(s)/guardian(s) twenty-four (24) hours in advance. The written notice MUST include the following:

* Date and time of early dismissal
* Valid reason for dismissal
* Signature of parent or legal guardian
* A phone number where the parent(s)/guardian(s) can be reached for verification (if necessary)
* If you will be picked-up by someone other than your parent, then the individual’s name must appear on the early dismissal request and the individual must show identification.
* High school cadets will be dismissed upon verification of the written request for early dismissal.
* Middle school cadets will only be dismissed to a parent/guardian or authorized adult who must sign out the cadet.

**EXTRA-CURRICULAR ACTIVITIES**

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

All Cadets must have a 70% or “C” average/2.0 Grade Point Average (GPA) to participate in extracurricular activities. Probation may be granted by the Principal based on improvement of your academic progress.

**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:

1. The right to inspect and review the contents of education records.
2. The right to obtain one copy of the education records at no charge and additional copies, if requested, at a charge.
3. The right to receive an explanation and interpretation of the educational records from school personnel.
4. The right to a hearing to challenge the contents of the education records.
5. 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 complementary learning experience and to foster the sense of community in school. Exemplary conduct from our student body is expected. During community meetings, 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.
* Give the program your full attention.

**RESTROOM POLICY**

Cadets are not permitted to use the restrooms during the first and last fifteen (15) minutes of class. 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 advisory teacher and certified by your physician.

**BULLYING**

Bullying or cyber-bullying is prohibited in any form. This includes text messaging, instagram, digital messaging, MySpace, YouTube, Twitter or Facebook postings. 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 and adult at school and at home
5. Bullying reports can be found in your classroom, main office, nurse’s office, Deans Office and Student Services Office.

**CAFETERIA PROCEDURES**

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

* Respect all cafeteria staff.
* Get in line without pushing and running.
* Clean up after you are finished eating.
* Don’t take food out of the lunch room with you. Finish food and drinks before you exit the lunchroom.
* Avoid shouting across the room. Keep your voice down and speak in conversational tones.

You are forbidden to cut class and remain in the cafeteria for an additional lunch period.

**CELL PHONES**

Cell phone use is prohibited during school hours. See CODE OF CONDUCT, RULE #8.

**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 him/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.
* Failure to attend Saturday School due to lateness.

**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, or 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 & PARAPHERNALIA**

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.

**RULE 7: ELECTRONIC DEVICE POLICY**

**Cell phones are NOT permitted to be used during school hours, including lunch**. All cell phones must be turned off and placed in a pocket or in a school bag (middle school) or lockers (high school). Cell phones left on (even on vibrate) will be confiscated and given to the Dean of Students, and only returned directly to a parent or guardian between the hours of 8:45 AM and 4:00 PM.

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 (215-535-4555). Contacting cadets during the school day through use of a cadet cell phone is prohibited. Cadets may not use the Maritime Academy name electronically, which 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 face 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 dean
* 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
* Temporary suspension of bus service for violations that occur on , or while waiting for the bus
* After-school detention/Saturday detention
* Assignment to Saturday school/detention
* Suspension for one (1) to five (5) days;
* Permanent or temporary assignment to another class or section
* Disciplinary probation for balance of the school year

**LEVEL II OFFENSES**

**RULE 9: FIGHTING**

* Willing participants shall be subjected to disciplinary action under a LEVEL II offense. Where 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.**
* Where 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 travelling to and from school, in school, or on the premises, constitutes a Level II offense, and you are subject to dismissal from the school bus.
* Fighting on a school bus results in an automatic suspension from the school bus. Additional disciplinary action may also be taken. No school tokens or SEPTA transpasses will be provided to those who are dismissed from the school bus.

**RULE 10: REPEATED SCHOOL VIOLATIONS**

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

**RULE 11: HARASSMENT/BULLYING**

* A cadet who harasses another cadet (including text messaging and cyber-bullying) in school or traveling to and from school, is subject to suspension (from school or the school bus) and/or a disciplinary review that can lead to an expulsion hearing.
* Cadets who recruit others to harass/bully are also subject to suspension from school and/or the school bus. A disciplinary review may be conducted that can lead to expulsion.

**RULE 12: 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.
* Cadets shall not force or attempt to force another member of the school community to engage in any sexual act.

**RULE 13: ASSAULT ON SCHOOL PERSONNEL**

* Any inappropriate physical contact or confrontation with a 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, suspension (from school or the school bus), 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 non-intentional is also considered assault and you will be subject to an arrest, suspension (from school or the school bus) and/or a disciplinary review, which may result in an expulsion hearing.

**RULE 14: 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 may include box cutters, kitchen knives, pen knives on key chains, and other common household items. Act 26 requires school officials to **notify the police** whenever they discover any weapon covered by the Act. This does not mean that the police must arrest the student.

**RULE 15: 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, 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 proceeding
* Verbal or physical threats to another cadet

**RULE 16: 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 suspension and/or a disciplinary review, which may result in an expulsion hearing. Unauthorized absence includes failure to attend the summer recovery program or Saturday school.

**RULE 17: 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 Department of Human Services (DHS), and/or a request for parent(s)/guardian(s) to accompany you before cadets are readmitted to school.

Detentions and/or Saturday school will be assigned to make up missed work due to absence or lateness.

Cadets picked up for truancy are subject to suspension and/or a disciplinary review which may result in an expulsion hearing.

**RULE 18: 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.

**RULE 19: 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 suspension, a disciplinary review, or an expulsion hearing.
* A cadet found lying to protect another cadet will be subject to suspension, a disciplinary review, or an expulsion hearing.

**RULE 20: 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 21: 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 may result in expulsion and/or criminal charges. Parent(s) or guardian(s) are responsible for all costs of damage to school property. This includes any school property, Arsenal Business Center property, property outside arsenal grounds. Cadets may receive a minimum of a one-day suspension for infractions.

**INTERVENTIONS/SANCTIONS – LEVEL II**

**A cadet who commits a LEVEL II offense will be subject to in-school suspension, a disciplinary review, or an expulsion hearing. The Maritime Code of Conduct also applies to cadets involved in school sponsored activities and before or after school events.**

**DETENTION**

MACHS cadets may be required to attend after-school detentions, Saturday detentions, and/or a parent/guardian mandatory conference. **Parents will be called 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.

In order to receive credit for detention, cadets must arrive to detention on time and in an orderly manner. 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.

1. A student will lose their privileges for the following reasons: (these numbers do not reset at any time during the year)

* Excessive detentions (4)
* Any level II offense
* 2 or more suspensions for the year
* At the discretion of the administration
* Violations of the academic policy
* Violations of the attendance policy
* Cell phone violation.
* Multiple discipline referrals
* Multiple infractions

2. When a student 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.

3. Students will remain on that list UNTIL NOTIFIED OTHERWISE.

The status of all students will be reviewed on a weekly basis.

4. During the review, any student on the list that has had their privileges revoked

who has not earned more than 2 detentions, has not been late to school more than 2

times, has not been suspended, and has not accumulated any unexcused absences during the

review period will receive a letter in advisory and have their privileges restored.

If they do not receive this notice, their privileges are still revoked.

5. A first cell phone violation will automatically place a student on the loss of privileges list immediately

upon the violation. Once a student is on the list, they may not attend any MACHS sponsored

event, regardless of when the event is and if a ticket has already been paid for.

**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 parent’s expense, or sending you home to change. A parent or guardian will be contacted before this action is taken.***

The Cadet uniform consists of:

* Logo shirt (long or short-sleeved) in grade specific colors. Grades 4, 5, 6, 7, and 8 wear white. 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.**School shirts must have the school logo. Plain, collared or polo shirts are not considered uniform.**
* 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.
* Solid black khaki slacks with single or double stitching along the sides. (NO zippered pockets, zippered pants bottoms, 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 worn by male or female, only black khaki pants with belt. A maximum of four pockets (2 in front; 2 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, studs, etc. around the belt.)
* Solid black shoes or plain black sneakers (NO slippers, boots/Uggs, etc.). **Brand logos or any other color on shoes is unacceptable.**
* **SCHOOL ID ON A MACHS LANDYARD MUST BE WORN AT ALL TIMES.**

**The replacement cost for the ID is $10.00.**

* Options for sweaters/sweat jackets:
  + Solid black, long-sleeved, collarless sweaters (NO sweatshirts)
  + Sweat jacket with a full-length zipper (no hooded, pullover sweatshirts).
  + The MACHS sweatshirt, 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 skooter skirts (with shorts attached) that must be no more than 2” (two inches) above the knee. Female cadets who wear skooter skirts 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.
* Shorts.
* Hats in class or hallways. During 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 or sandals are unacceptable.
* Headbands MUST be solid black or solid white.
* 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. Boys’ hair must clear the eyebrow and not extend past the collar. It should be conservative and present a neat appearance. Unnatural hair colors like pink, purple, green, or bright red is unacceptable. No extreme hairstyles. Two tone hairstyles are unacceptable.
* 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.
* 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 are REQUIRED to cover any of their body tattoos.
* No outerwear jackets, vests, or unauthorized apparel may be worn during school hours.

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 incurredmust be paid by the end of the marking period or you will not be issued a report card. **A parent or guardian will be contacted before this action is taken.**

If you do not wear the designated school uniform and a parent cannot be reached, you may not be able to participate in classroom and school activities. Consequently, you will complete your regular classwork in a classroom designated ISS (In School Suspension) for the day.

The Principal and Director of Operations 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, Director of Operations, or deans 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 the parent. MACHS will also attempt to call home to inform your parent of the misbehavior.
* When the suspension exceeds three (3) days, the 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:
  + **QUARTER 1 INTERIMS: mailed on or about October 4, 2013.**
  + **QUARTER 2 INTERIMS: mailed on or about December 16, 2013.**
  + **QUARTER 3 INTERIMS: mailed on or about March 4, 2014.**
  + **QUARTER 4 INTERIMS: mailed on or about May 15, 2014.**
* 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 mailed to your parents.
* Parents of cadets who have failed a course(s) will be notified regarding promotion/retention or the need for summer school.

**FOOD and BEVERAGES IN THE CLASSROOMS**

Eating and drinking in classrooms is prohibited. 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 to homeroom teachers by the deadline stated. Cadets with extensive disciplinary records may be prohibited from attending field trips. Students on the Loss of Privilege list will not be permitted to attend a field trip.

**DANCES**

* No one over 20 years old admitted
* Non MACHS students must show ID
* 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 dean say the student is in good standing

**EMERGENCY DRILLS**

Emergency drill procedures found in the Crisis 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 quietly and in orderly fashion during fire drills – NO TALKING ALLOWED!

**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. Students may not use elevators without authorization, and must be accompanied by an adult.

**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 lateness 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 A’s 1st Honors

A’s & B’s 2nd 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**

***HIGH SCHOOL***

All high school cadets must earn a specific number of course credits each year to be promoted to the next grade. **You 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 23.5 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 23.5 credits that include:

4 English Credits

4 Math Credits

4 Science Credits

3 Social Studies Credits

4 Maritime Credits

1 Physical Education Credit

2 Foreign Language Credits

1 Elective Credit

.5 Health Credit

Successfully complete a Multidisciplinary Project or 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.**

**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.

Long-term illnesses are to be reported to the principal. The procedures for home-bound instruction or other arrangements may be recommended 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, and the Board of MACHS. 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 dean.

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 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. The ID card is to be carried or worn at all times. If the card is lost, there is a replacement cost of $10.00.

**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 dean and try to retrieve the items. Cadets who find items should take them to the school dean.

**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, beepers, laser pens, or glass bottles are discovered in your possession, the item(s) will be confiscated and not returned. If appropriate, a cadet may be subject to suspension and/or a disciplinary review 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 and the Arsenal Business Center are non-smoking facilities. Smoking is not permitted within the building or on the facility grounds. Cadets who are found to have cigarettes, lighters, or matches will have them confiscated. Cadets found smoking will be suspended.

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.

Students are responsible for all work missed during suspension.

If a student is suspected of being under the influence of drugs or alcohol they will be escorted to the nurse’s office for a physical exam. A decision will be made by the nurse regarding the student’s ability to participate in school. If a student is sent home for suspected alcohol or drug use they may not return to school until they receive a note from a physician declaring him/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 main office for an appointment.

**SUSPENSION AND EXPULSION PROCEDURES FOR MACHS**

In accordance with Pennsylvania State Department of Education Code12.6 “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 Dean
  + 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 phone call when you are 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.
* **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 your 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, you will be excluded from school for no more than ten school days. If the formal hearing is unreasonably delayed, you 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 advance 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/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. If a student wishes to challenge an expulsion decision, an appeal must be filed in the local county court within **30 calendar days** of the decision. 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 may be required to perform a prescribed number of hours of school service.
* Cadets may lose privileges such as participation in extra-curricular activities or other special events.
* 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.**

**TOKEN SALES**

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 adult token/s. Cadets in grades 4 through 8 are provided school bus transportation within the guidelines set by the School District of Philadelphia.

**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. Students who are authorized to park on Arsenal property will only be allowed to park in a designated area.

**SKATEBOARDING**

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

**VISITORS**

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

**VOICE MAIL**

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

**WITHDRAWAL**

Any cadet requesting withdrawal from Maritime Academy must meet with the principal or Director of Operations. 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.

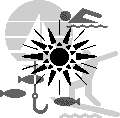
***The faculty and staff of MACHS wish you a great school year. Our hope is that you do your best academically and develop excellent character. Remember The Six Pillars of character: trustworthiness, respect, responsibility, fairness, caring and citizenship.***

**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.**

*An Asbestos Management Review Plan is available for review from the Office of the Principal during normal school hours.*

**MARITIME ACADEMY CHARTER SCHOOL**

**Acknowledgement Form**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have read, understand and will comply

(Please print your name)

with the rules and regulations set forth in the MACHS Cadet Handbook for the 2012-2013

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): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 School, to observe its rules and do my share toward serving my school and community to the best of my ability. And this I promise!***

***CADET’S SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***