

# Maritime Academy Charter School

2275 Bridge Street, Philadelphia, PA 19137  
215-535-4555



## *Elementary/Middle School Parent/Cadet Handbook*

### *Our Mission*

*Welcome to Maritime Academy Charter School! As a MACS 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.*

*At Maritime, 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, 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,*

*Chief Executive Officer*

***“SAILING FOR SUCCESS!”***



***Welcome to Maritime Academy Charter School!***

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

- ***Work hard to learn.***
- ***Be an example of courtesy and kindness to schoolmates and school staff.***

At MACS, 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 and 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. Peter Saunders  
School Principal

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## ACADEMICS

MACS enrolls cadets in grades 1-12. In grades 1-8, the emphasis is on developing foundational skills in the core subjects of Mathematics, English, Science, and Social Studies. In grades 9-12, there is 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. Saturday School is available and is free of charge.

Any high school 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 PERIOD

All cadets report to advisory at the beginning of the school day where attendance is recorded. During advisory there will be school announcements and the Pledge of Allegiance. **Cadets may not leave advisory without permission once they have entered.**

At dismissal, cadets are expected to board buses and/or leave the school building(s) in a safe and orderly manner.

## ATTENDANCE POLICY

Regular attendance and punctuality are vital for school success.

Parent(s)/guardian(s) must submit a note on the day a cadet returns to school to their advisory teacher. Students without a note will be referred to Student Services. 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 their teachers.

### **Absence on the Day of Extra-Curricular Activity**

Absence from school on the day of an extra-curricular activity will result in a cadet's ineligibility to participate in that day's event or activity. Three (3) or more unexcused absences during a report period may prohibit cadets from participation in athletic and extra-curricular school programs. This includes missing a Saturday detention and absence from mandatory tutoring.

### **Excessive Absences**

After three (3) unexcused absences, parents or guardians will receive notification of truancy in writing within ten (10) school days of the cadet's third unexcused absence.

If the cadet continues to incur additional unexcused absences after this notice has been issued, the school will hold a student attendance improvement conference to examine the reasons for the absences in an effort to improve attendance. Parents/guardians are invited and encouraged to attend this conference and will receive advance notice in writing and by telephone. Unexcused absence includes cutting class, failure to attend the summer recovery program, or any out of school time disciplinary function.

A cadet is habitually truant when they have incurred six (6) or more unexcused absences. Maritime's procedure for handling habitual truancy depends on whether the cadet is fifteen (15) years of age or older.

- If the cadet is under fifteen (15) years of age, six (6) or more unexcused absences will lead to referral to **either** (1) a school-based or community-based attendance improvement program or (2) the county Children and Youth Agency (CYA). Habitual truancy may also lead to a citation against the parent in a magisterial district court for cadets under fifteen (15).
- If the cadet is fifteen (15) years of age or older, six (6) or more unexcused absences will lead to **either** (1) referral to a school-based or community-based attendance improvement program or (2) a citation against the student or parent filed in magisterial district court. Habitual truancy may also lead to referral the county Children and Youth agency (CYA).

Absences over 20 days may result in a mandatory two-week summer school attendance recovery program. Absences over 30 days may result in a mandatory three (3) week summer attendance recovery program. Absences over 30 days may result in an incomplete grade for all classes until summer school is completed and summer work packets are completed.

If you are absent 25% or more of a quarter, you may 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 current grade point average.

### **PUNCTUALITY**

Advisory begins at **8:35 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. Each tardy will result in an infraction in the classroom binder. More than 20 occasions of tardiness may result in a 1 week attendance recovery program. More than 30 occasions of tardiness may result in a two week attendance recovery program. Saturday School may also be assigned for lateness.

### **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). 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 cadets are going to be picked-up by someone other than a parent, then the individual's name must appear on the early dismissal request and the individual must show identification.
- Elementarschool 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. MACS offers numerous activities including:

<i>Sports</i>	<i>Band/Chorus</i>	<i>Boating/Sailing/Rowing</i>
<i>Cadet Council</i>	<i>Chess</i>	<i>Music</i>
<i>Computers</i>	<i>Sea Cadets</i>	<i>Sea Perch (underwater robotics)</i>
<i>Girl Talk</i>	<i>Drama</i>	<i>SGA</i>
<i>Tutoring</i>	<i>Boat Building</i>	<i>Cooking</i>
<i>Lego Robotics</i>	<i>Debate</i>	<i>Book Club</i>

Cadets with an extensive disciplinary record may be prohibited from attending MACS' activities, such as school dances, field trips, and Maritime Day. MACS reserves the right to approve outside guests. Cadets are only allowed on the school campus for official school activities or supervised events. Cadets may not enter school grounds for personal activities.

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

Parent(s)/Guardian(s) have access to their child's education records. The access rights of parent(s)/guardian(s) consists 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 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.

MACS 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 MACS 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 a parent sends a written notification each year requesting that MACS not release the information without their prior written consent.

### **ASSEMBLIES/COMMUNITY MEETINGS**

Assemblies/grade meetings are conducted to provide complementary learning experiences and to foster a 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/HAZING**

All forms of bullying or cyber-bullying are unacceptable and, to the extent that such actions are disruptive of the educational process at MACS, offenders will be the subject of appropriate discipline.

The terms “bullying”, “cyber-bullying”, or “harassment” will not be interpreted to infringe upon a student’s right to engage in legally protected speech or conduct.

“Bullying”, “Harassment”, and “Hazing” shall mean an intentional electronic, written, verbal or physical act, or a series of acts:

1. Occurs in a school setting: “School Setting” shall mean in the school, on school setting grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised, or sanctioned by the school.
2. Is severe, persistent, or pervasive;
3. Is directed at another student or students; and
4. Has the effect of doing any of the following: Substantially interferes with a student’s education; creates a threatening environment; or substantially disrupts the orderly operation of the school.
5. Bullying includes acts or behaviors that occur outside of the school setting so long as the acts meet the standards of 2, 3, and 4 above.

“Cyber-bullying” includes, but is not limited to, the following misuses of technology:

- Harassing, teasing, intimidating, threatening, or terrorizing another student, teacher or employee of MACS by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or Web site postings including blogs, “instagram”, “facebook”, “youtube” or any other electronic (social) media.

## BUS RULES

### School Buses for Grades 2 – 8

**Inappropriate behavior or misconduct on a school bus should be reported to an advisory teacher or to the Dean of Students immediately.**

1. **Be at the bus stop on time.** Cadets should not have to run to board the bus.
2. **Wait for the bus in an orderly fashion at the designated location.** Pushing, shoving, or creating a disturbance might result in injuries and dismissal from the bus.
3. **Take a seat immediately.** Remain seated while the bus is moving or when instructed to do so by the driver or other authorized individual(s) assigned for that purpose.
4. **Enter and leave the bus only at the front door and only after the bus has come to a full stop.** (In case of emergency, other instructions may be given).
5. **Keep head and arms inside the bus at all times.** Throwing objects, no matter how small, on the bus or out of the windows, is extremely dangerous. **Eating and drinking are not permitted on school buses.**
6. **Avoid shouting and other loud noises.** In addition to disturbing others, loud noises can distract the driver and cause unsafe operation of the bus.
7. **Leave the bus in a quiet and orderly manner.** Go directly to class if school has begun.
8. **Be very careful when crossing streets.** Be sure to look in both directions.
9. **Pay attention to the instructions of the bus driver or other authorized individual(s).** They are responsible adults concerned about your safety.
10. **Students are encouraged to study or read while riding the bus.**

*Failure to comply with these safety rules and with the directions of the bus driver will lead to disciplinary action, which may be a temporary or permanent removal from the bus program. Tokens, transpasses, or travel reimbursements will not be provided if a cadet is removed from the bus program for disciplinary reasons. Please consult the Code of Conduct for penalties associated with school bus misconduct.*

## CAFETERIA PROCEDURES

The cafeteria rules are:

- Respect all cafeteria staff.
- Get in line without pushing and running.
- Clean up after finishing eating.
- Keep food in the lunchroom; finish food and drinks before exiting the lunchroom.
- Keep voices down and speak in conversational tones.
- Vending machines are to be used after 4:00 PM only.
- Elementary school cadets will be issued a code in order to receive a lunch.

## CELL PHONES

Cell phone use is prohibited during school hours. See CODE OF CONDUCT, RULE #6.

## CITIZENSHIP GRADE

### All cadets will receive a Citizenship grade on their report card:

- All cadets begin each quarter with a grade of 100 in Citizenship.
- Infractions in the infraction binder will result in a 2-point deduction in the Citizenship grade.
- Cadets will receive infractions for the following: Dress Code Violations, Eating or Drinking (Outside of Lunchroom), Chewing Gum, Out of Bounds, Lateness, Inappropriate Language, Inappropriate Hallway Conduct, and Cell Phone/Electronic Device Usage.
- Cadets receiving a discipline referral for a Level 1 or 2 offense\* will receive a 6 point deduction in their Citizenship Grade.
- Skipping detention will result in a **10-point deduction** in a cadet's Citizenship grade; cadets who are absent or are excused by a parent/guardian must have **official documentation for said absence**.
- A suspension for a Level II offense\* will result in a **15 point deduction** in citizenship.
- Cadets will NOT receive honors if their Citizenship grade is below an 80.
- Cadets achieving a 94 to 100 may be recognized with free dress down days and reduced prices for school functions for the following quarter. Cadets must maintain a 94 to continue said benefits.
- Cadets who fail Citizenship for the year must attend a 1 week, 2.5 hour per day program during the summer on Character Counts with the Dean of Students.

*\*See Maritime Academy Charter School's Code of Conduct (page 20) for a complete description of Level I and II offenses.*

## CUSTODIAL AGREEMENTS

Current and updated custodial records must be on file in the main office.

## CODE OF CONDUCT

See Maritime Academy Charter School's Code of Conduct on page 20.

## DRESS CODE

Cadets are REQUIRED to wear the designated school uniform, which must be purchased, in the elementary school's uniform store (shirts only). 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 or providing the proper school-approved uniform items at the parent's expense. 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 1-8 wear blue. **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 match the color of the uniform shirt itself.
- Solid black 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 OR TIGHT FITTED PANTS may be worn by males or females, only black slacks with a 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.
- Female cadets may choose to wear skooter skirts (with shorts attached) or shorts (see bullet below) 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.
- Male and female cadets may wear black shorts **until Friday, October 19, 2018 and beginning again on Monday, April 29, 2019.**
- Solid black belt (NO spikes, studs, etc. around the belt.)
- Majority black shoes or black sneakers (NO slippers, open-toed shoes, etc.).
- Options for sweaters/sweat jackets:
  - The MACS sweater may be purchased in our school store.
  - **No hooded, pullover sweatshirts** are allowed.

***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.

Cadets must abide by 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 may not be worn outside of the designated styles and dates noted above.
- Hats may not be worn in the building. During winter season, hats must be removed before entering the building.
- No Sunglasses may be worn in school.
- No Head coverings (unless religious).
- Open-toed, open-backed footwear and platform shoes are unacceptable.
- Slippers or sandals are unacceptable.
- Headbands MUST be solid black, solid blue, or solid white.
- Black or blue scrunchies, bobby pins, rubber bands are the only approved hair apparel.
- No spiked 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 are unacceptable. Extreme or 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 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. MACS 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 MACS 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 incurred charges 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, they may not be able to participate in classroom and school activities. Consequently, the cadet will complete their regular classwork in a classroom designated ISS (In School Suspension) for the day.

The Principal and Dean of Students reserve the right to determine acceptable dress code standards.

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

Closing or delay of school prior to the opening of school:

When the School District of Philadelphia closes or has a delayed opening of all schools, MACS 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.

Closing of school due to an emergency situation:

As part of its school safety plan, MACS designated the parade grounds adjacent to Building #11 as the site to which cadets report in an emergency situation.

**EXTRA HELP DURING TEACHERS' OFFICE HOURS**

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

- Before school tutoring;
- After school tutoring;
- Lunchtime tutoring; or
- 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, 2018.**
  - **QUARTER 2 INTERIMS: mailed on or about December 10, 2018.**
  - **QUARTER 3 INTERIMS: mailed on or about March 4, 2019.**
  - **QUARTER 4 INTERIMS: mailed on or about May 13, 2019.**
- 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**

Outside-of-breakfast eating and drinking in classrooms is prohibited. Special events may include activities where food and drinks are permitted; however, the school principal must approve all special activities involving eating or drinking in the classroom. Teachers may make an exception for water bottles. **Energy drinks (Red Bull, Monster, etc.) are NOT permitted 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 stated deadline. Cadets with extensive disciplinary records may be prohibited from attending field trips. The principal/designee will notify parent(s)/guardian(s) if a cadet cannot participate.

### **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 an 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. Cadets must also obtain a hall pass to go to the nurse. Students may not use elevators without authorization, and must be accompanied by a designee determined by a staff member.

### **HOMEWORK POLICY**

Each teacher at MACS reinforces classroom instruction by assigning daily homework. Homework must be completed and submitted on the due date. Staff is available to assist cadets with homework assignments if needed including after school homework help and tutoring.

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

### **CRITERIA OF GRADES DISTRIBUTION**

Teachers at MACS 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. Cadets can 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	1 <sup>st</sup> Honors
A's & B's	2 <sup>nd</sup> Honors

## QUARTERLIES

Cadets will complete a quarterly exam at the end of each quarter.

- 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 the course grade.**

## 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 MACS' website.

## PROMOTION AND RETENTION POLICY

### ***ELEMENTARY SCHOOL***

Cadets who pass all subjects will be promoted to the next grade level. A cadet will be retained in their current grade if he/she fails the core subjects (math and reading). If you fail either math or reading, **you must attend and pass summer school** in order to be promoted to the next grade. **Failure to attend or pass summer school for math or reading will result in retention.**

## TESTING PROGRAM

Each year, cadets in grades 3 through 8 will participate in the Pennsylvania System of School Assessment Program (PSSA). Select 8th graders and all 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 encouraged to attend afterschool 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. Cadets with minor maladies may only report during posted office hours. 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 a parent/guardian arrives.

Long-term illnesses are to be reported to the principal. The procedures for homebound instruction or other arrangements may be recommended during the long-term illness.

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

### **IMMUNIZATION OF CADETS**

All cadets at MACS 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 MACS. The purpose of requiring immunization is to protect MACS cadets from preventable communicable diseases and their medical and educational complications.

The school nurse reviews 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 a doctor and parent and returned to the school nurse BEFORE the nurse can administer the medication. In the absence of the nurse, the school dean monitors medication.

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 parent request two inhaler prescriptions (one for school and one for home).

Non-prescription medication may not be sent to school with 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 (Please see Code of Conduct).**

## **ID CARDS/ACCESS CARDS**

All Cadets will be issued picture 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. Replacements are purchased directly from Barksdale Photography Studio (800) 220-7667. Cadets leaving the classroom during class time must have their ID cards/access card and a hall pass.

ID cards allow cadets to:

- Purchase tokens
- Participate in class trips

Access cards are provided to those cadets who do not use school bus transportation. Defacing or sharing of cards is prohibited. If the access card is lost, there is a replacement cost of \$10.00.

Access cards allow cadets to:

- Enter the campus terminal
- Enter the school building

## **LOCKDOWN**

Under extenuating conditions, the administration may announce a lockdown 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 MACS. The administration of MACS 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 MACS cadets and employees, metal detectors are sometimes used to scan all 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.

If during 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 MACS 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**

It is MACS' mission to have a safe and drug free learning environment. Cadets are prohibited from possessing, using, distributing, or sharing any prescription or non-prescription drugs, narcotics or alcohol. Cadets cannot be under the influence of any alcohol at any time or under the influence of any unauthorized prescription or non-prescription drug or narcotic.

If school staff suspects a cadet is under the influence of drugs or alcohol, the cadet will be escorted to the school nurse to establish reasonable grounds that a student is under the influence of drugs or alcohol. In the absence of a school nurse, the CEO / Principal or their designee will make the assessment. The school may search a cadet to determine if a cadet is concealing contraband. The cadet may be referred to the school counselor or social worker for further intervention to ensure the safety and welfare of the cadet.

### **CADET GUIDANCE**

Cadet guidance is provided by the Office of Student Support Services located in Building #107, 1<sup>st</sup> floor. Cadets may request a conference for advice or confidential guidance with any member of the student support services through your homeroom advisor or main office personnel.

### **SPECIAL EDUCATION**

Maritime cadets with an Individualized Education Plan (IEP) are rostered in accordance with specific needs within the Least Restricted Environment. All documentation regarding new cadets IEP/504 Plan must be submitted to ensure appropriate placement.

### **TEXTBOOK POLICY**

**PURPOSE** – MACS 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/TRANSPASS SALES**

Cadets are provided school bus transportation within the guidelines set by the School District of Philadelphia.

### **SKATEBOARDING**

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

### **VISITORS**

Upon receipt of a written request, all parents are welcome to observe their child's classroom. However, they must supply the Principal with all of the necessary information three days prior to the desired observation date. This includes all of the information on the MACS School/Classroom Observation Request form. On the approved date parents must report to the main office in building 11. ***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 (215) 535-4555.

### **WITHDRAWAL**

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

***The faculty and staff of MACS 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 SCHOOL RESERVES THE RIGHT TO AMEND  
THE CADET HANDBOOK.  
PARENTS WILL BE NOTIFIED WHEN CHANGES OCCUR.**

**Maritime Academy Charter 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**

**2275 Bridge Street, Philadelphia, PA 19137  
215-535-4555**



***Code of Conduct***  
2019-2010

## CODE OF CONDUCT

The Code of Conduct outlines the disciplinary policies of Maritime Academy. Cadets who disrupt the purposeful and peaceful climate of MACS must face the consequences of his/her actions. The school's "**COMPACT**" clearly indicates the cadet's responsibility to him/herself and 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, MACS 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.** 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 cadet, teacher, or staff member. Cadets are expected to communicate 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 are prohibited.
- Cadets may not use slurs directed towards one's race, color, religion, nationality, ancestry, gender, gender identity, sexual orientation, or physical/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, including 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: INAPPROPRIATE DISPLAY OF AFFECTION**

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

#### **RULE 5: 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 6: ELECTRONIC DEVICE POLICY**

**Electronic devices including cell phones are NOT permitted to be used during school hours, including lunch.** All electronic devices must be turned off. **Cell phones will be collected and locked up each day by advisory teachers.** If a student is found to have a cell phone in their possession during the school day the phone will be immediately 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.

**Before and after the phone is collected 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 in a fashion that brings discredit or dishonor to the school. This includes any and all social media and electronic messaging including emails.**

#### **Interventions/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 teacher to discuss the behavior and expectations for improvement
- Meeting with dean
- Notice to parent(s)/guardian(s) informing them of said offense
- Placement on daily report
- Referral to the Office of Student Services

- Suspension of privileges, such as extracurricular activities, athletics, school dances, and end-of-the-year functions.
- Temporary and possible permanent 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
- Permanent or temporary assignment to another class or section
- Disciplinary probation for the remainder of the school year

### Level II Offenses

#### **RULE 7: DAMAGE/DESTRUCTION OF SCHOOL OR PRIVATE PROPERTY**

Graffiti, serious damage, or defacement 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, or property outside arsenal grounds. Cadets may receive a minimum of a one-day suspension for infractions.

#### **RULE 8: FIGHTING**

- Willing participants shall be subjected to disciplinary action under a LEVEL II offense. When a cadet is 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 acting 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 may constitute a Level II offense.
- **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 9: REPEATED SCHOOL VIOLATIONS**

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

#### **RULE 10: 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 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.
- Cadets shall not force or attempt to force another member of the school community to engage in any unwanted or inappropriate contact.

**RULE 12: 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 en-route to and from school will subject a cadet 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 individuals 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 13: POSSESSION OF A WEAPON OR ITEM CAPABLE OF CAUSING SERIOUS INJURY, BODILY HARM OR POSSESSION OF DRUGS**

Cadets found with a weapon, drugs, or contraband are subject to an arrest, suspension (from school and/or the school bus), disciplinary review, or an expulsion hearing. Possession of illegal items on school property requires the school to notify the Philadelphia Police Department. This includes failure to comply with a request to search your locker or handbag/book bag.

**Note: Weapons include, but are not limited to:**

- Fingernail files
- Wallet chains
- Metal compasses/scissors/box cutters
- Knives (any type, including toy/fake knives)
- Hair picks with metal teeth
- Guns/bullets (any type, including toy/fake guns)
- Mace/Pepper Spray
- Any object that may inflict harm to another (i.e., laser pointer)

**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, including but not limited to:

- Attacks on any staff member, employee, cadet, or individual resulting in injury or placing the person in danger of 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 15: UNAUTHORIZED ABSENCE**

Leaving school premises without the permission of a school administrator is a Level II offense. A cadet will be immediately subjected to suspension and/or a disciplinary review.

#### **RULE 16: STEALING**

Any cadet found stealing either school or personal property 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 17: 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 18: POSSESSION OF DRUGS, ALCOHOL, TOBACCO, 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.
- 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 paraphernalia are also prohibited.
- Any cadet found in violation of this rule will be subject to an expulsion hearing.

## **Interventions/Sanctions – Level II**

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

### **Disciplinary Considerations for Special Education Students**

Special education students must adhere to the Maritime Academy's disciplinary process in accordance with the Individual Education Plan. Since the exclusion of a student with a disability from his/her education program for more than a total of ten (10) days during a school year may constitute a significant change in placement, the following considerations must be addressed:

- When considering a suspension or expulsion, an Individualized Education Program (IEP) Team must first determine whether the behavior of concern is a manifestation of the student's disability and whether his/her IEP is appropriate.
  1. If the IEP Team determines either that the behavior is related to the student's disability or that the student's program is not appropriate, then the student may not be suspended and must receive an appropriate program in accordance with the IEP.
  2. If the IEP team determines that the behavior is not a manifestation of the student's disability and that the student's program is appropriate, disciplinary actions may be taken in accordance with the procedures in this handbook.
- Should the disciplinary procedures include suspension or expulsion procedures, the district must continue to provide the educational services defined in the IEP.
- Any suspension that excludes a student from his/her IEP services must be counted when calculating the total number of suspension days (10 consecutive days or a series of suspensions that constitute a change in placement).
- The decision to remove a student from his/her IEP services must be made on an individual basis.
- All federal guidelines regarding the provision of education continuation services for suspended special education students will be adhered to.
- Special education students are entitled to a due process hearing.

### **Detention**

MACS cadets may be required to attend after-school detentions, extended Friday detentions, Saturday detentions, and/or a parent/guardian mandatory conference. Students missing detention without official documentation maybe required to attend a Friday or Saturday detention the following week. **Parents will be called at least one day in advance to be informed of the detention and to make appropriate transportation arrangements. Cadets that accumulate 4 detentions will be required to attend a parent conference with the Dean of Students and serve an In-School Suspension. They will also be referred to our child study team for a**

**Comprehensive Student Review.** 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.

### **Probation**

Cadets that have had numerous discipline issues may be placed on probation. When a cadet is placed on probation there will be a meeting scheduled with the discipline team for the cadet and their parent/guardian. Probation will last for the remainder of the current school year.

### **Suspension and Expulsion Procedures**

In accordance with Pennsylvania State Department of Education Code 12.6 “Exclusions from School,” the MACS 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 CEO, Principal, or Dean of Students.
  - 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 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.
- **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 a cadet’s presence in the normal environment 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.

### **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 will be, ranging from the minimal standards for suspension to the extensive standards of expulsion. The following is a summary of the due process proceedings of MACS:

- The Chief Executive Officer, Principal, or Dean of Students must meet with the cadet to explain the reason for the suspension and to give them 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 the cadet to take home to a parent/guardian 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/guardian. MACS will also attempt to call home to inform a parent/guardian of the misbehavior.
- When the suspension exceeds three (3) days, MACS will hold an informal hearing by the third day, with written notice to a parent/guardian notifying them of the time, date, and place of the informal hearing. The informal meeting will take place within five (5) days of suspension.
- At the hearing, a parent/guardian may question the staff witness and may produce witnesses on behalf of the cadet.
- 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 MACS. A formal meeting will take place when the school is considering expulsion.

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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

## Acknowledgement Form

I, \_\_\_\_\_ have read, understand and will comply  
(Please print cadet's name)  
with the rules and regulations set forth in the MACS 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): \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

### SCHOOL PLEDGE

*I pledge to be faithful to my studies and courteous and respectful to school staff, 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. This I promise!*

**CADET'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_