



MARITIME ACADEMY CHARTER SCHOOL

ATTENDANCE

Attendance Matters! Every school day counts. Regular attendance and punctuality are vital for school success. Cadets with good attendance generally achieve higher grades and enjoy school more. Cadets benefit and make the most of their educational opportunities if they attend school regularly and on time. Good attendance is defined as 6 or fewer absences.

I. EXCUSED AND UNEXCUSED ABSENCES

Excused and unexcused absences represent lost time in the classroom and lost opportunities for learning. A cadet with **fifteen (15) or more absences** has chronic absenteeism. Missing just one day every two weeks can add up. Absences add up quickly. Cadets who are absent an average of **14 days a year**, miss close to a year of school before their senior year. Missing a day of school puts cadets two days behind their classmates.

A. Excused Absences

Excused absences include illness or injury, teen maternity leave (delivery only), death/funerals, educational-related trips or activities, suspension and religious holidays. A written notice from a parent/guardian must be submitted to the school upon a cadet's return to school. The written notice must include a valid telephone number or other means of contact for verification purposes. Any absences beyond 3 days can only be excused with an original doctor's note; no copies will be accepted

B. Unexcused Absences

An unexcused or illegal absence occurs when a cadet is absent without a valid written excuse. Examples of invalid excuses include, but are not limited to, babysitting, oversleeping, or vacation with family. It is the cadet's responsibility to obtain missed work from their teachers.

- One-two (1-2) unexcused absences will result in an after school study hall.
- Three (3) unexcused absences will result in two after-school study halls.
- Six (6) unexcused absences will result in a Saturday School assignment in order to make up the instructional time missed.
- Ten (10) unexcused absences will result in a mandatory parent/guardian conference with the principal, a referral to the Philadelphia District Attorney's office, and two Saturday School assignments.
- Any cadet with twenty (20) or more unexcused absences will be required to attend the Summer Recovery Program for three (3) weeks.

Absence from school on the day of an extra-curricular activity will result in the cadet's ineligibility to participate in the activity on that day.

II. EXCESSIVE ABSENCES

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

Any cadet with twenty (20) or more unexcused absences will be required to attend the Summer Recovery Program for three (3) weeks. Cadets may be prohibited from class activities including, but not limited to, prom, class trips, and Maritime Day. Seniors will not be able to participate in graduation ceremony and will not receive a diploma until they complete all attendance and academic requirements in the Summer Recovery Program. **Cadets absent ten (10) consecutive days without reasonable cause, will be automatically dropped from MACS and be required to apply for readmission.**

III. PUNCTUALITY

Advisory begins at 7:45 a.m. and school ends at 2:30 p.m. Cadets are expected to be on time for school and ready to learn. Lateness interferes with instruction. Parent(s)/guardian(s) will be notified when cadets are late for school. Three (3) unexcused latenesses will result in a detention. Six (6) unexcused latenesses will result in a Saturday School assignment. Ten (10) unexcused latenesses will result in a mandatory parent(s)/guardian(s) conference. Twenty (20) or more unexcused latenesses will result in the Summer Recovery Program for three (3) weeks.

IV. EARLY DISMISSAL

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

- Date and time of early dismissal
- Valid reason for dismissal (i.e. doctor's note)
- Parent/guardian signature
- A valid phone number where the parent(s)/guardian(s) can be reached for verification.

If the school is unable to reach a parent/guardian to verify an early dismissal, the cadet will not be dismissed. If someone other than the parent/guardian will pick up a cadet, then the individual's name must appear on the early dismissal request. The name will be verified with the parent/guardian, and the individual must show identification. These individuals should be registered in the main office as permitted to pick up the cadet.

- Excessive early dismissals (more than 5) interrupt cadets' learning and will result in a mandatory study hall to make up lost instructional time.
- Any cadet with (20) or more early dismissals will be required to attend the Summer Recovery Program for three (3) weeks.
- Any cadet that has excessive absences, tardies or early dismissals and does not attend summer recovery program will need to attend the recovery program during the fall semester. We hold the right to not re-enroll for the following year if there is non-compliance with this policy.