Maritime Academy Charter School

Elementary School
2275 Bridge Street, Bldg. 11; Philadelphia, PA 19137
Phone: 215-535-4555 Fax: 215-535-4398

High School
2700 E. Huntingdon Street, Philadelphia, PA 19125
Phone: 215-427-3090 Fax: 215-999-5027

Parent/Cadet Handbook

Our Mission

Welcome to Maritime Academy Charter School! As a MACS cadet, you will experience a rigorous academic program with the 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,

Matthew Wilson
Chief Executive Officer

Maritime Academy Charter School

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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,

Laura Bischoff – Elementary School Principal
Dr. Lorrain Baptiste – High School Principal

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ACADEMICS

MACS enrolls cadets in grades K-12. In grades K-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

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

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

In the elementary school, cadets who pass all subjects for the year will be promoted to the next grade. A cadet will be retained in their current grade if they fail two core subjects. If a cadet fails one core subject, **they must attend and pass summer school** to be promoted. **Failure to attend or pass summer school will result in retention.**

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

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:

1. 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
2. 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 to receive a diploma in Pennsylvania.
3. Successfully complete the Senior Project.

D. Homework Policy

Each teacher at MACS reinforces classroom instruction by assigning homework. Homework must be completed and submitted by 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 midpoint 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 quarterly. 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.

CHILD FIND POLICY

Child Find - S 14.121.

1. In addition to the requirements incorporated by reference in 34 CFR 300.111 (relating to child find), each school district shall adopt and use a public outreach awareness system to locate and identify children thought to be eligible for special education within the school district's jurisdiction.
2. Each school district shall conduct awareness activities to inform the public of its early intervention and special education services and programs and the way to request services and programs. Written information shall be published in the school district handbook and school

district web site. The public awareness effort must include information regarding potential signs of developmental delays and other risk factors that could indicate disabilities.

3. Each school district shall provide annual public notification, published or announced in newspapers, electronic media and other media, with circulation adequate to notify parents throughout the school district of child identification activities and of the procedures followed to ensure confidentiality of information pertaining to students with disabilities or eligible young children in accordance with this chapter.
4. Intermediate units are responsible for child find activities necessary to provide equitable services consistent with 34 CFR 300.130—300.144, regarding children with disabilities enrolled by their parents in private schools.
5. Systematic screening activities that lead to identification, location and evaluation of children with disabilities will take place on an on-going basis. This includes screening children who are suspected of being a child with a disability even though they are progressing from grade to grade, and highly mobile children, including migrant children, wards of the state and parentally placed private school students, as appropriate.
    a. All students with a disability who are in need of special education and related services shall be identified, located, and evaluated.
    b. A practical method shall be developed and implemented to determine which students are currently receiving needed special education and related services.
    c. This policy applies to children, including highly mobile and migrant students, who are suspected of having a disability under 5300.8 and in need of special education, even though they are advancing from grade to grade [34 CFR 5300.111(c)].

Procedure

Child Find [34 CFR 5300.311]

1. Maritime Academy will identify, locate, and evaluate all children with a disability within their population served who need special education and related services, even though:
    a. they are advancing from grade to grade; and
    b. are highly mobile
2. Maritime Academy will maintain a record of children who are receiving special education and related services.
3. Special Education Director will place Public Annual Notice on MACHS website, one time per school year.
4. Activities will inform the public and tell them how to request programs and services.
5. Regular and Special Education Teachers understand Child Find requirements.
6. Students who are having difficulty in academic, behavior, or social areas are referred to the Comprehensive Child Study, formerly known as CSR, by their regular education teacher.
    Students receive interventions and are referred for a multidisciplinary evaluation if they are "thought to be exceptional" after CST process is complete.
7. Identification and referral [AAC R7-2-401 .D]
    a. Maritime Academy implements and disseminates written procedures for the identification and referral of all children with disabilities.
    b. Maritime Academy will require all school-based staff to review the written procedures related to child identification and referral on an annual basis and maintain documentation of the staff review.
    c. Identification (screening for disabilities) shall be completed within 45 calendar days after:

- Entry of any student enrolling without appropriate records or screening, evaluation, and progress in school; or
- Parent notification of developmental or educational concerns.

d. Screening procedures shall include vision and hearing status and consideration of the following areas:
   - Cognitive or academic;
   - Communication;
   - Motor;
   - Social or behavioral; and
   - Adaptive development

8. For a student transferring into a school, Maritime Academy will review enrollment data and educational performance in the prior school. If there is a history of special education for a student not currently eligible for special education or poor progress, the name of the student shall be submitted to the administrator for consideration of the need for a referral for a full and individual evaluation or other services.
9. If a concern about a student is identified through screening procedures or review of records, the parents of the student shall be notified of the concern within 10 school days and informed of Maritime Academy's procedures to follow-up on the student's needs.
10. Maritime Academy will maintain documentation of the identification procedures utilized, the dates of entry into school, notification by parents of a concern and the dates of screening. The dates shall be maintained in the student's permanent records.
11. If the screening indicates a disability, the name of the student shall be submitted to the administrator for consideration of the need for a referral for a full and individual evaluation or other services. A parent or a student may request an evaluation of the student.
12. If, after consultation with the parent, Maritime Academy determines that a full and individual evaluation is not warranted, Maritime Academy shall provide prior written notice and procedural safeguards notice to the parent in a timely manner.

What Parents Can Do If They Think Their Child May Qualify for Special Education

Parents who think their child is eligible for special education may request, at any time, that the school conducts a multi-disciplinary evaluation. Some potential signs of a student having a qualifying disability including experiencing years of difficulties in reading, writing or solving math problems, difficulties focusing and concentrating on schoolwork, difficulties sitting still in the classroom, and difficulties controlling emotions (such as anxiety and depression) and/or behaviors. Requests for a multi-disciplinary evaluation must be made in writing to the school's Special Education Office. If a parent makes an oral request for a multidisciplinary evaluation, the school provides the parent with a form for that purpose.

- If the school denies the parents' request for an evaluation, the parents have the right to challenge the denial through an impartial hearing or through voluntary alternative dispute resolution such as mediation. Maritime Academy's Comprehensive Student Review Committee identifies and refers for evaluation students who are thought to be eligible for special education services. These screening and referral processes include testing and evaluation, classroom performance, benchmark examinations, and if necessary, referrals to the student assistance program. The school regularly assesses the current achievement and performance of the child, designs school-based interventions, and assesses the effectiveness of interventions. The screening of a student by a teacher or specialist to determine appropriate instructional strategies for curriculum implementation is not to be considered an evaluation for

eligibility for special education and related services. If a concern can be addressed without special education services, or if the concern is the result of limited English proficiency or the lack of appropriate instruction, a recommendation may be made for interventions other than a multi-disciplinary team evaluation.

- Parents have the right to request a multidisciplinary team evaluation at any time, regardless of the outcome of the screening process. Moreover, screening or pre-referral intervention activities may not serve as a bar to the right of a parent to request an evaluation, at any time, including prior to or during the conduct of screening or pre-referral intervention activities if parents need additional information regarding the purpose, time, and location of screening activities, they should call or write the school's Special Education Office.

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 must be present for a full day of instruction. 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, unless with proper medical documentation. MACS reserves the right to approve outside guests.

A. Athletics

Any cadet participating in a school sport program must follow league and Maritime Academy Charter School eligibility rules. A copy of the league 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. <u>All chaperones must have state and federal clearances.</u>

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 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 when needed. 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

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.

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. 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. 1208.

B. Guidance

A cadet may request a conference with a guidance counselor for confidential advice or academic guidance. Cadets, as well as parents/guardians, are welcome to make an appointment to see counseling 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.

D. English Language Learner Program (ELL)

Maritime Academy Charter School is dedicated to providing an excellent education for all enrolled cadets. As a part of our enrollment process, parents are asked if their child has a first language, other than English. If so, cadets are screened using the state mandated WIDA screener tool. Upon completion of the screener, parents are notified if their child is eligible for the ELL program. At that time, parents may choose to accept placement into this program or opt out. All of this is completed within thirty (30) days of the start of the school year.

Our ELL program is designed to improve English language proficiency in the areas of Speaking, Listening, Reading, and Writing. Cadets receive either small group instruction or in-classroom support, dependent on their level of need, from a certified ESL teacher. Additionally, the ESL teacher works with the classroom teachers in providing supports and modifications for the cadet. All instruction is completed in English.

Each year, our ELL cadets take the state mandated WIDA test to determine growth in the areas of Listening, Reading, Speaking, and Writing. Parents are notified if their child will need continued

instruction or if they have attained proficiency and may be exited from the program. Students are then monitored, by the ESL teacher, for four years following the cadet's exit from the program.

An English Language Learner (ELL) student may not be retained in a grade due to limited English proficiency (as assessed by the annual English proficiency test – WIDA) in the areas of Reading, Speaking, Writing, and Listening.

III. 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

B. Food in Classrooms

Eating and drinking in classrooms are prohibited. Only water in clear, plastic bottles is allowed. No disposable cups with or without straws are 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.

C. Hall Passes

Cadets are **NOT** permitted to be in the hallways without an active SmartPass issued by the teacher. Cadets must also obtain a SmartPass to go to the nurse.

D. 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.

E. 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.

F. Skateboards

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

G. 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.

H. TransPasses (High School Only)

SEPTA provides complimentary TransPasses 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.

STUDENT EXPRESSION POLICY

Freedom of Expression

1. The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the Constitution of the Commonwealth.
2. Students shall have the right to express themselves unless the expression materially and substantially interferes with the educational process, threatens serious harm to the school or community, encourages unlawful activity or interferes with another individual's rights.
3. Students may use publications, handbills, announcements, assemblies, group meetings, buttons, armbands, and any other means of common communication, provided that the use of public school communications facilities shall be accordance with the regulations of the authority in charge of those facilities.
4. Students have the responsibility to obey laws governing libel and obscenity and to be aware of the full means of their expression.
5. Students have the responsibility to be aware of the feelings and opinions of others and to give others a fair opportunity to express their views.
6. Identification of the individual student or at least one responsible person in a student group may be required on posted or distributed materials.
7. School officials may require students to submit for prior approval a copy of materials to be displayed, posted, or distributed on school property.
8. Bulletin boards must conform to the following:
    a. School authorities may restrict the use of certain bulletin boards.
    b. Bulletin board space should be provided for the use of students and student organizations.
    c. School officials may require that notices or other communications be officially dated before posting, and that the materials be removed after a prescribed reasonable time to assure full access to the bulletin boards.
9. School newspapers and publications must conform to the following:
    a. Students have a right and are as free as editors of other newspapers to report the news and to editorialize within the provisions in paragraphs d. and e.

b. School officials shall supervise student newspapers published with school equipment, remove obscene or libelous material, and edit other material that would cause a substantial disruption or interference with school activities.
c. School officials may not censor or restrict material simply because it is critical of the school or its administration.
d. Prior approval procedures regarding copy for school newspapers must identify the individual to whom the material is to be submitted and establish a limitation on the time required to make a decision. If the prescribed time for approval elapses without a decision, the material shall be considered authorized for distribution.
e. Students who are not members of the newspaper staff shall have access to its pages. Written criteria for submission of material by non-staff members shall be developed and distributed to all students.

10. The wearing of buttons, badges or armbands shall be permitted as another form of expression within the restrictions listed under number 3.
11. School officials may set forth the time and place of distribution of materials so that distribution would not materially or substantially interfere with the requirements of appropriate discipline in the operation of the school.
    a. A proper time and place set for distribution is one that would give the students the opportunity to reach fellow students.
    b. The place of the activity may be restricted to permit the normal flow of traffic within the school and at exterior doors.

TRANSGENDER AND GENDER NON-BINARY STUDENT POLICY

Overview

Throughout the preceding decades, courts and regulatory agencies have recognized that federal laws prohibiting sex discrimination, including Title VII, Title IX and the Equal Protection Clause, prohibit discrimination against transgender people whether based on sex stereotypes, gender identity, or gender transition.

Although neither Pennsylvania nor federal statutes specifically prohibit discrimination based on sexual orientation or gender identity, federal courts and some federal agencies have recognized discrimination against Transgender and Gender Non-Binary individuals as a form of gender or sex discrimination.

For instance, Title IX of the Education Amendments of 1972 ("Title IX") specifically prohibits discrimination on the basis of sex in federally funded education programs and activities. The United States Department of Education's Office for Civil Rights has issued guidance recognizing that Title IX protects transgender students against discrimination based on their gender identity. Additionally, the U.S. Departments of Education and Justice have stated that under Title IX, "discrimination based on a person's gender identity, a person's transgender status, or a person's nonconformity to sex stereotypes constitutes discrimination based on sex" and asserted a significant interest in ensuring that all students, including transgender students, have the opportunity to learn in an environment free of sex discrimination in public schools.

Locally, City of Philadelphia Bill No. 130224 (April 2013) amends the Philadelphia Code to provide for equality of treatment of all persons in the City of Philadelphia regardless of gender identity or sexual orientation. Specifically, it provides for gender neutrality in certain City forms and online

websites, access to public accommodations based upon an individual's gender identity, the right to dress consistently with one's gender identity, and the right of transgender individuals to request name and gender changes on pertinent records.

School District of Philadelphia Policy Section 102, Multiracial-Multicultural-Gender Education (August 2004), states that policy of the School District is to foster knowledge about and respect for those of all races, ethnic groups, social classes, genders, religions, disabilities, sexual orientations (perceived or known) and gender identities (perceived or known). School District of Philadelphia Policies 248 and 249 (September 2010) prohibit all forms of harassment and bullying by District students, and further prohibits reprisal or retaliation against individuals who report these acts or who are targets, witnesses and/or bystanders to acts of discrimination.

The School District Student Code of Conduct (2015-2016) states that students shall have the right to dress in accordance with their stated gender identity and/or expression within the constraints of the school's dress code. Additionally, in 2021, the School District of Philadelphia determined that every school will be required to have a gender-neutral bathroom.

In 2022, the Philadelphia City Council unanimously passed legislation aimed at expanding safeguards for transgender and gender non-conforming students under the City's new regulation, known as The Uniform Policy of non-discrimination as to Transgender and Gender Non-Conforming Youth.

Nondiscrimination policies that prohibit discrimination based on gender identity and gender expression will ensure that transgender students have equal access to respectful, knowledgeable treatment and education.

As such, in conformity with Philadelphia law, MACS now introduces the following Transgender and Gender Non-Binary policy to ensure safety, equity, and justice for all students regardless of gender identity or gender expression so that they can reach their fullest human and intellectual potential.

This policy is intended to facilitate compliance with other local and federal laws, as well as the School District of Philadelphia's policies concerning bullying, harassment and discrimination.

Definitions

"Sex assigned at birth" is the classification, either male or female, that a doctor assigns to an individual upon birth. This differs from biological sex, which encompasses sex traits both external and internal, including genitals, hormones, chromosomes, and internal reproductive organs.

"Gender identity" is a person's deeply held sense or psychological knowledge of their own gender, regardless of the sex they were assigned at birth. Individuals determine their own gender identity and gender identity may change over time.

"Cisgender" describes people whose gender identity is consistent with their sex assigned at birth.

"Transgender" describes people whose gender identity is different from their sex assigned at birth.

"Gender expression" refers to the way a person expresses gender to others through behavior, clothing, hairstyles, activities, voice or mannerisms.

"Gender nonconforming," "gender variant," and "gender queer" describe people whose gender expression and/or gender identity falls outside the traditional male-female binary.

"Gender-neutral pronouns," such as they/them/their (singular), are used by some transgender and gender non-conforming people.

"Social transition" refers to a change in any combination of the following: name, pronouns, gender identity, or gender expression. Social transition does not necessarily involve any legal name change or medical intervention and does not need to be certified by a doctor or therapist.

"Medical transition" refers to the use of puberty blockers, hormones, or surgery by a transgender or gender non-conforming person, designed to align their physical sex characteristics with their gender identity.

"Questioning" is the process of self-exploration and self-discovery about one's gender identity, often involving unlearning one's assigned gender and learning a new one. There is no timetable for this process.

In General

This policy covers conduct that takes place in the school, on school property, at school-sponsored functions and activities. This policy also pertains to usage of electronic technology and electronic communication that occurs in the school, on school property, at school-sponsored functions and activities, and on school computers, networks, forums, and mailing lists. This policy applies to the entire school community, including educators, school and MACS staff, students, parents, and volunteers.

Names/Pronouns

A student has the right to be addressed by a name and pronoun that corresponds to the student's gender identity. The name and pronouns with which the student identifies shall be used in all interactions between them and school staff and students as well as on written records including class rosters, report cards, letters from the school or School District, transfer forms, and photo ID. A court-ordered name or gender change is not required, nor is evidence of therapy or medical transition. The intentional or persistent refusal to respect a student's gender identity (for example, intentionally referring to the student by a name or pronoun that does not correspond to the student's gender identity) is a violation of this policy.

Hate Speech

Students shall not use derogatory or offensive terminologies when communicating with or referring to a transgender or gender nonconforming individual. Administrative staff shall take reasonable steps to prevent and promptly correct any derogatory or offensive terminologies used in communication with or in reference to a transgender or gender nonconforming individual. Offensive slurs when used in any context may be considered hate speech.

Privacy/Confidentiality

All persons, including students, have a right to privacy, and this includes the right to keep one's transgender identity private at school. Information about a student's transgender identity, legal name, or sex assigned at birth also may constitute confidential medical information. School personnel should not disclose information that may reveal a student's transgender identity or gender nonconformity to others, including parents and other school personnel, unless the student has authorized such disclosure. Transgender and gender nonconforming students have the right to discuss and express their gender identity and expression openly and to decide when, with whom, and how much to share private information.

Gender-Segregated Activities

To the extent possible, MACS shall reduce or eliminate the practice of segregating students by gender. In situations where students are segregated by gender, students will be included in the group that corresponds to their gender identity.

To the extent possible, MACS will evaluate all gender-based activities, rules, policies, and practices — including classroom activities, school ceremonies, and school photos — and maintain only those that have a clear and sound pedagogical purpose. Students shall be permitted to participate in any such activities or conform to any such rule, policy, or practice consistent with their gender identity.

Gender-Neutral Language

To the extent possible, MACS will use gender-neutral language in written communication with all students and families, regardless of student's gender identity. This included employing "they" (singular) instead of "he/she."

Restroom Access

The City of Philadelphia forbids discrimination based on gender identity. It is an unlawful, discriminatory practice to directly or indirectly refuse, withhold from, or deny a person any of the accommodations, advantages, facilities, services, or privileges of the school based upon a person's actual or perceived gender, including the individual's actual or perceived sex, gender identity, self-image, appearance, behavior or expression, even if that gender identity, self-image, appearance, behavior or expression is different from that which has traditionally been associated with the legal sex assigned to a person at birth. Students shall have access to the restroom that corresponds to their gender identity. Any student who has a need or desire for increased privacy, regardless of the underlying reason, should be provided access to a gender-neutral single stall restroom, but no student shall be required to use such a restroom.

Locker Room Access

Students shall have access to the locker room that corresponds to their gender identity. Any student who has a need or desire for increased privacy, regardless of the underlying reason, will be provided with a reasonable alternative changing area such as the use of a private area. Any alternative arrangement should be provided in a way that protects the student's ability to keep their transgender identity confidential.

Dress Codes/Uniforms

Transgender and gender nonconforming students have the right to dress in a manner consistent with their gender identity or gender expression. MACS does not adopt a dress code that restricts students' clothing or appearance on the basis of gender.

Physical Education Classes & Intramural Sports

To the extent possible, transgender and gender nonconforming students shall be permitted to participate in physical education classes and intramural sports in a manner consistent with their gender identity.

Interscholastic Competitive Sports Teams

Participation in competitive athletic activities and contact sports will be resolved on a case-by-case basis.

Curriculum

MACS will continue to provide age-appropriate comprehensive health education curriculum that includes the four domains of health including; physical, mental, emotional, and social.

Discrimination/Harassment

Allegations and/or Incidents of discrimination, harassment, or violence will be given immediate attention, including investigating the incident, taking appropriate corrective action, and providing students and staff with appropriate resources. Complaints alleging discrimination or harassment based on a person's actual or perceived transgender identity or gender nonconformity will be handled in the same manner as other discrimination or harassment complaints.

Training and Posting Requirement

MACS shall regularly conduct training for all staff members on their responsibilities under the uniform policy of nondiscrimination set forth in applicable laws and regulations. To the extent possible, MACS shall implement ongoing professional development to build the skills of all staff members to prevent, identify, and respond to bullying, harassment, and discrimination against transgender and gender nonconforming youth. MACS shall make the uniform policy of nondiscrimination known to the students it serves in English and the primary languages of youth who commonly access the school. MACS shall post the written policy in a location accessible to all, on its website, and by such other notification measures as the school determines.

MACS is committed to providing a safe and welcoming learning environment for all students. MACS guidelines and policies comply with Regulation No. 9 as outlined by the Philadelphia Commission on Human Relations.

DRESS CODE

The appearance of the student is the duty of both the parent/guardian and the student and must conform to the educational environment and decorum of the school. Any appearance deemed by the school staff to be inappropriate in an educational setting will be referred to the principal or assistant principal for determination.

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.
- Cadets will be supplied appropriate uniform items, if available from the donation closet

- Cadets will be given a uniform at their expense.
- Cadets will be required to change.
- Any items worn that are not part of the MACS dress code will be confiscated and held until a parent/guardian claims the item(s).

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

All required uniform garments should be purchased through a school approved vendor (additional information in the main office).

A. **Appropriate Uniform**

B. **Cadets may wear:**

- A logo shirt (long or short-sleeved) in grade-specific colors
- Grades K-8 wear blue polo shirts.
- Grades 9-11 wear blue polo shirts
- 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.
- Polos must be tucked into pants.
- Long-sleeved, ¼ zip fleece with official MACS name; Solid black sweater or sweater with official MACS name.
- Solid black khaki slacks with a black belt must sit at the waistline and below the ankle. 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.
- 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 worn once a month per school monthly calendar (Elementary School Only)
- Spirit wear may be worn on Fridays (High School Only)
- Athletes and members of a sports team are allowed to wear an athletic shirt, jersey, or jacket on game days.
- Chino/khaki style black shorts are permitted from May 1 to October 1, only.
- Solid black sweatpants may be worn for physical education and/or maritime-related physical education activities, only.
- Non-Smart Watches, medical bracelets, identification bracelets

C. Inappropriate Dress Cadets may NOT wear:

- Jeans, Leggings, Skirts, Jeggings, Tights, or Athletic Shorts
- Embroidery or brand logos
- Hats

- Dark-lens glasses or sunglasses
- Head coverings (unless religious)
- Open-toe, open-back or platform shoes
- Slippers, moccasins, flip-flops sandals, slides, or snow boots
- Apple/Smartwatches
- Coats and outer clothing (including hoodies). Upon arrival at school, these items must be placed in the locker or classroom hook.
- Long fingernails (natural or fake) that are disruptive to the educational process.

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 and 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 is not permitted.
- Sleeveless tops without shoulder covering are not permitted.
- No mid-drift showing.
- Clothing with inappropriate language, gestures, or pictures is not permitted.
- Open-toe, open-back or platform, slippers, moccasins, flip-flops sandals, slides, or snow boots are not permitted.
- 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 loudspeaker 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 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 (High School) or Building #11 (Elementary/Middle School) 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.
- If a school day is cancelled, cadets should refer to their teachers' instructions for possible school work to be completed.

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

MARITIME ACADEMY CHARTER SCHOOL RESERVES THE RIGHT TO AMEND THE CADET HANDBOOK.

PARENTS/GUARDIANS WILL BE NOTIFIED WHEN CHANGES OCCUR.

Cadet Code of Conduct
2026-2027 School Year

This Cadet Code of Conduct applies to all situations where school employees have jurisdiction over the cadets, including, but not limited to, while the cadets are in the school, on their way to or from the school, on school buses including buses owned and operated by school districts in Pennsylvania, on the school premises, on a field trip, in our Before and After School Care programs, at any extra-curricular activity or at any school sponsored event.

Important Note: *Due to confidentiality requirements, Maritime Academy is unable to provide information regarding a cadet's disciplinary consequences to other cadets and/or the families of other cadets.*

Behavior Code

Maritime Academy Charter School has high expectations for all cadets. In order for cadets to reach their potential, classrooms and schools must be free of disruptive behavior. Maintaining good discipline within the school is also a community responsibility. Parents must be familiar with and supportive of school standards and work closely with the school staff. Whenever possible, a teacher will ask parents for help in correcting a problem. If the situation continues or is serious, the teacher will seek assistance from the Principal or Principal's designee. Our school does not discriminate on the basis of race, gender, economic status, medical/handicapping condition, national origin, or any other personal characteristics in regard to disciplinary actions against cadets. Rules and regulations apply to school grounds and premises during the following times: before, during, and after school hours; anytime school buildings or grounds are used by a school group; off school grounds at any school function or event; when traveling to and from school, or school function; at bus stops; or at any time or place which may affect an educational function or be associated with the school. Cadets are expected to maintain the highest standards of academic honesty and integrity. Violation of this Code may result in expulsion from Maritime Academy Charter School.

Cadets have the responsibility to ensure that their conduct contributes to a safe and orderly atmosphere while being transported, to refrain from conduct which will offer a hazard to themselves, their fellow

cadets, or the general public, and to refrain from violating federal, state or local laws, and/or school policies. Cadets have the responsibility not to endanger themselves, other cadets, school personnel, or the general public by possessing material or objects which are potentially hazardous and/or prohibited by federal, state or local law, or school policy.

Examples of most rules are provided. The range of consequences for violations accompanies each rule. The school administrator will determine the level of the consequence based on such factors as the age of the cadet, number and nature of prior offenses, and the severity of the offense being addressed.

Important Note: *Maritime Academy attempts to use restorative practices, when appropriate, to address behavior before it escalates or requires further disciplinary action.*

Should any of these policies conflict with any state or federal law or regulation, the state or federal law or regulation takes precedence.

The school does not permit employees to use corporal punishment (the physical striking of a cadet, or certain required repetitive activities, as a disciplinary measure) in disciplining a cadet. It is recognized that reasonable use of physical force and restraint may be necessary to stop a disturbance threatening physical injury to others, to obtain possession of dangerous objects from cadets, for the purpose of self-defense, or for the protection of persons.

Depending upon the offense, teachers and/or administrators may use various means in an attempt to influence cadet behavior including, but not limited to, counseling with the cadet, assigning detentions, having conferences with parents, assigning extra responsibilities or time in school, placing the cadet in a "time-out" or in-school suspension room (with adult supervision), assigning community service projects in conjunction with parent input, referral to an intervention team, or removing a child from class (for a day) pending review of the situation. The Principal or Principal's designee may remove the cadet from the class for more than one (1) day if this consequence would be beneficial in solving the problem. The Principal or Principal's designee may use any of those means, or after conducting an appropriate investigation, may suspend a cadet for up to 10 days and, in some cases, may recommend a cadet be placed in an alternative program or expelled. The Principal or Principal's designee may also establish rules and regulations, as long as they are consistent with this Code of Conduct and the policies established by the Board. If it is determined after an informal hearing that a cadet's presence in his/her normal class would constitute a threat to the health, safety or welfare of others and it is not possible to hold a formal hearing within the period of suspension, the cadet may be excluded from school for more than 10 school days. A cadet may not be excluded from school for longer than 15 school days without a formal hearing unless mutually agreed upon by the parties (school officials and parent/guardian).

Search and Seizure Policy

This policy is to maintain order and discipline in the school and to protect the safety and welfare of cadets and school personnel. School authorities may search a cadet, cadet use areas, cadet lockers or cadet automobiles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search. The Principal or another staff person designated by the Principal may request a search be conducted by the Campus Safety Department. A cadet's failure to permit searches and seizures as outlined in this policy will be considered grounds for disciplinary action and immediate removal from campus.

I. Personal Searches

A cadet's person and/or personal effects (e.g., purse, backpack, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the cadet is in possession of illegal or unauthorized materials and/or as a result of security sweep specifying ongoing (daily) or random searches.

a. Cadets will be escorted to a private office and campus safety officer or designee will conduct the search, with at least one other adult witness. A staff member of the same sex as the cadet MUST be present.

b. Standard searches consist of:
   - The cadet removing all outer garments (coats, hats, gloves, vests, belts, shoes, etc.) and handing them to staff members and/or placing them on a table for inspection.
   - Staff will inspect outer garment items and will lay out all items found for viewing.
   - Cadets will turn out all pockets and pull up pant legs and place contents of pockets on the table/desk for staff review.
   - Cadets will lift up each foot, so staff can view the bottom of feet/sock.
   - A metal detection wand may also be used.

c. Cadets wearing multiple layers of clothes, for example two pair of pants, may be asked to remove the outer layer or garment.

d. If a pat down search of a cadet's person is conducted it will be conducted in private by a school official of the same sex and with campus safety officer present, and only when authorized by Maritime Academy Charter School CEO or designee.

II. Cadet Use Areas

Instructional rooms and areas of cadet use are school property and remain at all times under the control of the school; however, cadets are expected to assume full responsibility for the security and condition of their own work areas. Periodic general inspections of rooms and other areas of the school may be conducted by school authorities for any reason at any time without notice, without cadet consent, and without a search warrant.

III. Locker and Desk Searches

Cadet lockers and desks are school property and remain at all times under the control of the school; however, cadets are expected to assume full responsibility for the security of their lockers. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time without notice, without cadet consent, and without a search warrant.

IV. Seizure of Illegal Materials

If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition. Additionally, possession of illegal materials will result in disciplinary action up to expulsion.

V. Return/Disposal of Confiscated Items

Materials confiscated by school personnel, not deemed illegal or contraband, will be held for parent pick-up in a designated area within the school building. Written documentation of items seized will

be kept on file within the school building and parents may request a copy of the Search & Seizure report. The building administrator or designee reserves the right to dispose of confiscated items at the conclusion of the school year, if retrieval has not been made.

Attendance Policy (Truancy)

Attendance during the days and hours in which school is in session is required of all Maritime Academy cadets. The MACS Board of Trustees and the MACS administration expect that the families of all cadets enrolled in MACS have chosen the school for the strength and challenge of the academic programs offered, and therefore will ensure the cadet attends school regularly in accordance with the laws of the state of Pennsylvania. Failure to comply will not only interfere with the continuity of the cadet's education and academic growth, may result in the loss of academic credit. Legal prosecution for truancy as dictated by the state for both parent and child, consequences as outlined in this Code, and/or referral to the Board of Trustees for potential additional consequences.

Academic Credit and School Attendance

In order to earn academic credit for courses taken, cadets may not have more than 10 absences from class for a semester-long course, or 20 absences from class for a yearlong course. Cadets exceeding the allotted number of days absent from class may not receive credit for the course, which may affect promotion to the next grade level and/or graduation. If a cadet's absences exceed the allotted days, the Principal will decide, on a case by case basis, if the course grade remains intact, becomes an automatic failure with no credit for the course being granted or is reported as an incomplete grade with stipulations that must be met before a grade and/or credit can be issued. The decision can be reviewed, first by the CEO, and then by the MACS Board of Trustees, upon written request of the parent/guardian of the cadet.

Academic Day

Kindergarten through 8th Grade:	7:35 am to 2:45 pm
9th through 12th Grade:	7:30 am to 2:30 pm

Cadets must be present in their homeroom by the start of their academic day.

Lawful - Excused Absences/Excused Tardiness/Excused Early Dismissals

1. Personal illness.
2. A visit to a medical professional. A note from doctor or dentist is required to consider this as excused.
3. Serious illness in the immediate family living in the same home.
4. Quarantine ordered by a local or State health office. Official documentation is required.
5. Court or administrative proceedings if the cadet is a party to the action or has been subpoenaed as a witness. Official documentation is required to consider this as excused.
6. Observance of a religious holiday if the religious tenets to which the cadet adheres require observance of the holiday. Only one day of absence will be excused for a religious holiday unless multiple days of absence have been pre-approved in accordance with the Planned Absence section of this policy - see below.
7. Death in the family.
8. Lack of proper immunizations, medical exams or waiver (one day only). Additionally, cadets may be excluded from school for failing to provide required immunization records. Only one day of absence for the exclusion is excused.
9. Nurse exclusion: For the day(s) the cadet is sent home for medical reasons. A note must be provided if the absence continues to the next day or subsequent days unless those days are specifically listed as part of the nurse exclusion.

10. College visits that are pre-approved by the principal. Official documentation confirming the appointment interview may be required to consider as excused, in accordance with the College Visit section of this policy.
11. Other absences as approved by the Principal or Principal's designee.
12. Out-of-school suspensions. A cadet who is suspended is absent but counted as an excused absence for reporting purposes.

Unlawful - Unexcused Absences/Unexcused Tardiness/Unexcused Early Dismissals

1. A parent or medical/professional note was not supplied to the school within two days of the cadet's return from absence that provided an acceptable explanation for the absence/tardiness/dismissal.
2. Cadet not present in homeroom by the start of school.
3. Missing the bus and/or no transportation to/from school.
4. Lack of proper immunizations or waiver after the first day.
5. Lack of proper uniform, without Principal's permission, after the first day.
6. Loss of bus privilege or lack of transportation.
7. Family trips/vacations
8. Other reasons not noted as excused.

Tardiness

Cadets in Kindergarten through 8th grade must be present in their homeroom by 7:35 am. Cadets in 9th grade through 12th grade must be present inside that building by 7:30 am and to their homeroom by 7:45 am. A cadet is considered tardy if he/she is not present or checked into homeroom by the start time. A cadet is not counted as tardy if their bus arrives late to MACS. A cadet who does not attend a minimum of four hours of school will be counted as absent for the full day. If your child is going to be late for school, provide your child with a signed note explaining the reason for being tardy. (See Notes section that follows for more information.)

Absences

If your child is going to be absent from school, report your child's absence by calling Maritime Academy. If your child will be out of school for several days due to an extended illness, such as chicken pox, one call at the start of the absence is sufficient. When your child returns to school, provide your child with a signed absence excuse note indicating the dates and reason for the absence. (See Notes section that follows for more information.)

All absences are treated as unexcused/unlawful unless the school receives the required note. Six (6) unexcused/unlawful absences initiate the truancy reporting process. Medical absences beyond 3 consecutive days, which are not planned absences (see Planned Absences section that follows for more information), require a medical note from a physician's office to be excused. 10 days of cumulative absence during a school year is the maximum number of days that MACS will excuse upon receipt of a parent note. All absences beyond 20 in a school year, whether excused or unexcused, will require a medical note from a physician's office to be excused. (Principal approved absences for college visits and absences for which medical documentation has already been supplied to the school will not count toward the 10 day limit.) When this is required, parents will be notified in writing by the school. Failure to comply by providing the required medical note from a physician's office will result in all subsequent absences for which the required notes are not received remaining unlawful and reportable as truant. Chronic illness may be documented by a medical doctor and submitted to the school health

professional to review for exemption from securing a separate medical excuse for each absence exceeding the 10 allowed to be excused with a parent note. If authorized, a parent note is still required for each incident of absence. The parent note must reference, as the reason for the absence, the chronic illness documented and on file in the MACS health office. To be considered valid, all medical notes must be in compliance with PA School Code, be provided by practitioners licensed to practice in Pennsylvania.

Planned Absences

Planned absences are absences from school for any reason that could reasonably be known in advance of the absence occurring, including but not limited to: religious instruction (up to 36 hours per school year), observance of a religious holiday requiring more than one day of absence, college visits, cadet conferences, medical procedures, etc. MACS cadets may be excused from school attendance for planned absences, provided approval for the absences is obtained at least two weeks in advance from the Principal. Planned absence days are counted toward the threshold requiring medical notes from a physician's office. (See Absences section above.) Lengthy absences may result in the loss of academic credit, as planned absences tally toward the allotted days that may be missed in order to earn credit.

Parents must submit the official Request for Approval of Planned Absences form to the appropriate Principal no less than two weeks prior to the first date of absence or the request may be denied. Forms for approval will not be accepted after the absence dates. The forms are available in the MACS Main Offices and on the MACS website (www.maritimecharter.org). Current and historical attendance, academic and behavior records, along with the reason for the planned absence will be reviewed for each planned absence request. Up to 10 days per school year will be considered for planned absences, with the exception of college visits at the principal's discretion, and medical procedures if deemed necessary and medically documented in advance by a medical professional. Should a cadet's planned absence extend beyond the approved time, each additional day will be classified as unlawful and/or unexcused. There will be no planned absences approved during the first two weeks of school, with the exception of medical procedures if deemed necessary by a medical professional. Cadets will not be excused from school on dates when standardized testing or mid-term/final exams are scheduled, with the exception of medical procedures if deemed necessary by a medical professional. Families with multiple children at MACS should use a separate request form for each child when requesting absences for the same dates. If one child is determined ineligible, siblings may also be deemed ineligible. Parents will be informed in writing when the dates requested are approved or the reason(s) the request is denied. Pre-planned absences that were requested and not approved, and for which the cadet does not attend school are unlawful/unexcused absences and subject to truancy reporting. Additionally, if the absence(s) is unexcused, make up work, test and quiz grades will be reduced by 10%. Notes/Request for Approval forms will not be accepted after a planned but unapproved absence occurs and the days will be unexcused. All missed schoolwork must be completed and handed in upon a cadet's return to school. Due dates will be determined on a case-by-case basis for pre-planned medical absences.

College Visits

For the purposes of implementing this policy, College Visits will include visits to colleges, universities or other institutions or organizations offering post-secondary educational opportunities for our high school cadets. Cadets who are absent from school for the purpose of college visits will be excused at the principal’s discretion. Official documentation confirming the cadet's attendance at the college visit, appointment and/or interview may be required to excuse the absence from school. Typically, high

school cadets schedule college visits, however we recognize it may be beneficial for non-high school siblings to also attend. Each cadet/sibling must obtain individual approval from the appropriate principals for the absence to be excused. Please see the Planned Absences section of this policy (see above) for procedures to request approval for a planned absence. Absences for college visits are subject to the same criteria for make-up work as noted in the Planned Absences section of this policy.

Approved absence days for college visits will not be counted toward the threshold requiring medical notes from a physician's office. (See Absences section above.)

Early Dismissal from School

Parents requesting an early dismissal from school must send a note to be handed in during homeroom on the morning of the early dismissal. Phone calls are not accepted; emergency emails may be accepted at the Principal's discretion. A cadet's regular dismissal routine will not be changed unless written notification is provided to the school on the morning of the change. This allows for appropriate planning with minimal disruption. Appropriate reasons for early dismissal are the same as those for a lawful absence. A cadet who does not attend for a minimum of four hours of school will be counted as absent for the full day. Cadets sent home by the school nurse are medically excused for that day only. Subsequent absences require a note upon return to school. Cadets leaving for appointments must provide a note from a medical professional upon their return to school. The note is needed regardless of whether the cadet returns to school on the same day or the next day. Parents/guardians or those authorized by a parent/guardian to pick up a cadet should be prepared to show photo identification to verify their identity.

Notes

Parents must send a signed note with their child when he/she arrives tardy to school, requires an early dismissal, or returns to school from an absence. Failure to provide a timely excuse note will result in unlawful attendance violations subject to truancy reporting. (See Truancy section that follows.) Parents must still send in the note, even if they called to report their child absent. Absence, tardy, and early dismissal notes must list the date(s), provide a reason, and be signed by a parent/guardian. Dismissal notes must also indicate a pick-up time and include the name of the person picking up the cadet. Absence and tardy notes must be received by the second day following a return to school in order to be accepted, and by noon on the last day of school for cadets in order to be accepted for absence or tardiness occurring immediately preceding and/or through the close of the school year. Cadets' absent/tardy/dismissed early due to an appointment (medical, dental, legal, etc.) must provide a note from the professional's office documenting the date(s)/time necessary to be absent from school for it to be considered excused/lawful. The sending of the note itself doesn't excuse absence, late arrival or early dismissal from class or school. The Principal or designee will make the determination. Valid reasons are those listed above, classified as Lawful/Excused or Unlawful/Unexcused. Notes may be faxed to the school to the attention of the attendance office. Emails cannot be accepted as notice to the school of an early dismissal or tardy arrival, however an email that provides an attached copy of a signed note for a prior absence, a prior tardy arrival or a prior early dismissal may be sent to: garlick.m@maritimecharter.org at the high school or lindsey.a@maritimecharter.org at the elementary school. To be considered valid, all medical notes must, in compliance with PA School Code, be provided by practitioners licensed to practice in Pennsylvania.

Make Up Work

Cadets are required to make up all missed work resulting from planned absences, excused and unexcused absences, late arrivals and early dismissal to ensure they do not fall behind in their academic work. Making up work is not viewed as an alternative for the direct instruction received by attending classes for the purpose of earning academic credit. (See Academic Credit section above.) Cadets may receive assignments during an absence. The time frame for completing make up work shall be one day for each day of absence. Cadets should be prepared to take missed tests/quizzes, etc. upon returning to school, at the teacher's discretion. Cadets that do not turn in work or make up assignments will receive a zero. Requests from parents for teachers to provide assignments during an absence must be made in a timely manner.

Truancy

It is a parent's/guardian's responsibility to ensure their child attends school in accordance with PA Law and this policy. The law explicitly defines "truant" as a child subject to compulsory school laws having 3 or more school days of unexcused absence during the current school year. Cadets accumulating 6 or more unexcused absences are considered "habitually truant" and those cadets under 15 years of age will be referred to their county department of Children and Youth Services. Citations may also be filed against the parent/guardian residing in the same household as truant cadets under 15 years of age. Citations will be filed against the habitually truant cadet 15 years of age and older, or against the parent/guardian residing with the habitually truant cadet with a possible referral to the local department of Children and Youth Services.

Parents will be notified in writing of unlawful attendance violations dates and potential consequences. Within 10 days of accumulating 3 unlawful absences (or the equivalent), an Official Notice of Child's Illegal Absence letter will be issued to a parent/guardian with whom the truant cadet resides informing them of the violations and consequences should the unlawful absence incidents continue. Upon accumulating 6 unlawful absences (or the equivalent) a subsequent letter will be issued notifying the parent/guardian of their child's Habitual Truant Status. This letter to the parent/guardian shall include the offer of a School Attendance Improvement Conference (SAIC). At the SAIC, effort will be made to meet with families and collaboratively establish a School Attendance Improvement Plan/Truancy Elimination Plan. Once an Official Notice of Child's Illegal Absence letter is issued and the scheduled School Attendance Improvement Plan meeting has occurred (with or without parent/guardian participation), without further notice to the family any additional days of unlawful absence will be reported to the county department of Children and Youth Services and/or the appropriate citation for truancy filed with the local District Court (Title 24, Pennsylvania School Code, Section 13-1327 and 13-1326). MACS shall then refer the cadet to (a) school-based or community-based attendance improvement program or (b) county children and youth agency for possible disposition as a dependent child pursuant to Pennsylvania School Code, Section 13-1333.1(a)(1).

For special education cadets, MACS will comply with the Individuals with Disabilities Act (IDEA), Section 504 of the Rehabilitation Act (Section 504), and the Americans with Disabilities Act (ADA) to determine whether there is a possibility that a child is chronically absent or truant due to a disability or medical condition. If the cadet has 10 consecutive unexcused absences found to be unrelated to the identified disability or medical condition, and if compulsory attendance prosecution cannot be pursued, then MACS will move forward in compliance with procedures as required by IDEA and 22 Pa. Code Chapter 14 pertaining to dis-enrolling a cadet with an IEP. Removal from the active

membership roll will be a last resort after every effort has been made to contact the parents or guardians of the cadet about the cadet's failure to attend school. A cadet will not be removed from the active membership roll if there is any evidence that a cadet's absence may be legally excused.

MACS will immediately inform the school district of residence of all cadets dropped from the active membership rolls.

Consequences: In addition to the consequences listed in this Cadet Code of Conduct, any parent/guardian of a cadet and/or cadets 15 years of age or older who fail to comply with Pennsylvania law regarding compulsory school attendance may be subject to the penalties outlined in the Pennsylvania School Code of 1949 at Section 13-1333. Specifically, as a last resort, MACS may file a truancy citation with the magisterial district judge (MDJ) against the cadet or parent/guardian of the cadet. In turn, a Magisterial District Judge may impose such penalties that include, but are not limited to, imposition of a fine not exceeding $300 with court costs for the first offense/citation, $500 with court costs for the second offense/citation and up to $750 per offense with court costs for the third and all subsequent offenses/citations, completion of an approved course or program designed to improve school attendance, completion of community service, suspension or delay of driver's license (cadet only), or a sentence in the county jail for no more than three (3) days.

Disciplinary Consequences

Cadets who violate this Code of Conduct are subject to disciplinary consequences by teachers, administrators or other school personnel. There are four levels of recommended consequences for offenses. Examples provided do not constitute a complete list of the infractions for which cadets may be found in violation of rules. The recommended disciplinary consequences do not constitute a complete list of the disciplinary consequences that may be imposed on a cadet for violating a law or school rule.

Range of Consequences
The minimum levels of disciplinary consequences listed are suggested levels only. The Administration is not bound by these recommended levels and may impose or recommend any disciplinary consequence up to and including expulsion.

Legal Violations
If the cadet violates the law, the local police department may be notified. Parents will be contacted, either by MACS staff or by the police department.

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.

- 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.
- 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.

Levels of Disciplinary Consequences

The consequences listed below are suggestions only, and may be changed, replaced or supplemented with additional consequences at the discretion of the MACS Administration or Board of Trustees. The MACS Administration, on an individual case basis, may recommend to the Board of Trustees a punishment less than expulsion even when expulsion is recommended by this Code of Conduct based on extenuating and mitigating factors of an individual case directly related to the policy. When a suspension or an expulsion occurs, the cadet shall be afforded all necessary due process. The use of corporal punishment as a form of cadet discipline is strictly prohibited.

Level 1: Conference
Level 2: Consequences
Level 3: Suspensions
Level 4: Expulsion

I. Level 1: Conference/Parent Contact

Staff members may initiate and conduct a conference or make contact (phone call, letter, email) with cadets, parents/guardians and school officials.

II. Level 2: Consequences

1. Referral: To school guidance counselor, cadet assistance program, or other staff.
2. Time-out: The removal of a cadet from classes, but not from MACS, for one-half day or less.
3. School Probation Notification with cadet/parent: A written warning will be provided in an attempt to improve behavior. This Probation Notification will serve as a formal intention to avoid further disciplinary action.
4. Restricted activity: The denial of participation in school activities, field trips and/or extra-curricular events. Deposits and fees paid will not be refunded.
5. School/community service: Assignment of cadet to perform school/community service. The school/community service arrangement will be designated by the Principal with the parents' consent.
6. Recess restrictions.
7. Lunch detention.
8. Before or after school detention with parent providing transportation to/from school.

9. Removal from bus transportation for 1 or more school days. If the cadet is absent on a day, he/she has to serve a removal from bus transportation, the removal will be served the next day.
10. A combination of any Level 2 consequence and Level 1 conference/parent contact.

III. Level 3: Suspensions

When cadets are suspended from school, all schoolwork must be completed and returned on the day the cadet is readmitted to class.

In-School Suspension (Elementary and Middle School Only)

1. In-school suspension is exclusion of a cadet from his/her normal classes.
2. In-school suspensions may be given by the Assistant Principal, the Principal, or their designee.
3. No cadet shall receive an in-school suspension unless the cadet has been informed of the reasons for the suspension and has been given an opportunity to respond before the suspension becomes effective.
4. Communication to the parent/guardian shall follow in-school suspension action taken by the school.
5. If the in-school suspension exceeds 10 consecutive school days, an informal hearing with the Principal or Principal's designee shall be offered to the cadet and the cadet's parent/guardian prior to the 11th school day.
6. MACS shall be responsible for making provisions for the cadet's education during the period of the in-school suspension.
7. If a cadet is absent on a day, he/she was to serve an in-school suspension, the cadet will serve the suspension upon his/her return to school.
8. If a cadet is excluded from a field trip, activity or extra-curricular event due to serving an in-school suspension, previously paid fees will not be refunded and all monies owed for the event will be collected.

Out-of-School Suspension

1. Out-of-school suspension is exclusion from school for a period of 1 to 10 consecutive school days.
2. Out-of-school suspensions may be given by the Assistant Principal, the Principal, or their designee.
3. No cadet shall receive an out-of-school suspension unless the cadet has been informed of the reasons for the suspension and has been given an opportunity to respond. Prior notice of the intended out of school suspension need not be provided when it is clear that the health, safety, morals or welfare of the school community is threatened.
4. The parent/guardian of the cadet shall be notified immediately in writing when the cadet receives an out-of-school suspension.
5. If the out-of-school suspension exceeds 3 consecutive school days, the cadet and parent/guardian shall be given the opportunity for an informal hearing.
6. Out-of-school suspensions may not exceed 10 consecutive school days unless it is determined after an informal hearing that a cadet's presence in his or her normal class would constitute a threat to the health, safety or welfare of others and it is not possible to hold a formal hearing within the period of suspension. A cadet may not be excluded from school for

longer than 15 school days without a formal hearing unless mutually agreed upon by both parties (school officials and parent/guardian).

7. MACS shall be responsible for making provisions for the cadet's education during the period of the out-school suspension,
8. If MACS has an emergency closing (snow day, etc.) during a day when a cadet was to serve an out-of-school suspension, the cadet will serve the suspension on the next day that MACS is open.
9. If a cadet is excluded from a field trip, activity or extra-curricular event due to serving a suspension, previously paid fees will not be refunded and all monies owed for the event will be collected.

IV. Level 4: Possible recommendation for expulsion or other disciplinary consequences

1. Expulsion is exclusion from school by the MACS Board of Trustees for a period exceeding 10 consecutive school days and may be a permanent expulsion from the school rolls.
2. All expulsions require a formal hearing.
3. See the Hearings section in this manual for more information.
4. If a cadet is excluded from a field trip, activity or extra-curricular event due to an expulsion or pending expulsion, previously paid fees will not be refunded and all monies owed for the event will be collected.

Hearings

Informal Hearings

1. The purpose of the informal hearing is to enable the cadet to meet with the appropriate school official(s) to explain the circumstances surrounding the event for which the cadet is being suspended or to show why the cadet should not be suspended.
2. The informal hearing is meant to encourage the cadet's parent/guardian to meet with the Principal or Principal's designee, to discuss ways by which future offenses can be avoided.
3. The following due process requirements are to be observed with regard to the informal hearing:
   - Notification of the reasons for the suspension shall be given in writing to the parent/guardian and to the cadet.
   - Significant notice of time and place of the informal hearing shall be given.
   - The cadet has the right to question any witness present at the hearing.
   - The cadet has the right to speak and produce a witness on the cadet’s behalf.
   - MACS shall offer to hold the informal hearing within the first 5 calendar days of suspension.

Formal Hearings

1. A formal hearing may be held before the Board of Trustees, a duly authorized committee of the Board, or a qualified hearing examiner appointed by the Board. A majority vote of a quorum of the Board of Trustees is required to expel a cadet.
2. The following due process requirements are to be observed with regard to the formal hearing:
   - Cadets and parents/guardians shall be given at least 3 days' notice of the time and place of a formal disciplinary hearing. A copy of the expulsion policy, notice that legal counsel may represent the cadet and hearing procedures shall be included with the hearing notice.
   - Notification of the charges shall be sent to the cadet's parent/guardian via certified mail.
   - Significant notice of time and place of the hearing shall be given.
   - The hearing shall be held in private unless the cadet or parent/guardian requests a public hearing.
   - The cadet has the right to be represented by counsel at their parents’ or their own expense.

- Parents/guardians may attend the hearing.
- The cadet has the right to request the rescheduling of the hearing when the cadet demonstrates good cause for an extension.
- The cadet has the right to be presented with the names of witnesses against the cadet, and copies of the statements and affidavits of those witnesses.
- The cadet has the right to request that any such witnesses appear in person and answer questions or be cross-examined.
- The cadet has the right to testify and present witnesses on his/her own behalf.
- A record shall be kept of the formal hearing, either by a stenographer or by tape recorder. The cadet is entitled to a copy of the transcript at the expense of the cadet.
- The formal hearing must be held within 15 school days of the notification of charges unless mutually agreed to by both parties. A hearing may be delayed for any of the following reasons, in which case the hearing shall be held as soon as reasonably possible.
- Laboratory reports are needed from law enforcement agencies.
- Evaluations or other court or administrative proceedings are pending due to a cadet invoking his/her rights under the Individuals with Disabilities Act (IDEA).
- In cases in juvenile or criminal court involving sexual assault or serious bodily injury, delay is necessary due to the condition or best interest of the victim.
- The notice of appeal rights must be provided with the expulsion decision.

3. Where the cadet disagrees with the results of the formal hearing, recourse is available in the appropriate court of the Commonwealth. If it is alleged that a constitutional issue is involved, the cadet may file a claim for relief from the appropriate Federal District Court.

Hearing Extensions

If it is determined after an informal hearing that a cadet's presence in his/her normal classes would constitute a threat to the health, safety or welfare of others and it is not possible to hold a formal hearing within the period of suspension, the cadets may be excluded from school for more than 10 school days. A cadet may not be excluded from school for longer than 15 school days without a formal hearing unless mutually agreed upon by both parties. Any cadet excluded for longer than 15 school days shall be provided with alternative education, which may include home study.

Behavior Violations

Consequence levels indicated are the Recommended possible for the offense. Assisting or aiding in a behavioral violation is considered a violation of this Code of Conduct with the same consequence level as the behavior itself. The consequence(s) imposed are determined by the Principal, or his/her designee, and may exceed the Recommended indicated.

Repeated Rule Violations

Repeated violations of rules that cadets are expected to follow. Cadets who continue to violate the rules will receive more severe consequences, up to and including expulsion.
Levels of Disciplinary Consequences: Recommended 1, all grades.

Cadet Dress

Maritime Academy Charter School cadets are required to wear the designated school uniform in accordance with the Uniform Policy. Cadets who arrive in the improper uniform will not be permitted to attend class and will be held in the office or in-school suspension room until parents bring the proper

uniform to the school. All uniform and physical education uniform pieces must originate from the school store.
Levels of Disciplinary Consequences: Recommended 1, all grades.

Personal Property
Maritime Academy is not responsible for any items of personal property brought to school as they may be left unattended, lost, broken, or stolen. MACS will not dedicate staff time conducting investigations for items of personal property that are broken, lost or perceived to be stolen, this includes spending time reviewing security footage. Use of an object that has no educational purpose and may distract from teaching and learning is prohibited. Examples include, but are not limited to:
1. Toys: Use of any toys, games, etc., without permission of the teacher or administration.
2. Radio or any Listening and Recording Devices: Use of radio, iPod, CD player, MP3 player, or other electronic devices without permission of the administration.
3. Cellular Telephones: Use of cellular telephone or similar device without permission of the MACS administration.
4. Cameras/Cameras as Part of a Cellular Telephone: Use of a camera or a camera that is part of a cellular telephone except when specifically needed as part of a school assignment or project. Images acquired with a camera or a camera that is part of a cellular telephone while on school grounds or participating in a school activity are the property of MACS and may not be shared, posted, or disseminated without written permission of the MACS administration.
5. Other: Use of any object that could disrupt the normal order of school including, but not limited to, personal security alarms, look-alike beepers/phones, or other electronic devices/toys.

Levels of Disciplinary Consequences: All items will be confiscated and returned to parents or kept by the Principal, or designee for a period of time determined by the Principal or their designee. Recommended 1, all grades.

Honesty
A cadet will not lie, cheat or steal. Examples include, but are not limited to:
1. Altering Documents: Tampering with report cards, passes, school communications, legal documents, etc. in any manner, including changing grades, or forging names to excuses.
2. False Information: Making false statements, written or oral, to anyone in authority.

Cheating1, grades K - 5; Recommended 2, grades 6- 12.

Disrespect
A cadet will not behave in a disrespectful manner towards staff or an adult. Examples of disrespectful behavior include, but are not limited to:
1. Walking Away: Leaving while a staff member or adult in authority is talking to the cadet.
2. Talking Back: Responding orally in a rude manner to a staff member or adult in authority.
3. Inappropriate Gestures and/or Actions that can be viewed as Obscene or Rude.

Levels of Disciplinary Consequences: Recommended 1, all grades.

Insubordination
A cadet will obey the lawful direction of any staff member or adult in authority during the time the cadet is in school or participating in a school activity. Examples of insubordination include, but are not limited to:
1. Failure to Comply with Direction or Instruction of a Staff Member or Adult in Authority: Failure to follow any reasonable direction given by a staff member or adult in authority.

2. Refusal to Participate in In-school Alternatives: Failure to report to in-school alternatives as directed by a staff member.
3. Refusal to Report to Office: Failure to report to the administrative office as directed by a staff member.
4. Refusal or Failure to Identify Oneself: Failure to identify oneself when requested by a staff member or adult in charge.
5. Refusal to Follow a School or Classroom Rule: Failure to follow a rule or the direction of a staff member or adult in authority.

Levels of Disciplinary Consequences: Recommended 1, all grades.

Profanity/Obscenity

A cadet will not use profane or obscene language, make obscene gestures, or engage in any activities that are sexual in nature. Examples include, but are not limited to:

1. Swearing: Saying anything that conveys an offensive, obscene, or sexually suggestive message or is in poor taste for a school setting.
2. Obscene Gestures: Making any motion of the limbs, body parts, or entire body that is inappropriate and/or in poor taste for a school setting or made to express or help express thought or to emphasize speech that conveys an offensive, obscene, or sexually suggestive message. Includes exposure of body parts, typically by younger cadets, when no sexual offense is intended.
3. Derogatory Written Materials: Having any written material or pictures that convey an offensive, obscene, threatening, demeaning, or sexually suggestive message.
4. Directed at Staff Member: Writing, saying, or making gestures that convey an offensive, obscene, or sexually suggestive message toward a staff member.
5. Directed at a Cadet or Other Person: Writing, saying, or making gestures that convey an offensive, obscene, or sexually suggestive message toward a cadet or other person.

Levels of Disciplinary Consequences: Recommended 1, all grades.

Disruption

No cadet may disrupt class, school, or school-sponsored events. Examples include, but are not limited to:

1. Chronic Talking: Repeated talking without permission.
2. Horseplay: Rough or noisy play or pranks.
3. Teasing: Pestering or tormenting.
4. Refusing to Remain in Seat: Getting out of seat or moving seat without permission of staff member.
5. Rude Noises: Making any unnecessary noise.
6. Leaving Without Permission: Leaving the classroom, building, or assigned area without obtaining approval of a staff member and/or administrator.
7. Chronic Lack of Supplies: Repeatedly reporting to class without necessary materials such as books, technology, or class supplies.
8. Public Displays of Affection: Consensual hugging, kissing, touching. I. Excessive Tardiness to Class
9. Failure to Report to Scheduled Class (skipping)
10. Other: Any other action that disrupts or interferes with educational activities or the school environment.

Levels of Disciplinary Consequences: Recommended 1, all grades.

Injury to Others

A cadet will not cause or attempt to cause physical injury to other cadets, staff members, or others.

1. Minor Altercation: An incident which involves a single offender who commits a minor violation against another individual and the other individual does not respond and the incident does not elevate to a more severe type of incident such as a fight or assault.
2. Physical Contact: pushing, shoving, or hitting; involving two or more offenders, whether or not injury occurs.
3. Shoving and/or Kicking: Pushing and/or kicking anyone.
4. Hitting, Biting, Spitting, Throwing Objects, or Other Action Directed Toward Another Cadet or Adult: Hitting, biting, spitting, or throwing objects at a cadet or adult or attempting or threatening to do so.
5. Throwing Objects: Throwing any object that may cause injury to another in any part of the school, on school grounds, on the school bus, at school events or in school vehicles.

Levels of Disciplinary Consequences: Recommended 2, K-2; Recommended 3, 3-12.

Legal Violations

A cadet may not engage in any activity that violates any local, state or federal laws. The following legal violations are prohibited at Maritime Academy Charter School and will result in disciplinary consequences and the police may be contacted. Parents will be notified.

Toy Weapons: Possession of any toy or object that appears to be a weapon and/or may be used as a weapon.
Levels of Disciplinary Consequences: Recommended 2, K-3; Recommended 3, 4-12.

Trespassing: Entering any school property or into school facilities without proper authority; including any entry into school buildings, school grounds, or school activities during a period of suspension or expulsion.
Levels of Disciplinary Consequences: Recommended 2, K-5; Recommended 3, 6-12.

Gambling: Playing a game of skill or chance for money or anything of value. Taking or placing bets.
Levels of Disciplinary Consequences: Recommended 1, K-5; Recommended 2, 6 and above.

Possession or Use of Fireworks: Using or possessing any explosive device.
Levels of Disciplinary Consequences: Recommended 3 all grades.

Vandalism/Graffiti: Causing damage to school property or the property of others. The cadet's family will be held responsible for damages and required to make restitution.
Levels of Disciplinary Consequences: Recommended 2, all grades.

Possession of Stolen Property: Having in one's possession property obtained without permission of the owner.
Levels of Disciplinary Consequences: Recommended 2, grades K-5; Recommended 3, grades 6 and above.

Threatening: A cadet will not threaten another cadet or staff member or other person. Examples of prohibited actions include, but are not limited to:

1. Against a Staff Member: Threatening to strike, attack, or harm any staff member.

2. Against a Cadet or Other Person: Threatening to strike, attack, or harm any cadet or other person.
Levels of Disciplinary Consequences: Recommended 2 depending upon the severity of the threat as determined by the Principal or designee, all grades.

Matches/Lighters/Similar Products: Possession, use and/or sale of any matches, lighters, or similar products. All products and matches/lighters will be confiscated.
Levels of Disciplinary Consequences: Recommended 3, all grades.

Tobacco/E-Cigarette & Vaporizer Products: Possession, use and/or sale of any tobacco, e-cigarette, or vape products. All products and matches/lighters will also be confiscated.
Levels of Disciplinary Consequences: Recommended 3, all grades.

Theft: Assisting or participating in unauthorized control of property valued at less than $100.00 belonging to any school, any organization, or any individual or group without prior permission.
Levels of Disciplinary Consequences: Recommended 2 grades K-5; Recommended 3, grades 6 and above.

Inappropriate Sexual Behavior: Actions sexual in nature that take place during the school day or during a school event that takes place on or off campus, or disrupts or interferes with educational activities, school-sponsored activities or the school environment. Including, but not limited to:
Sexual Acts: Groping, simulated sex, exposing or touching genitalia, masturbation, intercourse, and any other act sexual in nature known as a simulated or genuine sexual act or ought to be known as a simulated or genuine sexual act.
Levels of Disciplinary Consequences: Recommended 3, all grades.

False Alarms: False fire alarm or false emergency call.
Levels of Disciplinary Consequences: Recommended 3, all grades.

Pornographic Material: Possession and/or distribution of visual or audio pornographic material that are considered offensive, which is without redeeming social value, or which contain language considered to be vulgar or profane.
Levels of Disciplinary Consequences: Recommended 3, all grades.

Disorderly Conduct: Engaging in fighting or tumultuous conduct and/or making unreasonable noise that disrupts the educational atmosphere and refusing to cease the disruption when requested.
Levels of Disciplinary Consequences: Recommended 2, grades K-5; Recommended 3, grades 6 and above.

Group or Gang Involvement: Group or gang involvement includes but is not limited to: group or gang-related coercion, intimidation, or harassment; display of group or gang colors and paraphernalia; use of recognized group or gang signs, graffiti, related paraphernalia; and/or involvement in activity which incites any racial or ethnic group.
Levels of Disciplinary Consequences: Recommended 2, grades K-5; Recommended 3, grades 6 and above.

Harassment: Unsolicited words or conduct that tend to offend, intimidate, alarm or abuse another person that is known or ought reasonably to be known to be unwelcome. This includes:

1. Bullying: Verbal intimidation, including but not limited to teasing and physical intimidation. For more information, refer to the MACS "Anti-Harassment Policy" included in this Code.
2. Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, or words and/or conduct of a sexual nature which intimidate, threaten, harass, pressure, alarm, or abuse other people. This includes rape, sexual assault, sexual battery, and sexual coercion. "Other people" is defined as the intended recipient of the action/words and those in close enough proximity to the action/words to have viewed or heard the action/words.
3. Hate Speech: This includes but is not limited to: ethnic intimidation; threats, jokes, visual representatives, dissemination of materials, graffiti, use of derogatory language or actions about any race, religion, culture, disability, color, national origin, age, or sexual orientation.

Levels of Disciplinary Consequences: Recommended 4 depending upon the severity of the threat as determined by the Principal or designee, all grades.

Illegal Conduct: Involvement in any conduct on or off school premises during a school function or event, or on the way to or from school or a school function or event, or at any time or place which violates local, state, or federal Jaw where such conduct poses a danger to the health, welfare, or safety of cadets, staff, visitors, or interferes with school purposes.
Levels of Disciplinary Consequences: Recommended 3, all grades.

Threat of Illegal Conduct: Threat of engaging in the violation of any law at any time that constitutes a danger to the safety of others or is an interference with school purposes.
Levels of Disciplinary Consequences: Recommended 3, all grades.

Sale Distribution: The distribution of non-school related or non-school sponsored goods or illegal goods is not permitted. Distribution is defined as the exchange of money on school property between cadets or cadets and employees.
Levels of Disciplinary Consequences: Recommended 2, all grades.

The following law violations will result in disciplinary consequences and notification of the appropriate law enforcement agencies - parents will be notified.

Weapons: Possession, use, concealment, distribution, purchase, or sale of a weapon or aiding in any of the previously listed actions, including, but not limited to a knife, cutting instrument, cutting tool, nunchaku/ nun chucks, firearm, shotgun, rifle, weapon, explosive, chemical agent dispenser, bullet, or any other tool, instrument or implement capable of inflicting serious bodily injury or any other object that can reasonably be considered a weapon. A cadet is in possession of a weapon when the weapon is found on the person of the cadet; in the cadet's locker, school bag, duffel bag, desk, vehicle, purse, handbag, or any other personal effect; under the cadet's control while on school property, on a property being used by the school, at any school event, at any school event held away from the school, or while the cadet is on his/her way to/from school. This includes possession of weapons in personal vehicles while on school premises and in vehicles used for official school purposes and at school-sponsored activities. When a cadet possesses a weapon, absent special education issues, a formal hearing will be held.
Levels of Disciplinary Consequences: Required 4, all grades.

Arson: Setting fire to any school building or property.
Levels of Disciplinary Consequences: Recommended 4, all grades.

Assault: Harming or fighting in a way that causes significant bodily injury, impairment or disfigurement or has the potential to cause significant bodily injury, impairment or disfigurement.
Levels of Disciplinary Consequences: Recommended 3, K- 4; Recommended 4, 5-12.

Narcotics/Drugs
Under the influence of illegal drugs, alcohol, and/or other substances, such as, but not limited to, over-the-counter medications, bath salts and/or other synthetic drugs, and/or prescription medications on school property, on the school bus and to/from school.
Levels of Disciplinary Consequences: Recommended 3 and referral to Support Team for At-Risk Cadets.

Possession, manufacturing, sale, distribution of, and/or use of illegal drugs, drug/alcohol paraphernalia, and/or alcohol on school property, on the school bus and to/from school. This includes, but is not limited to: steroids, marijuana, barbiturates, amphetamines, alcoholic beverages, intoxicants, inhalants, or any substance which is or is represented to be a narcotic or alcoholic beverage. This also includes sale, distribution, and/or manufacturing of on school property of other substances, such as, but not limited to, over-the-counter medications, bath salts and/or other synthetic drugs, and/or prescription medications.
Levels of Disciplinary Consequences: Recommended 4, all grades.

Theft: Assisting or participating in theft, theft by force, repeated petty theft, possession of stolen property and/or taking or accepting stolen property valued in excess of $100.00.
Levels of Disciplinary Consequences: Recommended 3, all grades.

Firearms: Possession of a loaded or unloaded firearm, laser gun, electronic stun gun, or any weapon or device that expels a projectile by the action of an explosive. Possession, purchase and/or sale of any item represented to be a firearm, or any weapon or device that expels a projectile by air.
Levels of Disciplinary Consequences: Recommended 4, all grades.

Extra-Curricular Activity Policy

Cadets wishing to participate in any extra-curricular activities must be a MACS Cadet in Good Standing. The cadet must meet academic, behavioral and attendance standards to participate in all aspects of the activity-tryouts, practices, games, meetings, events, etc.

Extra-curricular is defined as any activity that will require the release of a cadet from regularly scheduled classes (game/meet, music lessons, etc.), any MACS sponsored activity that meets during a cadet's non-class time (before or after school, weekends, lunchtime, etc.), or any home school district event or activity in which a MACS cadet is participating regardless of when the event or activity occurs. Cadets who commit to an extra-curricular activity are expected to participate for the duration of the activity, unless they become ineligible. Exceptions to this policy may only be made by the CEO, Principal, or Athletic Director. No refunds of participation/registration, etc. fees will be issued if a cadet is no longer eligible for an extra-curricular activity.

To be considered as a MACS Cadet in Good Standing and be able to participate in extra-curricular activities, the cadet must meet the criteria below during the activity's duration. Duration includes try-outs, practices, games, meetings, events, etc.

1. The cadet must maintain a 65% or above in all classes during the duration of an activity. Grades are checked regularly to determine if cadets are eligible or ineligible for the subsequent calendar week. If a cadet's grade in a class is below 65%, the cadet can ask the teacher to consider approving an eligibility form. The teacher's signature on the form indicates that the cadet is completing all work, is behaving appropriately in class, and is putting forth his/her best effort. A cadet's eligibility can only be extended with the eligibility form if his/her grade is above 65%.

2. The cadet's attendance records must be free of unexcused absences and unexcused late arrivals throughout the duration of the activity. If a cadet has an unexcused absence or unexcused late arrival, the cadet will be on attendance probation for the remainder of the duration of the activity and the cadet may still participate in the activity. If a cadet has any subsequent unexcused absences or unexcused late arrivals, they will no longer be able to participate in the activity.

3. Cadets serving an after school or lunch detention (E.S./M.S. Only) are ineligible for their extra-curricular activity/event on the day they serve the detention.

4. Cadets serving a suspension (in-school or out-of-school) are ineligible for their extra-curricular activity/event for the remainder of the activity's duration/season.

5. Cadets may have no outstanding debts due to their behaviors (damaged and/or lost books, materials, etc.

6. Seniors who are not current with the Graduation Project requirements may not participate in extra-curricular activities.

When a cadet is considered ineligible, he/she may not participate in any aspect of the extra-curricular activity, including practice, games, events, etc. If a cadet is academically ineligible for a total of 3 weeks during their activities' duration, the cadet is not eligible to participate for the remainder of the activity or, in the case of a full year activity, until all course grades are 65% or above.

Cadets who are not in attendance on the day of the event, were late to school (unexcused) on the day of the event, or left school early (unexcused) on the day of the event, may not participate in an extra-curricular event unless approved by the Principal. Cadets who had an excused late arrival or an excused early dismissal may participate.

Cadets missing a class or classes due to participation in an extra-curricular event must do the following:

1. Contact teacher(s) prior to missing the class to inform them of the absence and to request assignments.
2. Complete all assignments without an extended due date.
3. Make-up tests, quizzes, presentations, etc. within 2 school days. For example, the cadet misses a test on Friday. The cadet has Monday and Tuesday to make-up the test.

Anti-Harassment Policy

Maritime Academy Charter School will not tolerate or condone the existence of a hostile or offensive school environment in which sexual harassment and/or harassment based on race, color, national origin, religion, age, disability or sexual orientation are present. Maritime Academy is committed to ensuring that the school environment is free of all forms of harassment. Harassment and sexual harassment are offenses subject to disciplinary consequences as outlined in the Behavior and Legal Violations sections that follow.

Harassment includes offensive verbal or physical conduct based on an individual's race, color, national origin, religion, age, disability or sexual orientation where such conduct has the purpose or effect of interfering with an individual's academic performance or creates an intimidating, hostile or offensive school environment. This includes but is not limited to: ethnic intimidation; threats, jokes, visual representatives, dissemination of materials, graffiti, use of derogatory language or actions about any race, religion, culture, disability, color, national origin, age, or sexual orientation.

Sexual harassment includes sexually oriented verbal "kidding"; pressure for sexual activity; remarks to an individual with sexual or demeaning implications; unwelcome sexual touching or advances; gestures; suggestions; requests or demands for sexual favor or activity; verbal or physical conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's school experience; rape; sexual assault; sexual battery; sexual coercion; submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting the individual; or such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive school environment.

Sexual activity between Maritime Academy employees (permanent or temporary, including contract service providers) and cadets is strictly prohibited. Any sexual activity between an employee and a cadet constitutes prohibited sexual harassment under this policy.

Any individual who believes he or she has been subject to sexual harassment and/or unlawful harassment must report the matter immediately to the MACS administration. Reports may be provided in writing or verbally to the Principal, Assistant Principal, or the CEO. There shall be no retaliation against any person who has, in good faith, complained of sexual harassment or other unlawful harassment or discrimination, reported a grievance, assisted in the reporting of a grievance, served as a witness or representative of the grievant, rejected sexual advances or harassment by others or who has otherwise taken any reasonable action to stop sexual harassment or other unlawful harassment. Any individual who believes he or she has been subjected to retaliation must report the matter immediately to the Principal or the CEO. The reporting of an alleged incident shall remain strictly confidential within the bounds of any legal and investigative requirements. The confidentiality and rights of the accused shall be similarly respected.

When sexual harassment is reported by a cadet or by someone on behalf of a cadet, the Principal or the CEO shall oversee the investigation and response and shall identify any patterns or systemic problems that arise during the review of such complaints. The investigation itself may be conducted by a Principal or Assistant Principal, but the person conducting the investigation shall consult with and inform the CEO of the results of any investigation.

In investigating a complaint of sexual harassment, the Principal, CEO or his or her designee shall provide both the complainant and the alleged perpetrator an opportunity to present witnesses and evidence to him or her. The investigation will normally be completed within 60 days of a report being received, although that time may be extended if necessary. Upon the completion of its investigation the school will take steps to prevent recurrence of any sexual harassment, up to and including the imposition of consequences on any perpetrator of sexual harassment and will take steps to remedy the discriminatory effects on the complainant and any others. If the consequence to be imposed on the perpetrator of sexual harassment is a suspension or expulsion, then the normal procedures for suspension or expulsions provided in this Code of Conduct will be followed. Written notice will be provided to the complainant and alleged perpetrator of the outcome of the complaint. Although federal privacy laws limit disclosure of certain information in disciplinary proceedings, MACS will disclose to the complainant information about the sanction imposed on the perpetrator when the sanction directly relates to the harassed cadet.

While an investigation is ongoing, MACS may take interim measures to protect the cadet in an educational setting. This may include changing class schedules or class assignments, limiting contact between cadets, or providing counseling. Interim measures shall be determined on a case by case basis depending on the facts of the case, and shall be designed to minimize the burden on the complainant.

Maritime Academy will provide referrals for counseling, advocacy, and support to any cadet who believes that he or she has been a victim of sexual harassment.

Anti-Bullying Policy Purpose

The Board recognizes the importance of providing all cadets and employees with a safe school and learning environment in order to promote the educational process. The Board has determined that a safe and civil environment in school is necessary for cadets to learn and achieve high academic standards. Bullying and cyberbullying, like other disruptive or violent behaviors, is conduct that disrupts both a cadet's ability to learn and Maritime Academy's ability to effectively educate its cadets in a safe environment. Therefore, in order to ensure and promote a safe learning environment, it shall be the policy of Maritime Academy to maintain an educational environment that is intolerant of bullying and cyberbullying in any form.

Since cadets learn by example, school administrators, faculty, staff and volunteers are directed to demonstrate appropriate behavior, treat others with civility and respect and to refuse to tolerate bullying and cyberbullying. This policy pertains to all cadets and staff, regardless of their status. This policy also applies to all cadets and staff whose conduct outside of school materially and substantially interferes with the educational process at Maritime Academy Charter School.

Definitions

Bullying and Cyberbullying are defined as an intentional electronic, written, verbal or physical act, or a series of acts:

1. directed at another cadet or cadets;
2. which occurs in a "school setting", or occurs outside of school and Maritime Academy reasonably forecasted that the outside-of-school conduct would materially interfere with or substantially disrupt the educational process or program in the school, and the outside-of-school conduct does

in fact materially interfere with or substantially disrupt the educational process or program in the school;
3. that is severe, persistent or pervasive; and
4. that has the effect of doing any of the following:
    a. substantially interfering with a cadet's education;
    b. creating a threatening environment; or
    c. substantially disrupting the orderly operation of the school.

Bullying and cyberbullying shall encompass acts that occur outside a school setting if those acts meet the requirements found in (1), (3) and (4) listed above.

School Setting shall mean in Maritime Academy Charter School, on Maritime Academy Charter School grounds, on Maritime Academy Charter School property, using Maritime Academy Charter School equipment and technology, on Maritime Academy Charter School's server or Maritime Academy Charter School's electronic, web-based, Internet or online programs, in Maritime Academy Charter School vehicles, at designated bus stops or at any activity sponsored, supervised or sanctioned by Maritime Academy Charter School and any time spent necessarily traveling to and from these locations. Additionally, any cadet whose out of school conduct materially interferes with or substantially disrupts the educational process in the school is also subject to this policy.

Cyberbullying shall mean by sending harmful or cruel material, text messages and/or images or engaging in other forms of social aggression and bullying using the Internet, cell phones, personal digital assistants ("PDAs") or other technology resources. All cadets, staff, volunteers, and contractors shall comply with Maritime Academy Charter School's Network Usage Policy when using any technology resources.

Cyberbullying via the Internet is seen through the use of any one or more of a number of methods, including, but not limited to:

- Email sent to the intended victim;
- Blog entries regarding the intended victim;
- Posts on social networking websites, including, but not limited to, Facebook, Twitter, YouTube, or Instagram, Snapchat, or TikTok;
- Posting victim's pictures on the Internet or networking websites with derogatory phrases or questions attached to them;
- Using instant messaging tools to harass victims;
- Creating an Internet parody of the intended victim;
- Creating fake Internet profiles for the victim on a public website;
- Creating or accessing an unauthorized website which harasses or bullies the victim;
- Using camera phones and/or digital cameras to take embarrassing photographs of cadets and/or staff and posting them online;
- Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

Cell phones are also often used for cyberbullying for things such as calling or text messaging the victim and/or using a victim’s cell phone to text or call another victim using harassing language.

The use of the Internet or Maritime Academy Charter School email does not necessarily have to involve the creation of offensive materials. Rather, the person creating the offensive material may do

it on a home computer and then use Maritime Academy Charter School's computers to take such actions as accessing it, viewing it, displaying it for others to see, disseminating copies of it to others or otherwise publicizing the contents.

Maritime Academy Charter School strictly prohibits the above conduct and any conduct by any cadet or staff that creates or intends to create an intimidating, threatening, offensive or hostile learning environment.

Guidelines

Cadets shall conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other cadets, school staff, volunteers, and contractors.

The Board believes that standards for cadet behavior must be set cooperatively through interaction among the cadets, parents and guardians, staff, and community members of Maritime Academy Charter School, producing an atmosphere that encourages cadets to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school and community property on the part of cadets, staff, parents/guardians, and community members.

Since bystander support of bullying and cyberbullying can bolster these types of behaviors, Maritime Academy Charter School prohibits both active and passive support for acts of bullying and cyberbullying. The staff should encourage all cadets to refuse to engage in these acts and to report them immediately to the appropriate building Principal.

Reporting Procedures

Any cadet who feels he or she has been bullied or cyberbullied shall have the right to file a complaint of such bullying. Complaints should be reported to the Principal. Maritime Academy provides a Bullying Report Form, available on our website and in our main offices, for cadets and parents to use to make a report of bullying. Complaints may also be reported directly to a teacher, guidance counselor, or other administrator who shall immediately report the incident to the Principal in order to protect the alleged victim and for prompt investigation. The Board of Trustees requires the Principal to be responsible for determining whether an alleged act constitutes a violation of this policy. In determining whether alleged conduct constitutes bullying or cyberbullying, the totality of circumstances, nature of the conduct, and context in which the alleged conduct occurred shall be investigated. If the investigation results in a substantiated charge of the bullying, Maritime Academy Charter School shall take prompt corrective action to ensure the bullying and/or cyberbullying ceases and will not recur.

Reports to the Principal may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

The Principal shall immediately notify the parent or guardian of the perpetrator of the bullying and the parent or guardian of the victim of the bullying of the alleged incident.

Consequences for Violations
Consequences and appropriate remedial actions for a cadet or staff member who commits one or more acts of bullying or cyberbullying may range from positive behavioral interventions up to and including in school or out of school suspension from Maritime Academy Charter School or expulsion or other disciplinary removal from Maritime Academy Charter School, in the case of a cadet, or suspension or termination in the case of an employee, as set forth in Maritime Academy Charter School's cadet Code of Conduct or Employee Handbook.

In some cases, bullying and/or cyberbullying may constitute criminal activity and the Police Department will be notified. This may lead to a criminal investigation and criminal charges against the cadet or staff.

Consequences for a cadet who commits an act of bullying and/or cyberbullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the cadet, and the cadet's history of problem behaviors and performance, and must be consistent with Maritime Academy Charter School's cadet Code of Conduct. Remedial measures shall be designed to: correct the problem behavior; prevent another occurrence of the behavior; and protect the victim of the act.

The following intervention strategies for protecting victims may be followed as needed:
- Supervise and discipline offending cadets fairly and consistently;
- Provide adult supervision at Maritime Academy Charter School sites or other sites used by Maritime Academy Charter School, at any activity sponsored, supervised or sanctioned by Maritime Academy Charter School, during any breaks, lunch times, bathroom breaks and in the hallways during times of transition;
- Maintain contact with parents and guardians of all involved parties;
- Provide counseling for the victim if assessed that it is needed;
- Inform school personnel of the incident and instruct them to monitor the victim and the offending party for indications of harassing, intimidating and bullying and/or cyberbullying behavior. Personnel are to intervene when prohibited behaviors are witnessed; and
- Check with the victim daily to ensure that there have been no incidents of retaliation from the offender or other parties.

Retaliation Prohibited
The Board of Trustees strictly prohibits retaliation or reprisal against any person who reports bullying and/or cyberbullying incidents. Retaliation includes, but it is not limited to, any form of intimidation, reprisal or harassment used against a person who reports, in good faith, incident(s) of bullying and/or cyberbullying. Disciplinary action against any person who retaliates or engages in reprisals for reporting such behavior(s) may include sanctions up to and including expulsion or suspension for cadets and termination for staff engaging in such prohibited conduct. The consequences and appropriate remedial action shall be determined after consideration of the nature, severity, and circumstances of the act.

False Accusations
The Board of Trustees prohibits any person from falsely accusing another of bullying and/or cyberbullying. The consequences and appropriate remedial action for a cadet found to have falsely accused another of bullying and/or cyberbullying may range from positive behavioral interventions

up to and including suspension or expulsion. Consequences and appropriate remedial action for an employee found to have falsely accused another of bullying and/or cyberbullying shall be disciplined in accordance with Maritime Academy Charter School policies, procedures, and agreements.

Annual Distribution of Information
The Board of Trustees requires Maritime Academy Charter School officials to annually disseminate the policy to all school staff, cadets, volunteers, independent contractors and parents along with a statement explaining that it applies to all applicable acts of bullying and cyberbullying that occur in Maritime Academy Charter School, on Charter School grounds, on Maritime Academy Charter School property, using Maritime Academy Charter School equipment and/or technology, on Maritime Academy Charter School's server or Maritime Academy Charter School's electronic, web-based, Internet or online programs, in Maritime Academy Charter School vehicles, at designated bus stops or at any activity sponsored, supervised or sanctioned by Maritime Academy Charter School and any time spent necessarily traveling to and from these locations. Additionally, any cadet or staff out of school conduct that materially and substantially interferes with the educational process in Maritime Academy Charter School is also subject to this policy.

Maritime Academy Charter School is required to post this policy on its website and make the policy available in every classroom. This policy shall also be posted at a prominent location within every Maritime Academy Charter School building where such notices are usually posted. Maritime Academy Charter School shall ensure this policy and its procedures for reporting bullying and cyberbullying incidents are reviewed with cadets and staff within ninety (90) days after its adoption and, thereafter, a minimum of one (1) time per school year.

Compliance
As required by the Federal Broadband Data Improvement Act of 2008, Maritime Academy Charter School shall educate elementary and secondary school aged cadets with computer access to the Internet about appropriate online behavior, including online interaction with other individuals on social networking websites, including but not limited to Facebook, X, YouTube, Instagram, TikTok, SnapChat and in chat rooms and educate them regarding cyberbullying awareness and response.

The Board of Trustees directs the Administration to develop any procedures necessary to implement this policy and to develop appropriate prevention, intervention and education strategies related to bullying and cyberbullying.

Acts of bullying and cyberbullying are prohibited by and a violation of Maritime Academy Charter School's Network Use Policy.

Maritime Academy Charter School will comply with all applicable federal and state laws relating to bullying and cyberbullying, including, but not limited to, the requirements delineated in the Pennsylvania Charter School Law, 24 P.S. § 1701-A, et seq., the Federal Children's Internet Protection Act (CIPA), 47 U.S.C. § 254(h) and (I), and the Neighborhood Children's Internet Protection Act (N-CIPA) and any applicable implementing regulations.

Maritime Academy Charter School will also comply with Chapter 711 of Title 22 of the Pennsylvania Code, the Public School Code, the applicable House Bill 1067 Public School Code amendments

relating to safe schools and bullying, and applicable provisions of the Individuals with Disabilities Education Improvement Act of 2004 (IDEA 2004) and its applicable implementing regulations regarding the discipline of special education cadets and thought-to-be eligible cadets who engage in an act of bullying.

Anti-Hazing Policy

Purpose

The Board of Trustees ("Board") of Maritime Academy Charter School ("Maritime Academy"), recognizes that cadets have the right to be physically and emotionally safe when participating in any Maritime Academy sponsored groups or organizations. Further, the Board believes that it is critical for the Maritime Academy to ensure cadets' physical and emotional well-being through compliance with applicable federal, state and local laws.

Authority

On May 24, 2016, Sections 2 and 4 of the Act of December 15, 1986 (P.L.1595, No.175), known as the Anti-Hazing Law, were amended to apply this Law to public and private secondary schools as defined below. The amended Anti-Hazing Law was passed by the Legislature and went into effect on July 25, 2016.

Definitions

The following words and phrases when used in this Act shall have the meanings as set forth in the amended Anti• Hazing Law as passed by the Legislature:

- **Hazing**: Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization. The term shall include, but not be limited to any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding.
- Secondary school: Any public or private school within this Commonwealth providing instruction in grades 7 through 12 or any combination of those grades.

Application

The Anti-Hazing policy applies to all grade 7-12 Maritime Academy groups and individuals, including athletic groups, music groups, cadet government, cadet clubs, or those who attend events or activities sponsored, organized, or supported in any way by those organizations.

Enforcement by Maritime Academy as a Secondary School

- Anti-hazing policy:
  - The Board adopts this anti-hazing policy and, pursuant to this policy, adopts rules prohibiting cadets or other persons associated with any organization operating under the sanction of or recognized as an organization by Maritime Academy from engaging in any activity which can be described as hazing pursuant to the definition above.
  - A copy of this policy, with its rules, penalties and program of enforcement shall be provided to all athletic coaches and advisors involved in grade 7-12 organizations within Maritime Academy.
  - This policy shall be posted on the Maritime Academy's publicly accessible Internet website.

- Enforcement and penalties:
  - The Board adopts this anti-hazing policy and, pursuant to this policy, develops a program for the enforcement of such rules and shall adopt appropriate penalties for violations of such rules through the Maritime Academy Code of Conduct, to be administered by Maritime Academy personnel.

Reporting Procedures

- The Director of Athletics and Extra-Curricular Activities or his/her designee shall facilitate the training of this policy to Maritime Academy staff and cadets so that hazing can be recognized and prevented.
- Any cadet who feels he or she has been the victim of hazing shall have the right to file a complaint. Complaints should be reported to the Director of Athletics and Extra-Curricular Activities. Complaints may also be reported directly to the Director of Educational Services or Principal who shall immediately report the incident to Director of Athletics and Extra-Curricular Activities in order to protect the alleged victim and for prompt investigation.
- Reports to the Director of Athletics and Extra-Curricular Activities may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.
- Any staff who sees any incidents of hazing must immediately report the incident(s) to the Director of Athletics and Extra-Curricular Activities. All other members of the school community, including cadets, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy. It shall be the responsibility of the Director of Athletics and Extra-Curricular Activities to investigate promptly and thoroughly any and all hazing complaints received or referred by other individuals and to make recommendations based upon the investigation. The investigation is to be commenced within one (1) school days after a report of any hazing is received.
- The Director of Athletics and Extra-Curricular Activities, or in his/her absence, the Director of Educational Services or Principal, is responsible for determining whether an alleged act constitutes a violation of this policy. In determining whether alleged conduct constitutes hazing, the totality of circumstances, nature of the conduct, and context in which the alleged conduct occurred shall be investigated. If the investigation results in a substantiated charge of the hazing, Maritime Academy shall take prompt corrective action to ensure the hazing ceases and will not recur.
- Upon receipt of a report of alleged hazing, the Director of Athletics and Extra-Curricular Activities shall immediately notify the parent or guardian of the perpetrator of the alleged hazing, the parent or guardian of the victim of the alleged hazing incident, and the Maritime Academy Principal(s) of the involved cadets.

Consequences for Violations

- Consequences and appropriate remedial actions for a cadet or staff member who commits one or more acts of hazing may range from corrective behavioral interventions up to and including in school or out of school suspension from Maritime Academy or expulsion or other disciplinary removal from Maritime Academy, in the case of a cadet, or suspension or termination in the case of an employee, as set forth in Maritime Academy's Cadet Code of Conduct or Employee Handbook. Consequences for a cadet who commits an act of hazing shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the cadet, and the cadet's history of problem behaviors and performance, but must be consistent with Maritime Academy's Cadet Code of Conduct. Remedial measures shall be designed to: correct the problem behavior; prevent another occurrence of the behavior; and protect the victim of the act.
- In the case of an organization which authorizes hazing in blatant disregard of such rules, penalties may also include rescission of permission for that organization to operate on campus or other school property or to otherwise operate under the sanction or recognition of Maritime Academy.
- All penalties imposed under the authority of this section shall be in addition to the penalty imposed by the criminal laws of this State or for violation of any other Maritime Academy rule to which the violator may be subject.
- When an incident is investigated and identified as hazing under the definition of this policy, the Police Department will be notified pursuant to Maritime Academy's Memorandum of Understanding with local law enforcement. This may lead to a criminal investigation and criminal charges against the cadet or staff.

Retaliation Prohibited

- The Board of Trustees strictly prohibits retaliation or reprisal against any person who reports a hazing incident. Retaliation includes, but it is not limited to, any form of intimidation, reprisal, or harassment used against a person who reports, in good faith, incident(s) of hazing. Disciplinary action against any person who retaliates or engages in reprisals for reporting such behavior(s) may include sanctions up to and including expulsion or suspension for cadets and termination for staff engaging in such prohibited conduct. The consequences and appropriate remedial action shall be determined after consideration of the nature, severity, and circumstances of the act.

False Accusations

- The Board of Trustees prohibits any person from falsely accusing another of hazing. The consequences and appropriate remedial action for a cadet found to have falsely accused another of hazing may range from positive behavioral interventions up to and including suspension or expulsion. Consequences and appropriate remedial action for an employee found to have falsely accused another of hazing shall be disciplined in accordance with Maritime Academy policies, procedures, and agreements.

Network Usage Policy

Access to computers, the network, internet and software (hereafter referred to as "Network Resources") at Maritime Academy Charter School offers cadets a variety of resources and information to support their educational development. However, access to Network Resources is a privilege, not a right. With the help of MACS faculty and staff, Network Resources can be used for research, study, and communications. Network Resources also include information, messages, and images that are not appropriate for cadets and the school environment. Maritime Academy Charter School does not condone or permit the use of such material. Therefore, cadets must behave responsibly when using

Network Resources, and will be held accountable for their actions. To protect cadets from access to inappropriate information and other content, Maritime Academy Charter School will employ a World Wide Web filter. As the World Wide Web is constantly changing, MACS does not warrant the effectiveness of the filter. Users who encounter an inappropriate website should report the website immediately to their teacher or the closest MACS faculty/staff member. Users of MACS Network Resources should have no expectation of privacy in anything they create, store, send or receive while using MACS Network Resources. Use of MACS Network Resources will be monitored. Users expressly waive any right to privacy in anything they create, store, send or receive while using MACS Network Resources. Users consent to allowing MACS personnel to access and review all materials that users create, store, send or receive while using MACS Network Resources. Users understand that MACS may use human or automated means to monitor use of the MACS Network Resources. A cadet's files will be deleted 30 days following their graduation or their last day of enrollment. This does not include official Cadet Record files maintained by Maritime Academy.

In addition to any other policies, guidelines, and procedures that govern computer and network use at Maritime Academy Charter School, the following statements guide acceptable use of Network Resources by all cadets:

1. Cadets must obey all rules that normally govern their behavior at school when using Network Resources.
2. Cadets may not use Network Resources in a way that is inconsistent with the general rules of conduct that govern cadet behavior at Maritime Academy Charter School.
3. Cadets must be respectful, kind, and polite when using Network Resources.
4. Cadets must use Network Resources only for school-related activities.
5. Cadets may use Network Resources only when they have permission from a teacher. Cadets must follow the directions of the teacher when using MACS Network Resources.
6. Cadets shall not damage or mistreat computer equipment under any circumstances. This includes trying to "fix" plugs, cables, or other parts of the equipment unless directed to do so by a teacher.
7. Cadets shall not install or use encryption software on MACS Network Resources. Cadets may not use passwords or encryption keys unknown to MACS Director of Technology.
8. Cadets shall not access or attempt to access folders, files, directories, or other information that does not belong to them. Cadets shall not attempt to circumvent security measures.
9. Cadets shall not copy, download, or install any software or programs to and/or from school computers.
10. Cadets must not write, send, access, download, store or display obscene, threatening, pornographic, violent, defamatory, discriminatory, fraudulent, harassing, or otherwise unlawful or harmful messages or images.
11. Cadets must not share or disclose their full name, personal address, phone number, passwords or any other personal information while using Network Resources. They must not share information about other people either, including family, friends, fellow cadets, or teachers. Cadets may not post information that could endanger an individual, cause personal damage or cause a service disruption. Cadets may not post recklessly false or defamatory information about a person or organization.
12. Cadets may not use the MACS Network Resources to agree to meet with someone they have met on the Network Resources without the knowledge, approval and participation of their parent/guardian.
13. Cadets should be aware that in order to maintain system integrity and to ensure responsible use, Network Resources use can and will be monitored by staff and other personnel, and therefore, are

not private. Cadets should not, under any circumstances, expect that messages or files that are created, modified, transmitted, received, or stored are private.

14. Cadets may not employ the Maritime Academy Network Resources for personal financial gain or commercial purposes. Cadets may not use Network Resources to forward chain letters, spoof (disguising identities) or spam (unsolicited emails). Cadets may not re-send or post a message that was sent to them privately without the permission of the person who sent them the message.
15. Cadets may not engage in practices that threaten the integrity of the Network Resources, including knowingly introducing a computer virus. All emails, attachments, documents, and disks from another network must be scanned for viruses before opening the material.
16. Cadets may not use the equipment or network for any illegal activities.
17. Cadets may not violate copyright laws and/or engage in software piracy.
18. Cadets may not use anyone else's password, nor may they share their password with others.
19. Cadets who encounter or receive any type of inappropriate material have the responsibility to report the incident immediately to their teacher or the closest MACS faculty/staff member.

In addition to any other policies, guidelines, and procedures that govern computer and network use at Maritime Academy Charter School, the following statements guide acceptable use of Network Resources by all cadets via a cadet-owned device.

1. MACS reserves the right to monitor a cadet's Internet usage via a cadet-owned device while on school property and/or while using MACS Network Resources.
2. Cadets using a cadet-owned device while on school property and/or while using MACS Network Resources must report inappropriate websites, images, and other content that are not blocked by MACS Internet filters.
3. Cadets consent to surrender their cadet-owned device used while on school property and/or using MACS Network Resources to their Principal upon request.
4. While MACS permits the use of a cadet-owned device for school-related activities, MACS is not responsible for the technical support of the device.
5. MACS is not responsible for damage, loss, or theft of a cadet-owned device being used on school property or accessing MACS Network Resources.
6. MACS faculty will alert cadets to appropriate times for device usage. There will be times when devices are not permitted to be used. Cadets using devices at these times risk the loss of MACS Network Resources, confiscation of the device, and possibly other disciplinary action.
7. Graffiti, alterations and modifications including but not limited to stickers, markers and paint are not to be applied to any school issued device. This also would include removal of any identifying marks or labels placed by the IT department is strictly prohibited. Failure to comply with this regulation can result in disciplinary action including detention, fines and suspension.

Cadets who violate any of the above conditions will be subject to the suspension or termination of their Network Resources privileges, as well as other disciplinary action as determined appropriate by school officials and/or the Board of Trustees.

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High School: 2700 E. Huntingdon Street, Philadelphia, PA 19125
Phone: 215-427-3090; Fax: 215-999-5027

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.

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Community Service Hours Tracking Form (Grades 9-12)

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. Every cadet is required to complete 20 hours of community service each year.

Cadet's Name:_____Total Hours Served_____

Date	Hours	Place of Service Activity	Activity	Supervisor's Signature

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Parent Notification of MACS Title I Programs
2026-2027 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,

Matthew Wilson
Chief Executive Officer

Maritime Academy Charter School

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HIGH SCHOOL ELECTRONIC DEVICE POLICY

In our continuing efforts to maximize student performance, avoid unnecessary distractions, and aid in maintaining positive mental health, Maritime Academy has partnered with *Yondr* to provide a safe way for cadets to store their phones during the school day. This policy is effective on the first day of school. **Cell phones are NOT permitted to be used during school hours, including lunch**. Cell phones are to be placed in the assigned *Yondr* pouches provided to each cadet and locked during Advisory as directed by teachers. If a cadet arrives late to school, cell phones must be placed and locked in their pouches before reporting to class. Any and all other electronic devices must be placed in the cadet's locker and may not be used during the school day. If a cadet forgets his/her pouch, loaner pouches may be offered. In the event that a loaner pouch is not available, the cadet must turn in his/her phone to an administrator.

A one-time warning will be given to cadets about the use of the new pouches. After this warning, cell phones not placed in locked *Yondr* pouches and/or left on (even on vibrate) will be confiscated and given to the Climate Manager, and only returned directly to a parent or guardian between the hours of 7:45 AM and 4:00 PM. Any cadet who fails to turn over their cell phone or electronic device when requested by an administrator, faculty or staff of MACS is subject to immediate disciplinary action.

Parents/guardians are encouraged to help enforce this school rule by supporting all policies and procedures related to this rule. Cadets always have access to calling a parent/guardian from the main office, nurse's office, or the office of any other administrator with permission. Parents/guardians who need to contact their child during the school day are to call the main office for emergency purposes only.

- The **first offense**: The teacher/staff/administrator will remind cadet to place their phone in a locked *Yondr* pouch.
- The **second offense**: The Climate Manager will confiscate the phone and will keep it for the remainder of the school day and a parent/guardian must pick up the phone.
- The **third offense**: The Climate Manager will keep the phone until a formal disciplinary meeting has been held which will include formal probation. Non-compliance is considered a repeated violation and subject to disciplinary action up to and including expulsion.

Cadets may not use cell phones under any circumstances, even for the purpose of listening to music, playing games, or text messaging. Cadets are responsible for their pouches. Lost or damaged pouches must be replaced at the cost of $25.00 or the current cost of the item. **Maritime Academy is not responsible for lost or stolen electronic devices. All emergency phone calls MUST be directed to the main office (215-427-3090).**

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

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

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ELEMENTARY SCHOOL ELECTRONIC DEVICE POLICY

In our continuing efforts to maximize student performance, avoid unnecessary distractions, and aid in maintaining positive mental health, Maritime Academy Elementary School **prohibits the use of cellphones, tablets, smartwatches and any other electronic device to be used during school hours, including lunch**. Cellular phones and any other electronic devices are to be placed in the assigned cell phone cabinet, provided in Advisory, as directed by teachers. Each cell phone cabinet is locked and stored in each cadet's advisory. If a cadet arrives late to school, cell phones must be placed and locked in the cell phone cabinet located in their advisory homeroom before reporting to class.

Parents/guardians are encouraged to help enforce this school rule by supporting all policies and procedures related to this rule. Cadets have the ability to call a parent/guardian from the main office, nurse's office, or the office of any other administrator with permission. Parents/guardians who need to contact their child during the school day for an emergency are to call the main office.

Cell phones not placed in a locked cabinet and/or left on (even on vibrate or silent) and will be confiscated and given to the assistant principal, and only returned directly to a parent or guardian between the hours of 7:30 AM and 3:00 PM. Any cadet who fails to turn over their cell phone or electronic device when requested by an administrator, faculty or staff of MACS is subject to immediate disciplinary action.

- The **first offense**: The assistant principal will confiscate the phone and will keep it for the remainder of the school day and a parent/guardian must pick up the phone.
- The **second offense**: The assistant principal will confiscate the phone and will keep it for the remainder of the school day and a parent/guardian must pick up the phone. A detention will be issued.
- The **third offense**: The assistant principal will keep the phone until a formal disciplinary meeting has been held which will include formal probation. Non-compliance is considered a repeated violation and subject to disciplinary action up to and including expulsion.

Any student who is discovered to have placed a "fake" phone in the locked cabinet is subject to immediate disciplinary action. Maritime Academy is not responsible for lost or stolen electronic devices.

Please sign and return to your cadet's advisory teacher.

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

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

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Chromebook Guidelines

IMPORTANT: Cadet Maritime email accounts can only be used to sign in on school-issued Chromebooks. Using or logging in to personal devices, including cell phones, is not permitted both in school and at home..

1. What is a Chromebook?

A Chromebook is a personal computer using the Google ChromeOS operating system. Chromebooks are designed to be used while connected to the Internet and support cloud-based applications.

Files are stored in the cloud and saved automatically. Each cadet can access all of the Google Suites for Education applications by logging into the Chromebook with a Maritime Username and Password.

The cadet/parent/guardian will receive the username and initial temporary password when the Chromebook is distributed. The cadet will be responsible for maintaining their password after that. If a password reset is needed, the cadet should reach out to their teacher.

When a Chromebook starts up, it updates itself automatically so it has the latest and greatest version of the ChromeOS operating system. You must restart your Chromebook in order to install the updates. Additional functionality and improvements to ChromeOS will continue to occur through automatic updates. Chromebooks have built-in virus protection. There is no need to download and install virus protection software as it is built into the Chrome Operating System and automatically updates the latest security patches.

2. Receiving Your Chromebook

Chromebooks will be distributed on the Cadet's first day of school. For incoming 9th Grade Cadets, Chromebooks will be distributed during Freshman orientation.

Each parent/guardian and cadet must sign a Chromebook agreement BEFORE a Chromebook will be issued to the cadet. The form will be available to preview on the School website and at secondary school offices.

3. New Cadets

Any cadet who moves out of the area or no longer attends Maritime Academy Charter School, must return the Chromebook and charger to the Main Office on the cadet's last day of school.

If the cadet does not return their Chromebook and charger, the Chromebook will be disabled and the family will be issued an obligation for the full current replacement cost of the Chromebook and charger.

4. Protection Plan and Fee

Families are required to purchase a non-refundable $25 insurance plan for each Chromebook to supply the family with Chromebook protection. (See Device User Agreement and Policy Protection Plan for Specific Details).

The annual maximum household contribution is $75. The fee covers unintentional spilled liquid damage, unintentional breakage, drops or falls, and If missing keys are deemed to be intentional damage, the repair fee will be assessed.. Requires written explanation by parent/guardian.

In the event that the Chromebook is lost while in the custody of the cadet, the cadet and parent/guardian agree that they are responsible to the school for the entire replacement cost.

In the event that the Chromebook is stolen while in the custody of the cadet, the cadet and parent/guardian are responsible for submitting a police report. If a police report is submitted and a copy is provided to the school, all fees will be waived. If a police report is NOT submitted, the occurrence will be treated as "lost" and the cadet and parent/guardian agree that they are responsible to the school for the entire replacement cost."

Payments can be made to the Main Office via the acceptable payment methods:

Money Order/Cashier's Check (No personal checks)

5. Cadet Chromebook Responsibilities

Adhere to these guidelines each time the device is used at home and school:

- **Chromebook is for sole use by the cadet who it was issued to.**
- **Charge Chromebook at home nightly, bringing it to school each day with a full charge.**
- **Use appropriate language in all communications, avoiding profanity, obscenity, and offensive or inflammatory speech.**
- **Cyber-bullying, including personal attacks or threats toward anyone made while using either school owned or personally-owned technology, is to be reported to responsible school personnel.**
- **Respect the Internet filtering and security measures included on the Chromebook.**
- **All Chromebooks are configured so that Internet content is filtered and monitored at all times. Internet filtering will be more restrictive on the school network. During the instructional day, only use technology for school-related purposes.**
- **Follow copyright laws and fair use guidelines and only download or import music, video or other content that cadets are authorized or legally permitted to reproduce or use.**

6. Caring for Your Chromebook

General

- **Chromebooks should not have food, drinks, or other liquids placed near them.**
- **Cords and cables must be inserted carefully into the Chromebook.**
- **Chromebooks should not have heavy objects placed on them.**
- **Chromebooks should never be exposed to extreme temperatures or direct sunlight for extended periods of time.**
- **Chromebooks should never be carried with the screen open.**

Charging

- **Each Chromebook will include an AC adapter. This adapter should be used to charge the Chromebooks at home every night.**
- **AC adapters should not be brought to school.**
- **Chromebooks must be brought to school each day in fully-charged condition.**
- **Fully-charged, the Chromebook battery should last up to 9 hours.**
- **Cadets will be permitted to charge Chromebooks, in emergency situations only, in the classroom, at the teacher's discretion.**

Screen Care

- **Chromebooks should not be carried by the screen.**
- **Chromebooks should not have pressure placed on the top when it is closed.**
- **Chromebooks should not be stored with the screen open.**
- **Make sure there is nothing on the keyboard before closing the lid.**
- **Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.**

Storage

- **Chromebooks should not have objects placed on them when stowed away.**
- **Chromebooks should never be stored in a vehicle. Cadets are responsible for securing their Chromebooks during extra-curricular activities and events.**
- **Chromebooks should not be stored in unsupervised areas.**
- **Unsupervised areas might include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, in a car, or any other area that is not securely locked or in which there is no supervision.**
- **Unsupervised Chromebooks will be confiscated by staff and taken to the main office. School personnel are not responsible for safekeeping and/or protection of Chromebooks.**

Consequences

Cadets who use Chromebooks to interact inappropriately or purposefully damage a Chromebook will be subject to the procedures of the Cadet Conduct Handbook/Policy.

7. Repairing or Replacing Your Chromebook

- **Cadets should never disassemble Chromebooks and attempt their own repairs.**
- **Do not take Chromebooks to an outside computer service for any type of repairs or maintenance.**
- **Cadets needing to have the Chromebook repaired should submit a ticket to the Help Desk or have their teacher submit a ticket for them.**
- **A staff member will document the issue for the Technology Department and the Technology Department will collect the device for repair.**
- **The staff may assign the cadet a loaner Chromebook to use while his/her device is being repaired.**
- **The staff will notify cadets when their repaired Chromebooks are ready. If repair is needed due to purposeful damage, the school may refuse to reissue a Chromebook. A repaired Chromebook may need to be restored to its original settings. Locally stored files may not be recoverable.**
- **Appropriate insurance deductible fees will need to be paid, as outlined in Device user agreement.**

8. Lost or Stolen School Property: Chromebooks / Chargers / Cases / Bags

- **In the event that the Chromebook is lost while in the custody of the cadet, the cadet and parent/guardian agree that they are responsible to the school for the entire replacement cost.**

In the event that the Chromebook is stolen while in the custody of the cadet, the cadet and parent/guardian are responsible for submitting a police report. If a police report is submitted and a copy is provided to the school, all fees will be waived. If a police report is NOT submitted, the occurrence will be treated as "lost" and the cadet and parent/guardian agree that they are responsible to the school for the entire replacement cost."

Payments can be made to the Main Office via the acceptable payment methods:

Money Order/Cashier's Check (No personal checks)

9. Basic Operations

Wi-Fi

Wi-Fi Internet connection will be required for the majority of Chromebook use. The Chromebooks do not automatically come with a cellular/data plan, so Wi-Fi must be used to access the Internet. If a cadet does not have Wi-Fi access at home, other options are available including the public library or public Wi-Fi hotspots..

How to Connect to Wi-Fi at School

Chromebooks will be configured to automatically connect to the School Wi-Fi. If your Chromebook is not connecting to the School Wi-Fi,please have your teacher submit a ticket for you.

How to Connect to Wi-Fi Outside of School

1. **Open the Chromebook for it to power on.**
2. **On the "Network not available" screen, choose the preferred Wi-Fi Network from the list.**
3. **If password protected, enter password on the next screen.**
4. **Check Wi-Fi connection using the Wi-Fi icon in the bottom right corner (next to the battery icon).**

Check Internet History

To check the Internet history on a Chromebook:

1. **Open the web browser by clicking on the Chrome icon.**
2. **Click on the three (3) dots in the upper right.**
3. **Scroll down and hover over "History".**
4. **Click on "History" in the separate window to view full history. You can scroll through the full history or search for specific items at the top of the history window.**

NOTE: Cadets/parents/families are not permitted to delete/modify the Internet history. Maritime Academy Charter School is not responsible for checking cadet Internet history.

File Storage

At school we encourage cadets and teachers to share files via Google Drive and PowerSchool. While local storage is not blocked, we strongly discourage storing files locally. The school is not responsible for the loss of any locally stored data

10. No Expectation of Privacy

The School reserves the right to monitor any user's utilization of School technology resources.

Users have no expectation of privacy while using School technology resources, whether on or off School property.

The School may monitor, inspect, copy, and review any and all usage of School technology resources including information transmitted and received via the Internet to ensure compliance with this and other School policies, and state and federal laws.

All e-mails and messages, as well as any files stored on School technology resources, may be inspected at any time for any reason.

***Please sign and return the Chromebook Guidelines and Device User Policy Acknowledgement Form on the following page.**

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Chromebook Guidelines and Device User Policy Acknowledgement Form

I, _____ have read, understand and will comply
(Cadet's Name)
with the rules and regulations governing the Chromebook Guidelines and Device User Agreement Policy and Protection Plan.

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

Name of Parent/Guardian:_____
(Please print)

Address of Parent/Guardian: _____
_____

Contact Information:
Home Phone Number: _____
Cell Phone Number(s): _____
Email address: _____

Cadet's Signature:_____DATE:_____

Parent/Guardian Signature_____ DATE:_____

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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 2026-2027 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 _____

Cadet's Signature: _____ ***DATE:*** _____

Parent/Guardian Signature: _____ ***DATE:*** _____