MARITIME ACADEMY CHARTER SCHOOL

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

High 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 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

Updated and Board Approved August 21, 2019
Welcome to Maritime Academy Charter School!

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

- *To work hard and to learn*
- *To be an example of courtesy and kindness*

At MACS, our faculty and staff are dedicated to your education. We will help you grow and will provide a quality education.

We encourage you to become familiar with the school policies outlined in this handbook. If you have any questions, please do not hesitate to ask.

Sincerely,

Lucy Feria
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 high school, 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. Our teachers focus on the educational and developmental needs of our cadets.

I. ADVISORY
During Advisory, cadets will receive breakfast, recite the Pledge of Allegiance, and listen to school announcements. Cadets receive a grade for Advisory. Cadets may not leave Advisory after the bell rings without a pass.

II. GRADES, PROMOTION, AND RETENTION

A. Grade Distribution

<table>
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<td>100 – 94</td>
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<tr>
<td>A-</td>
<td>93 – 90</td>
</tr>
<tr>
<td>B+</td>
<td>89 – 87</td>
</tr>
<tr>
<td>B</td>
<td>86 – 83</td>
</tr>
<tr>
<td>B-</td>
<td>82 – 80</td>
</tr>
<tr>
<td>C+</td>
<td>79 – 77</td>
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<tr>
<td>C</td>
<td>76 – 73</td>
</tr>
<tr>
<td>C-</td>
<td>72 – 70</td>
</tr>
<tr>
<td>D+</td>
<td>69 – 67</td>
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<tr>
<td>D</td>
<td>66 – 65</td>
</tr>
<tr>
<td>NP (Not Passing)</td>
<td>64 and below</td>
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<tr>
<td>NG</td>
<td>No grade</td>
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B. Honor Roll Recognition
Cadets will be recognized for perfect attendance, including punctuality. Perfect attendance includes no latenesses or absences. Cadets may receive honors and earn certificates of achievement in each subject area.

All cadets should strive for Honor Roll status:
- All As: 1st Honors
- All As & Bs: 2nd Honors

C. Promotion and Retention
All high school cadets must earn a specific number of course credits each year to be promoted to the next grade. In order to be promoted, cadets must pass all required classes during the school year or complete an approved Summer School Program. Additionally, cadets are required to complete 20 hours of community service each school year.

In order for cadets to receive a MACS high school diploma, they must have earned a minimum of 24 course credits by June of their graduating year. The schedule for accumulation of course credits for each grade level is listed below:

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

To receive a high school diploma, cadets must:

- Earn a minimum of 24 credits
  4 English credits
  3 Math credits
  4 Science credits
  3 Social Studies credits
  1 Maritime credit
  1 Physical Education credit
  .5 Health credit
  2 Foreign Language credits
  2 Humanities credits
  3 Elective credits

- Score PROFICIENT or higher on the Algebra I and English Literature Keystone Exams, or complete an equivalent project. Beginning with the class of 2020, cadets must score PROFICIENT on the Algebra I, Biology, and English Literature Keystone Exams in order to receive a diploma in Pennsylvania.

- Successfully complete the Senior Project.

D. Homework Policy
Each teacher at MACS reinforces classroom instruction by assigning homework. Homework must be completed and submitted on the due date. Staff is available to assist cadets with homework assignments. If cadets are absent for more than three (3) days due to illness, parent(s)/guardian(s) should contact the teachers and request homework.

E. Teacher Office Hours & Extra Help
Teachers will inform cadets of their availability for conferences and for extra help. Cadets may also receive extra help during:
- After school homework computer lab (with the supervision of an adult)
- After school tutoring
- Lunchtime tutoring
- Saturday School

No cadet is to remain after school unless under the direct supervision of a faculty member.

III. TESTING
A. Midterms & Finals Examinations
Mid-year examinations are administered in January. Finals occur in June. Examination schedules are distributed to parent(s)/guardian(s) 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.
- Cadets who do not take the final exam will receive an INCOMPLETE for the course.

B. Keystone Exams
High school cadets 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 parent(s)/guardian(s) and a copy is placed in the cadet’s school file. All cadets are expected to seek **PROFICIENT** (grade level) or **ADVANCED** performance. Any cadet who receives a grade of BASIC or BELOW BASIC is **required** to attend mandatory tutoring. Starting with the Class of 2020, all cadets in Pennsylvania will be required to score **PROFICIENT** or higher on the Algebra I, English Literature, and Biology Keystone Exams.

**IV. STUDENT PROGRESS REPORTS**

**A. Interim Reports**
- Interim reports are issued at the mid-point of each marking period.
- An ongoing record of progress is available on PowerSchool.
- At the end of each marking period, report cards will be distributed during parent-teacher conferences. Unclaimed report cards will be mailed to parent(s)/guardian(s).
- Parent(s)/guardian(s) of cadets who have failed a course(s) will be notified regarding the need for summer school.

**B. Parent-Teacher 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.

**V. 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.

**VI. EXTRA-CURRICULAR ACTIVITIES**
Cadets are encouraged to participate in athletics and after school activities. If a cadet is not passing all classes, he or she shall be ineligible for athletic competition for five (5) school days. Furthermore, cadets may not be dismissed early from school to attend any games or meets, and cannot be dressed for competition during the time of ineligibility. MACS reserves the right to approve outside guests.

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

**B. Field Trips**
MACS offers a variety of instructional field trips, especially those that focus on maritime and ecological themes. Written parent(s)/guardian(s) consent forms are required for all trips. Payments for trips must be submitted by the deadline stated. Cadets with extensive disciplinary records may be prohibited from attending field trips. All chaperones must have state and federal clearances.

**C. Dances**
- No one over the age of 20 will be permitted.
- Cadets must attend school on the day of the dance if they want to attend the dance.
- Cadets may not reenter the building after they leave.
• Non-MACS cadets must obtain a letter from their school administrator indicating good standing and present the letter to MACS’ assistant principal one week before the dance.
• Non-MACS cadets attending the prom must be approved by the principal and CEO and must show ID.
The CEO/principal must approve all former cadets of MACS attending the prom.

D. Assemblies
Assemblies/grade meetings are conducted to provide a complementary learning experience and to foster a sense of community in school. Exemplary conduct from cadets is expected.

During assemblies, cadets must:
✓ Follow directions for seating
✓ Place all personal items in the space(s) provided
✓ Remember that food and beverages are not allowed
✓ Show respect and courtesy to all presenters; use proper academic posture
✓ Give the program their full attention

VII. STUDY HALL, DETENTION, AND SATURDAY SCHOOL
A. Mandatory Study Hall/Detention
Occasionally, cadets need extra time to successfully complete their classwork, homework, projects, etc. Cadets may be assigned to mandatory Study Hall by a teacher to complete this work. Mandatory Study Hall is held on Tuesdays, Wednesdays, and Thursdays after school from 2:45 p.m. – 3:45 p.m. Cadets must stay the entire hour. Mandatory Study Hall rosters are posted in the main office. It is the cadet’s responsibility to attend. Failure to attend will result in a Saturday School assignment in order to complete the work. Mandatory detentions for violations of rules are also held on Tuesdays, Wednesdays, and Thursdays.

B. Saturday School Assignment
A cadet may be rostered for a Saturday School assignment due to excessive unexcused absences (6), unexcused tardies (6), failure to attend mandatory Study Hall, or other reasons deemed necessary by the principal or assistant principal. Saturday School is held at the high school every Saturday from 9:00 a.m. – 12:00 p.m., except on holiday weekends. Parent(s)/guardian(s) will be notified by mail if a cadet receives a Saturday School assignment. Cadets do not have to be in school uniform, but they must be on time and have schoolwork with them to complete. If a cadet fails to attend, parent(s)/guardian(s) must come to school on Monday morning to discuss appropriate interventions.

VIII. WITHDRAWAL
Any cadet requesting withdrawal from MACS must meet with the principal. School administration must be informed of the intended withdrawal date and the school to which the cadet is transferring. Parent(s)/guardian(s) must sign a release of information form prior to the release of any records. All MACS textbooks and property must be returned.

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 and a Three Day Legal Notice letter to the parent.
- Six (6) unexcused absences will result in a Saturday School assignment in order to make up the instructional time missed. At this time an Attendance Improvement Plan will be developed with the cadet and family.
- Ten (10) unexcused absences will result in a mandatory parent/guardian conference with the principal prior to 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. Prior to the referral a 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.

CADET LIFE

I. CADET HEALTH
A. Injuries and Illnesses
Cadets who become ill or injured during the school day can report to the nurse with a note from a 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 school premises. In emergency situations that require transportation to the hospital, the parent/guardian will be notified and the cadet will be accompanied by staff to the nearest hospital. The staff member will remain at the hospital until the parent/guardian arrives.

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

Cadets should not come to school when ill or recovering from an injury.

Long-term illnesses are to be reported to the principal. During long-term illnesses, homebound instruction or other arrangements may be available at the recommendation of a physician or school administrator.

A doctor’s note is required when the cadet returns to school.

B. Immunization Records
All cadets must be completely immunized, or risk being excluded from school. Immunizations are required by the Pennsylvania Department of Health and the Philadelphia County Board of
Health. MACS works to protect cadets from preventable, communicable diseases. 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.

C. 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 the cadet’s doctor and parent/guardian and returned to the school nurse BEFORE the nurse can administer the medication. In the absence of the nurse, the school assistant principal monitors medication.

Parents/guardians should notify the school nurse of any medication that a cadet takes daily. Parent(s)/guardian(s) should notify the school staff of any side-effects of the medication. 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.

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 prescription dosage during school hours. Medications that must be administered over an extended period are to be given to the school nurse or assistant principal for dispensing. CADETS ARE NOT TO SHARE THEIR MEDICATION WITH OTHER CADETS; THIS INCLUDES INHALERS.

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

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

MACS cadets will:
✓ Not bully others
✓ Try to help cadets who are bullied
✓ Try to include cadets who are left out
✓ Report bullying to an adult

Bullying incident reports can be found in the main office, the assistant principal’s office, and the counselor’s office.

III. CADET SERVICES
A. Homeless Cadets
The McKinney-Vento Homeless Education Assistance Act was incorporated into the No Child Left Behind Act. It ensures educational rights and protections for children and youth experiencing homelessness. The federal government’s legal definition of homelessness (based on the McKinney - Vento Homeless Education Assistance Act) includes anyone who lacks a regular, fixed, and adequate nighttime residence (substandard housing); is sharing housing due
to loss of permanent housing or economic hardship; is living in a shelter, hotel or motel; is living in a public place not designated for sleeping (cars, parks); is an unaccompanied youth; is a child or youth awaiting foster care placement; is a child or youth abandoned in a hospital; or is a migrant child who qualifies under any of the above.

The McKinney-Vento Homeless Education Assistance Act requires districts to ensure homeless children and youth have access to education and other services they need to meet the same high academic achievement standards as all other students. All local school districts must designate a Homeless Liaison. The Homeless Liaison must ensure that homeless children and youth are identified and receive educational services. Homeless children and youth have the right to enroll in school immediately. Parents/guardians can request continued enrollment in the school attended prior to becoming homeless or at the local school for the current residence. MACS’ Homeless Liaison is the Director of Specialized Services, Mrs. Kimberley Bonanni. For further information, please contact 215-535-4555 ext. 321.

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

C. Cadet 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.

MACS will withhold records with a written request from parents/guardians.

IV. CADET GUIDELINES
A. Cafeteria Procedures
Cadets must remain on school premises for lunch. Violators will be suspended. In the cafeteria, cadets will:
✓ Respect all cafeteria staff
✓ Have a hall pass to leave the cafeteria
✓ Get in line without pushing and running
✓ Not jump the line
✓ Clean up after eating
Finish all food and drinks before leaving the lunchroom
Avoid shouting across the room and speak in conversational tones
Abide by the rules listed in the electronic device policy in the Code of Conduct

CARD PLAYING AND GAMBLING ARE NOT ALLOWED DURING LUNCH OR SCHOOL HOURS.

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

C. Food in Classrooms
Eating and drinking in classrooms are prohibited. Only water in clear, plastic bottles is allowed. The school principal must approve all special activities involving eating and/or drinking in the classroom. Cadets are not permitted to chew gum in school.

D. Hall Passes
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.

E. ID Cards
All cadets will be issued photo identification cards. A replacement card costs $5.00.

F. Lockers
Lockers are the property of MACS. The administration of MACS reserves the right to enter lockers at any time without permission. 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.

G. Lost & Found
Cadets who have lost glasses, clothing, book bags, and textbooks should report to the assistant principal to retrieve the items. Cadets who find lost items should bring them to the main office.

H. Restroom
Cadets may use the restrooms with the permission of teachers or other staff members. Cadets vandalizing or displaying inappropriate behavior will be subject to the disciplinary action listed in the Code of Conduct. Any medical conditions requiring continued use of the restroom during the day must be reported to the nurse and to the assistant principal, and certified by a physician.

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

J. Textbooks
Cadets must 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/guardians will be penalized for lost or damaged textbooks. One or more of the following penalties may apply:
• Cadets will be charged for replacement of lost or severely damaged textbook(s).
• Cadets will not be issued a report card until 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.

K. TransPass
SEPTA provides complimentary TransPass to cadets in grades 9 through 12 who reside in the city and further than 1½ miles from school. If a cadet loses a TransPass, he/she must purchase a replacement. TransPasses are for use by the cadet to whom they are issued. TransPasses are not transferable.

**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. If a cadet does not comply with the dress code:

• Parent(s)/guardian(s) will be contacted to deliver the uniform to the school
• He/she will be given a uniform at his/her expense
• He/she will be sent home to change

Cadet attire should demonstrate respect for self, for others, and for an atmosphere of learning. Administration reserves the right to determine appropriate dress. MACS’ Code of Conduct clarifies consequences for cadets who repeatedly choose to not follow the uniform and/or dress-down day policies.

I. CADET UNIFORMS

A. Appropriate Uniform

**Cadets may wear:**

• A logo shirt (long or short-sleeved) in grade-specific colors
  - Grades 9-11 wear blue
  - Grade 12 wears red. Only cadets with the necessary amount of credits may wear red shirts.
• Solid white undershirts or undershirts that match the color of the uniform shirt. They may be long-sleeved.
• All shirts must be tucked into pants.
• Solid black, long-sleeved, collarless sweaters with official MACS name; sweaters may be purchased in the school store, and must fit appropriately.
• Solid black khaki slacks with a black belt must sit at the waistline and below the ankle.
• Solid black or solid white socks
• Solid black belt without any embellishments
• Black shoes, black sneakers, or black boots
• Spirit wear (MACS t-shirts and sweatshirts) purchased in the school store
  - Spirit wear may be work on Thursdays, only
  - Athletes and members of a sports team are allowed to wear the athletic shirt, jersey, or jacket on game days.
• Lands’ End black shorts are permitted from May 15 to October 1, only
• Solid black sweatpants may be worn for physical education and/or maritime-related physical education activities, only.
- Solid black skorts must be no more than 2” above the knee. Skorts must be accompanied by black knee high socks/hosiery and black shoes.
- Black or white headbands no wider than 2”
- Black scrunchies, bobby pins, rubber bands, hair ties
- Watches, medical bracelets, identification bracelets
- Clean and neat hair

B. Inappropriate Dress

**Cadets may NOT wear:**
- Pants, shorts, or jeans
- Embroidery or brand logos
- Hats
- Sunglasses
- Head coverings (unless religious)
- Open-toe, open-back, or platform shoes
- Slippers, moccasins, flip-flops sandals, slides, or snow boots
- Headbands of any color except black or white
- Spike jewelry, belts, chains, arm bands, or excessive bracelets
- Apple/smart watches
- Extreme makeup
- Unnatural hair colors, such as orange, pink, purple, green, bright red, etc.
- Extreme hairstyles or haircuts
- Earrings larger or longer than the diameter of a quarter for females. Male cadets may wear one stud, no larger than the diameter of a #2 pencil eraser (2-3 millimeters).
- Visible body piercings, such as nose rings/studs, eyebrow rings, tongue rings, or lip piercings
- Visible tattoos
- Coats and outer clothing. Upon arrival to school, these items must be placed in the locker.

Cadets must remain in full school uniform from the time they enter the school building until departure. Cadets remaining after school for tutoring or academic support must remain in full school uniform until departure.

Maritime Academy Charter School works to prepare cadets with the skills and behavior that will allow cadets every opportunity to succeed at school and beyond. Therefore, MACS requires a conservative conduct and appearance.

II. DRESS-DOWN DAY GUIDELINES

Dress-down days are a privilege and help fundraise for the school. Cadets who choose not to participate are required to wear the school uniform. Cadets must pay during Advisory to dress-down. Cadets who do not pay but come without a uniform, will be considered out of uniform. For any additional violations, the cadet will not be allowed to participate in future dress-down days.

- Shorts and skorts must be within two inches of knees in length.
- Sheer or transparent clothing or clothing with holes is not permitted
- Clothing with inappropriate language, gestures, or pictures is not permitted
- Rules for shoes, headwear, and body piercings remain the same
- Pajamas or nightgowns are not permitted
- Dress-down day clothing should not interfere with the academic environment
If a cadet does not wear the designated school uniform and a parent/guardian cannot be reached, the cadet may not be able to participate in class and school activities.

The principal and assistant principal reserve the right to determine acceptable dress code standards.

**SCHOOL SAFETY**

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

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

B. **Lockdown Drills**
Under extenuating circumstances, the administration may announce a school lockdown. A room-to-room visit or public address over the loud speaker of “LOCKDOWN” begins a lockdown procedure. Cadets must follow the instructions given by the teacher/adult.

II. **SECURITY PROGRAM**
For the protection of MACS 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.

If any contraband, illegal drugs, cigarettes, lighters, or vape devices are discovered in a cadet’s possession, the item(s) will be confiscated. If appropriate, a cadet may be subject to disciplinary action, which may result in an expulsion hearing.

III. **VISITORS**
Parents/guardians are encouraged to visit MACS. All visitors must enter through the Tilton Street visitor’s entrance of the building, report to the main office, sign in, present identification, obtain a visitor’s pass and sign out before leaving the facility. Anyone found in the building without a visitor’s pass is considered trespassing and is subject to arrest.

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

IV. **EMERGENCY CLOSINGS & DELAYS**
MACS’s KYW News Radio school closing number is “607”

Closing/delay of school prior to the opening of school:
- When the School District of Philadelphia closes/delays all schools, MACS will also be closed/delayed. Listen to KYW or watch any local TV news station for all closing/delay 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/guardians will be notified via an automated calling system. Current contact numbers must be up-to-date at all times.

The faculty and staff of MACS wish all cadets a great school year. Our hope is that all cadets excel academically and develop excellent character. Remember The Six Pillars of character:

Trustworthiness
Respect
Responsibility
Fairness
Caring
Citizenship

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

Maritime Academy Charter School does not discriminate on the basis of race, sexual orientation, religion, ethnicity, sex, gender identity, or physical mental ability.

CODE OF CONDUCT
16
The Code of Conduct outlines the disciplinary policies of MACS. Cadets who disrupt the purposeful and peaceful atmosphere of MACS must face the consequences of his/her actions. The school’s Code of Conduct clearly indicates the cadet’s responsibility to himself/herself and to others. The purpose of the Code of Conduct is to ensure a safe and positive learning environment, and to outline 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. 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, and traveling to and from school. Cadets over eighteen (18) years of age are subject to all rules and policies of MACS. 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**
- Failure to obey directions from school staff
- Making excessive noise
- Loitering
- Violation of dress code
- Failure to attend class without a valid excuse
- Persistent tardiness
- Failure to attend detention
- Disrespect towards a teacher or staff member

**RULE 2: DISRUPTIVE AND/OR OFFENSIVE LANGUAGE**
- Vulgar, obscene, intentionally disruptive, or offensive language in any school or school-sponsored activity
- Disruptive behavior on the school bus and via social networks
- Offensive, sexually oriented, or threatening messages, pictures, or offensive symbols from any source
- Slurs directed against one’s race, color, religion, nationality, ancestry, sex, gender identity, sexual orientation, or physical or mental disability

**RULE 3: RECKLESS CONDUCT**
- Endangering the health, safety, or welfare of any cadet, staff, or member of the school community.
- Serious injury or serious property damage will be treated as an aggravated offense.
- Threats.
- Forging signatures on official documents.

**RULE 4: TOBACCO PRODUCTS & PARAPHERNALIA**
By law, MACS is a non-smoking facility. Smoking is not permitted within the school building or on the facility grounds. Cadets found smoking will face disciplinary action. Possession of
cigarettes, vape devices, lighters, matches, rolling papers, pipes, or other drug-related paraphernalia are prohibited.

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.

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. Accessing inappropriate websites or someone else’s email account is strictly prohibited.

RULE 7: ELECTRONIC DEVICE POLICY

Cell phones and smart watches are NOT permitted to be used during school hours, including lunch. Upon entering the building, all cell phones and electronic devices must be turned off. Once cadets are allowed to proceed to Advisory, cell phones and electronic devices must be placed in lockers. Cell phones will be confiscated and given to the assistant principal, and returned directly to a parent(s)/guardian(s) between the hours of 7:45 a.m. and 4:00 p.m.

Cadets who fail to turn over their cell phone or electronic device when requested by an administrator, faculty or staff of MACS are subject to immediate disciplinary action. Parents/guardians are asked to support all policies and procedures related to this rule. There are NO EXCEPTIONS. Cadets may call a parent/guardian from the main office, nurse’s office, or from the office of any other administrator. Parents/guardians who need to contact their child during the school day may call the main office; such calls are for emergency purposes only.

- **First offense**: The assistant principal will keep the phone for the remainder of the school day and a parent/guardian must pick up the phone.
- **Second offense**: The assistant principal will keep the phone for the remainder of the school day and a parent/guardian must pick up the phone. Cadet will be rostered for Saturday School.
- **Third offense**: The assistant principal will keep the phone until a formal disciplinary hearing has been held. This hearing may lead to expulsion.

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

**Cadets may not use the MACS name in a way that discredits or dishonors the school. This includes messages sent on Twitter, Facebook, Instagram, Snapchat, or any other website.**

**MACS is not responsible for lost or stolen electronic devices.**
All emergency phone calls MUST be directed to the main office (215-427-3090). Contacting cadets during the school day through use of a cadet cell phone is prohibited.

**LEVEL I OFFENSES: INTERVENTION/SANCTIONS**

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

- Meeting with a teacher to discuss the behavior and expectations for improvement
- Meeting with the grade chairperson
- Meeting with the assistant principal or principal
- Notice to parent(s)/guardian(s)
- Placement on a daily report
- Referral to the Office of Cadets Services
- Suspension of privileges
- After-school detention
- Saturday detention
- Permanent or temporary assignment to another class or section
- Disciplinary probation for the remainder of the school year

Cadets with identified disabilities will be disciplined in accordance with their Individualized Education Program (IEP). For these cadets, all appropriate procedures under state and federal law will be observed.

**LEVEL II OFFENSES**

**RULE 8: FIGHTING AND ASSAULT OF SCHOOL PERSONNEL**

- Willing participants in an altercation shall be subjected to disciplinary action under a LEVEL II offense. **Fighting results in a disciplinary review, and can lead to expulsion.**

- When cadets act in self-defense, an administrative investigation will be conducted to determine responsibility.

- Any physical confrontation – even “play fighting” – that takes place while traveling to and from school, in school, including on the school bus of SEPTA, on school property, or at a school sponsored activity constitutes a Level II offense.

- Any inappropriate physical contact or confrontation with another cadet, staff member, or school personnel will be subject to arrest, and/or a disciplinary review, which may result in an expulsion hearing.

- Throwing an object at a staff member or another cadet whether intentional or not is also considered assault, and cadets will be subject to an arrest, and/or a disciplinary review, which may result in an expulsion hearing.

**RULE 9: REPEATED SCHOOL VIOLATIONS**

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

**RULE 10: HARASSMENT/BULLYING/SEXUAL HARASSMENT**
A cadet who harasses or bullies or recruits others to harass or bully another cadet (including text messaging and cyber-bullying) in school or while traveling to and from school, is subject to disciplinary action that can lead to an expulsion.

Sexual harassment will not be tolerated. MACS has a strict “no touching” policy. A cadet will be subject to disciplinary action that can lead to expulsion for violation of this rule.

**RULE 11: SEXUAL ASSAULT OR INDECENT EXPOSURE**

Sexual harassment is inappropriate behavior of sexual a nature that can make someone feel offended, intimidated, or embarrassed. Sexual harassment can be physical, verbal, and non-verbal.

- Physical contact includes, but is not limited to, inappropriate touching, pinching, kissing, hugging, patting, exposing of self.
- Verbal conduct includes, but is not limited to, sexual advances, comments, jokes, request of physical intimacy, or sending sexually explicit messages (text, social media).

**RULE 12: 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 cadet who possesses a weapon on school property, at a school function, or going to and from school.

The cadet does not have to use the weapon in order to face disciplinary action; simply carrying the weapon, keeping it in a locker or book bag, or holding it for a friend will result in disciplinary action.

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

**RULE 13: UNAUTHORIZED ABSENCE**

A student who has missed three (3) or more unexcused days of school during a school year is considered truant under the law. Once a student is truant, the school must notify the parent/guardian in writing via the Three Day Legal Notice letter. This notice must be in the language preferred by the parent/guardian. The notice may include an offer to have an attendance improvement conference. At the school level, truancy can result in school-based interventions (home visits, attendance improvement plan (AIP), academic supports, social service referrals, or a referral to the counselor).

Unauthorized absences include leaving the building without permission, failure to attend the Summer Recovery Program or Saturday School.

**RULE 14: ABSENCE / LATENESS**

Excessive unexcused absences, (ten (10) or more days), can lead to court referral and a court fine for your parent(s)/guardian(s), intervention by the District Attorney’s office, and/or a request for parents/guardians to accompany cadets to school for a meeting to discuss the attendance improvement plan previously developed. The attendance meeting will be held prior to the court referral.

Mandatory Study Hall will be assigned to make up missed work due to absence or lateness.
RULE 15: STEALING

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

RULE 16: OBSTRUCTION OF AN INVESTIGATION

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

RULE 17: POSSESSION OF DRUGS, ALCOHOL, OR CONTRABAND

- Cadets may not possess, use, or be under the influence of any unauthorized prescription or non-prescription medication, or narcotic drug, hallucinogenic drug, steroid, growth hormone, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant, or look-alike substance of any kind.
- Any cadet found in violation of this rule will be subject to an expulsion hearing and police arrest.
- Any cadet possessing drugs or alcohol on school grounds or during school activities will be subject to a five day suspension with the intent to expel, and will be referred to law enforcement.
- If a cadet is suspected of being under the influence of drugs or alcohol, he or she will be escorted to the nurse’s office or assistant principal’s office. A decision will be made by the school official regarding the Cadet’s ability to participate in school. If a cadet is sent home for suspected alcohol or drug use, he or she may not return to school until MACS receives a note from a physician declaring the cadet fit to participate in school activities.

RULE 18: DAMAGE, DESTRUCTION, OR THEFT OF SCHOOL OR PRIVATE PROPERTY

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

RULE 19: UNAUTHORIZED ACCESS TO COMPUTERS

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

LEVEL II OFFENSES: INTERVENTIONS/SANCTIONS

A cadet who commits a LEVEL II offense will be subject to a disciplinary review, and possibly an expulsion hearing. The Code of Conduct applies to cadets involved in school-sponsored activities and before or after school events. Cadets with identified disabilities will be disciplined in accordance with their Individualized Education Program. For these cadets, all appropriate procedures under state and federal law will be observed.
REINSTATEMENT OF A CADET AFTER SUSPENSION MUST BE MADE BY A PARENT OR LEGAL GUARDIAN.

DISCIPLINARY CONSIDERATIONS FOR SPECIAL EDUCATION CADETS

Special education cadets must adhere to the MACS’ disciplinary process in accordance with the Individual Education Plan. Since the exclusion of a cadet 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 cadet’s disability and whether his/her IEP is appropriate.
  1. If the IEP team determines that the behavior is related to the cadet’s disability or that the cadet’s program is not appropriate, then the cadet 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 cadet’s disability and that the cadet’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.
- Ten (10) consecutive suspension days or a series of suspensions constitute a change in placement. Thus, the IEP must be modified.
- The decision to remove a cadet 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 cadets will be adhered to.
- Special education cadets are entitled to a due process hearing.

DETENTION

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

In 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 parents/guardians, principal, and/or designee, and/or suspension of privileges.

LOSS OF PRIVILEGES
MACS offers many clubs, sports, events, and activities to cadets. Cadet participation is considered a privilege and will be treated as such. Cadets may have their privileges revoked at the discretion of the administration. Privileges can include participation in dances, extra-curricular activities, school trips, and dress-down events.

- Cadets will lose their privileges for the following reasons:
  - Any Level II offense
  - Violations of the academic policy
  - Violations of the attendance policy
  - Multiple discipline referrals
  - Multiple offenses

- When cadets lose their privileges, they will be placed on a list that is available to all staff members who monitor cadet activities. Cadets on this list may not participate in ANY MACS sponsored activity or event, regardless of when they are placed on this list.

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

**PROBATION**

Cadets on probation will be reviewed monthly. Depending on the condition of the cadets’ probation, the following privileges may be revoked:

- Extra-curricular school functions
- Dress-down days

**SUSPENSION AND EXPULSION PROCEDURES FOR MACS**

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.
    - 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/guardian is notified immediately in writing and via a phone call when a cadet is suspended.
    - Cadets are responsible for exams and work missed while on suspension and shall be permitted to complete these assignments within guidelines established by the Board of Trustees.
    - Depending on the circumstances surrounding the suspension, the cadet may be escorted out of the building immediately.

- **Expulsion** is exclusion from school by the Board of Trustees for a period exceeding ten (10) school days and may result in permanent expulsion from the school rolls. All expulsions require a formal hearing.
  - If it is determined after an informal hearing that the cadet’s presence in school 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 when expelled, and parents/guardians are responsible for acquiring the required education. Parents/guardians may fulfill this responsibility through placement in another school or through tutoring or correspondence study.

Before a cadet can be expelled, the cadet is entitled to a formal hearing. Cadets are entitled to an advanced notice of the hearing, and can request the names of witnesses and copies of any statements made by those witnesses prior to the hearing.

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

**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 MACS:

- The Chief Executive Officer, principal, or assistant principal must meet with cadets to explain the reason for the suspension and to offer an opportunity to refute the charges.
- Written notice of the suspension will be provided.
- The written notice shall contain the reason for the suspension, the reinstatement date, and the date, time, and place for a conference with a parent/guardian. MACS will also attempt to call home to inform parent/guardian of the incident.
- When the suspension exceeds three (3) days, MACS will hold an informal hearing by the third day, with written notice to the parent(s)/guardian(s) 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 informal hearing, parents/guardians may question the staff witness and may produce witnesses on the cadet’s behalf.
- The cadet will be allowed to return to school on the reinstatement date after the parent(s)/guardian(s) conference.
- Upon returning to school, the cadet is responsible for missed assignments and tests.
- Notice of a right to appeal the results of the hearing shall be provided to the student.

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. The formal expulsion hearing process includes the following due process requirements:

1. Notification of the charges in writing by certified mail to the student’s parent/guardian.
2. At least three days’ notice of the time and place of the hearing, which shall include a copy of this policy, hearing procedures, and notice of the right to representation by legal counsel. A student may request the rescheduling of the hearing when he/she demonstrates good cause for an extension.

3. The hearing shall be private unless the student or parent/guardian requests a public hearing.
4. Representation by counsel at the parent’s/guardian’s expense and parent/guardian may attend the hearing.

5. Disclosure of the names of witnesses against the student and copies of their written statements or affidavits.

6. The right to request that witnesses against the student appear in person and answer questions or be cross-examined.

7. The right to testify, make arguments and present witnesses on the student’s behalf.

8. A written record shall be kept of the hearing and a copy made available to the student at the student’s expense, or at no charge if the student is indigent.

9. The hearing shall be held within 15 school days of the notice of charges, unless a delay is mutually agreed to by both parties or is delayed by: a) The need for laboratory reports from law enforcement agencies. b) Evaluations or other court or administrative proceedings are pending due to a student’s invoking his/her rights under the Individuals with Disabilities Education Act (IDEA). c) Delay is necessary due to the condition or best interests of the victim in cases of juvenile or criminal court involving sexual assault or serious bodily injury.

10. Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.
School / Classroom Observation Request Form

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

Parent Name: ______________________________________________________

Cadet Name: ______________________________________________________

Grade: ____________ Date of Birth: ____________

Date of Request: ____________ Teacher to be Observed: ________________

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

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

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

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Parent Signature: ______________________________________ Date: ______________

Administrator Signature: ____________________________ Date: ______________

Please Note:
The observer must comply with the school’s procedures for classroom observations. MACS reserves the right to terminate a visit in the event of an emergency or unforeseen circumstance. Observers who do not comply with the school’s procedures for classroom observations may be asked to leave and may lose the opportunity for any future observational opportunities.
Community Service Hours Tracking Form

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

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

Cadet’s Name:______________________________ Total Hours Served________________

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<th>Date</th>
<th>Hours</th>
<th>Place of Service Activity</th>
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Parent Notification of MACS Title I Programs
2019-2020 School Year

Dear Parents and Guardians:

The Maritime Academy Charter School receives Title I Federal Funds annually. The amounts of these funds change from year to year depending on student enrollment and the percentage of qualifying students. Your completion of our Household Survey, posted on the MACS website, is critical in determining our funding.

The purpose of Title I funds is to help insure all children have access to the support they need to meet the rigorous Pennsylvania Academic Content Standards.

At MACS, we use our Title I funds to purchase and upgrade technology, purchase instructional aids for classroom use, and fund some teachers’ salaries to keep our teacher: students’ ratio at an optimal level for effective learning.

At various times during the school year, Maritime will hold Parent Informational Meetings to share program updates and progress. We hope you will take advantage of these enlightening program meetings.

Should you have questions about MACS Title I programs and services, please feel free to contact me.

Sincerely,

Lucy Feria
Interim CEO
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’S/GUARDIAN’S SIGNATURE: ____________________________ DATE: ______