

MARITIME ACADEMY CHARTER SCHOOL

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



21st Century Community Learning Centers 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 actively participate in hands-on learning experiences that directly involve you in maritime activities while strengthening your preparation for college and careers, including those associated with our nation's maritime and intermodal transportation systems.

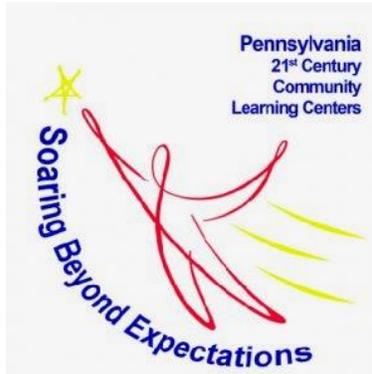
At MACS, you will prepare for leadership roles in your communities and on the job. You will use the latest technology and interact with professional mariners to learn maritime content and maritime business while you are working toward achieving high standards in English, mathematics, science, social 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 offered only at Maritime Academy Charter School.

Sincerely,

*Eugene Mattioni
Chief Executive Officer*

SAILING FOR SUCCESS!



Welcome to Maritime Academy Charter Elementary School's 21st Century Community Learning Center

We are so pleased you have chosen to enroll in our 21st Century Community Learning Center (CLC) located at Maritime Academy Charter School. By attending the CLC program at MACS, you are going to open yourself up to many new experiences. The academic enrichment, social clubs, recreation, STEM programs, and character education enables students to find a wide variety of activities that will match their interests.

Our programming strives to make sure that our academic programs are aligned with school-day learning. Upon communicating with our students' classroom teachers and reviewing assessment data, CLC staff members are equipped to enhance students' learning experiences by structuring programs that will meet their varied learning needs. To better prepare for this experience, we ask that students and parents read this handbook to become familiar with our CLC policies. If you have any questions, the CLC staff is available to help you get the answers you need.

Allow CLC at MACS to explore the possibility of SAIL: Students Achieving In Learning!

Sincerely,

Joyce Fanega

Program Director, 21st Century Community Learning Center Cohort 10

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PROGRAM INFORMATION

Location and Hours of Operation

The Maritime Academy 21st Century Community Learning Center is located at 2275 Bridge Street. Programming is conducted in the school building (Building 107), with a dedicated office space in Room 3 of Building 107. The school is handicapped accessible. We offer both before and after school programming. The times are listed as follows:

- Before school programs run Monday to Thursday from 6:45 AM to 7:30 AM.
- After school programs run Monday to Thursday from 3:00 PM to 5:30 PM live at school.
- Virtual after school programs run Monday to Thursday from 4:00 PM to 6:00 PM
- Summer program runs Monday to Friday from 9:00 AM to 3:00 PM.

There are instances when program hours will be modified. In such cases, parents will be notified of the changes.

Program Calendar

For the 2020-2021 school year, the CLC program will follow the Maritime Academy Charter Elementary school year calendar.

- School Year: August 30, 2020 – June 4, 2021
- Summer Visions: July 1, 2021 – August 12, 2021

Program Goal

Execute a combination of activities, led primarily by certified teachers of Math, English, Technology, and Science, and supported by trained tutors, that will provide students with a substantial amount of time devoted to improving their academic skills in particular areas of weakness, and that will provide them with highly motivating and enriching hands-on learning opportunities that they would not be participating in during the regular school day.

Our program serves eligible students in 1st and 2nd Grade. Parents can request participation in the program by filling out our application form. Students can also be referred by teachers. Students are usually referred if they are struggling in class or are in danger of failing. If a classroom teacher wishes to refer a student for participation in the program, they can simply contact the program director and an application will be forwarded to parents.

Funding

The Maritime Academy Charter School CLC program is part of the 21st Century Community Learning Centers (CCLC) program authorized under, Title IV, Part B of the Elementary and Secondary Education Act (P.L. 107-110), as amended by the *No Child Left Behind Act of 2001*. The CCLC program provides funding for the establishment of community learning centers to provide academic, artistic, and cultural enhancement activities to students and their families when school is not in session.

ACTIVITIES AND CLUBS

MACS' CLC offers a variety of academic and recreational clubs for its students. The following programs will be provided for the 2020-2021 school year.

Activity/Club	Description
Homework Help/Academic Enrichment	Students are able to receive help from certified teachers with their homework. Tutors who have had some college experiences are also available for support. This program helps struggling students to help reduce truancy.
Maritime PALS	Maritime PALS is a mentoring program that pairs older and younger cadets together to form relationships that will foster a positive school climate. PALS do their homework together and then complete an academic activity connected to their social emotional learning.
Art Club	Students will learn varied techniques of artistic expression. Students will be able to display their creations throughout the school.
Lil' Scientists	Program that consists of interactive STEM activities that appeal to all areas of the sciences. Using NGSS as a guide, lessons are taught each week are geared towards 1 st and 2 nd grade students. Cadets will participate in a range of experiments, STEM challenges, and robotics activities. The importance of the scientific method, lab safety, and creative thinking are all encouraged. Aims to encourage students to find the benefits of exploration that science has to offer in all areas of the world around them.

*This list may be subject to change

ATTENDANCE POLICY

It is crucial for all student participants to attend CLC regularly. Regular attendance is imperative for two important reasons. First of all, it allows participating students to extract the most from our many programs, and secondly, it makes sure that students are positively engaged during after school hours. Students must be in attendance during the regular school day in order to attend our after school programs. In order to ensure compliance with this rule, school day attendance will be tracked by CLC staff via PowerSchool.

Excessive Absences

Students that are having a spot held in the Community Learning Center are expected to attend on the days that they are registered for. Students that have missed three scheduled days will receive a phone call home to a parent. At this time, students' continued attendance in the program will be discussed. If students continue to miss their program, they will be formally dropped from any activity that they have signed up for.

Punctuality

Students are expected to be on time for CLC programs. Tardiness interrupts instruction. Parents will be notified when a student is consistently late for programs and if the behavior continues, the student may be dropped from his or her enrolled programs.

DISMISSAL POLICY

On Mondays to Fridays, students in morning CLC programming will be dismissed to their respective Advisory classrooms. During the afterschool program, students are to be signed out by an approved adult in the main office (Building 11). Once the student is signed out, main office staff notifies staff in Building 107 to escort student to main doors for dismissal and released to parent/guardian by CLC staff. The record of who may pick up a student is kept in the student's file in the main office.

Please note that the Bridge Street entrance closes at 5:30 PM so when arriving after this time, you must proceed to the Tacony Street entrance.

During our Summer Visions program, students are to be signed out at 3:00 PM in the main office.

RESTROOM POLICY

Students are free to use the restrooms during their time in the lunchroom before activities start. Once activities/clubs have begun, students are required to have the permission of a teacher or tutor to use the restroom. Any medical conditions requiring continued use of the restroom during CLC hours must be reported to the program director and certified by your physician.

CAFETERIA PROCEDURES

All out-of-school time snacks and meals must be eaten in the school lunchroom. Students are expected to report to the cafeteria when the afterschool program begins. When in the cafeteria, students must remain seated until their teacher/instructor takes the group to the classroom where their activity will take place. Students also need to ensure that their tables are clean and tidy before they are able to participate in the day's activities. Students participating in the morning program will be dismissed to their Advisory classroom at 7:30 AM. During advisory all students will be able to receive breakfast free of charge.

DRESS CODE

Students are expected to wear the MACS approved uniform during program activities except for some specific exceptions. During our CLC summer program, students are allowed to wear something other than the school uniform (Please consult the Summer Enrollment Packet for further details). Certain recreational programs may require athletic apparel and if so, program sponsors may ask students to bring a change of clothes.

CELL PHONES

Cell phones may be used for corresponding with a **parent/guardian** during the afterschool program with the permission of the teacher. Remember that this rule only holds true for afterschool programs.

The 21st Century Community Learning Center is not responsible damage, theft, of loss of a student's cell phone or any other electronic device. Students are responsible for their personal items.

LOST AND FOUND

All lost items will be placed in a lost and found bin located in the CLC office. Cadets who have lost glasses, clothing, book bags, Chromebook, and textbooks should report to the program director to try and retrieve the item(s). Cadets who find these items should take them directly to the program director.

TESTING PROGRAM

Students enrolled in any CLC program are subject to pre- and post-testing. This allows CLC staff to determine students' area of academic strength and need. With this information, lesson plans can be tailored to meet the students' needs thus allowing for a smooth transition between the school day and after school programs. Tests can include but are not necessarily limited to Lexia, DreamBox, and Study Island.

PROGRAM CLOSING

Our KYW News Radio school closing number is "607"

It is important to note that when MACS is closed, there is no CLC activities that day. In the event of an emergency closing, CLC staff members will try and contact student's families about dismissal procedures. We will also post emergency closing information on our website.

SAFETY AND DISCIPLINE POLICIES

General Safety

All students are supervised by CLC staff from dismissal from school until they are released to parents. The program director and/or a member of the administrative staff is on site to serve as

security monitor. The school building does have security cameras to monitor hallways, lunchroom, and entrances.

Emergency Drills

Emergency drill procedures can be found in the Emergency Response Guide. These procedures will be reviewed with cadets during various times throughout the school year. There will be periodic drills throughout the year to properly prepare students for emergency situations.

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. This information is found hanging in the student's classroom. 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.**

Lockdown Drills

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.

Bullying

Bullying or cyber-bullying is prohibited in any form. This includes text messaging, digital messaging, Instagram, YouTube, Twitter, Snapchat, Facebook or any other form of social media postings. Any behavior that has an adverse effect on the education of a MACS cadet that invokes fear, physical and emotional harm and/or loss of property is considered bullying. If students are found bullying, they will be subject to removal from out-of-school time programs. Illegal behavior will be reported to the Philadelphia Police Department.

Drug and Alcohol Policy

Is it MACS' mission to have a safe and drug free learning environment. Cadets are prohibited to possess, use, distribute, or share any prescription or non-prescription drug, 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 for suspecting 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 student to determine if a student 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 a student.

Visitors

Parents and families are always welcome to visit our CLC programs. Our number one concern is the safety of our students. Therefore, we ask all visitors to go to the Main Office in Building 11 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.*

PARENT, FAMILY AND COMMUNITY INVOLVEMENT

MACS' CLC programs have an open-door policy and encourage parents, families, and community members to be actively involved with our programming. Your involvement is an important part of the CLC program which is why we plan Open House meetings and parent programs. We actively want your feedback, and encourage you to share your thoughts and ideas with our Advisory Board members, or schedule an appointment with the Program Director.

PARTNER ORGANIZATIONS

Bridesburg Boys & Girls Club: The Boys & Girls Club of Philadelphia has served our city's youth since 1887. This year they will be providing our CLC program with additional program space in case of emergencies.

Philadelphia Waterbourne Co.: Provides students with the opportunity to build a 12 foot wooden sail boat and paint as well. Students will get an opportunity in the spring to sail the boat at Bartram Gardens.

Corinthian Yacht Club: Located at 300 W. 2nd Street, Essington, PA 19029, this organization offers students the ability to sail small vessels on a tributary of the Delaware River.

CONTACT INFORMATION

Joyce Fanega, Program Director

- Email: fanega.j@maritimecharter.org
- School Phone: 215-535-4555, Ext. 323
- Cell Phone: 215-388-8087

Access To and Release of Pupil Records: Family Education Rights and Privacy Act (FERPA)

Parent(s)/guardian(s) have access to cadets' education records. Access rights consist of:

- The right to inspect and review the contents of education records
- The right to obtain one copy of the education records at no charge; and additional copies for a fee
- The right to receive an explanation and interpretation of the educational records from school personnel
- The right to a hearing to challenge the contents of the education records
- The right to bring an advocate to review records

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

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 parent/guardian consent provided parent(s)/guardian(s) are notified in advance.

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

MARITIME ACADEMY CHARTER ELEMENTARY SCHOOL RESERVES THE RIGHT TO AMEND THE CADET HANDBOOK. PARENTS WILL BE NOTIFIED WHEN CHANGES OCCUR.

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



Maritime Academy Charter School

2275 Bridge Street, Philadelphia, PA 19137
Phone: 215-535-4555, Fax: 215-535-4398

Acknowledgement Form

I, _____ have read, understand, and will comply
(Cadet's Name)
with the rules and regulations set forth in the MACS Cadet Handbook for the 2019-2020
school year.

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

Name of Parent/Guardian: _____
(Please print)

Address of Parent/Guardian: _____
(Please print)

Contact Information:

Home Phone Number: _____

Cell Phone Number(s): _____

Email Address _____

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 serve my school and community to the best of my ability.

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

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