

**Please read the entire Handbook carefully and thoroughly as it serves as the contract for the student's enrollment at MACS. There have been many changes to the Handbook for this year.**

**A NOTE ABOUT THIS HANDBOOK:**

**Students must be in possession of this Handbook at all times throughout the school year. It should never be left in a student's locker or at home for any reason.**

**Every student is required to show this Handbook to the student's Homeroom teacher each morning. A student without a Handbook will not be permitted to go to class until a parent brings it to school or the student purchases a new Handbook from the main office.**

**Parents/Guardians must read this Student-Parent Handbook thoroughly and must indicate their understanding and acceptance of all school policies by signing the PLEDGE at the end of this Handbook. The student must remove the PLEDGE page from the Handbook and turn in the signed pledge on the designated day during the first week of school.**

**On the first day of school, every student is required to staple his/her roster inside the front cover of this Handbook. The roster must remain stapled in the Handbook for the entire school year.**

# Multicultural Academy Charter School

College Prep, Exceptional Instruction, No Nonsense:  
High School As It Should Be  
2018-2019



## *Celebrating 20 years! 1998-2018*

An Award-Winning Charter High School

3821 N. Broad Street  
Philadelphia, PA 19140  
Phone: 215-227-0513  
Fax: 215-227-0415

E-mail: [office@macs.k12.pa.us](mailto:office@macs.k12.pa.us)

Please visit our website: <http://www.macs.k12.pa.us>

### **Board of Trustees**

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Members: Elaine Brown and Andrew Wright

James C. Higgins  
CEO/Principal

#### **This Handbook Belongs To:**

Name: \_\_\_\_\_

Grade: \_\_\_\_\_

### Staff Email Addresses

Staff will usually reply to emails within 24 hours. If you do not see a staff member's address below, you may assume that the address follows the same format: [lastname@macs.k12.pa.us](mailto:lastname@macs.k12.pa.us) Also, be sure to visit the MACS website, [www.macs.k12.pa.us](http://www.macs.k12.pa.us) to find links to each teacher's personal website.

<b>Robin Banks</b>	<a href="mailto:banks@macs.k12.pa.us">banks@macs.k12.pa.us</a>
<b>Rachel Chambers</b>	<a href="mailto:chambers@macs.k12.pa.us">chambers@macs.k12.pa.us</a>
<b>Melissa Coine</b>	<a href="mailto:coine@macs.k12.pa.us">coine@macs.k12.pa.us</a>
<b>Dani Corradetti</b>	<a href="mailto:corradetti@macs.k12.pa.us">corradetti@macs.k12.pa.us</a>
<b>Robert DiCristino</b>	<a href="mailto:dicristino@macs.k12.pa.us">dicristino@macs.k12.pa.us</a>
<b>Dan DiFranco</b>	<a href="mailto:difranco@macs.k12.pa.us">difranco@macs.k12.pa.us</a>
<b>Lee Elliott</b>	<a href="mailto:elliott@macs.k12.pa.us">elliott@macs.k12.pa.us</a>
<b>Cory Elvenstar</b>	<a href="mailto:elvenstar@macs.k12.pa.us">elvenstar@macs.k12.pa.us</a>
<b>Jason Gooch</b>	<a href="mailto:gooch@macs.k12.pa.us">gooch@macs.k12.pa.us</a>
<b>Katie Haire</b>	<a href="mailto:haire@macs.k12.pa.us">haire@macs.k12.pa.us</a>
<b>Martha Hall</b>	<a href="mailto:hall@macs.k12.pa.us">hall@macs.k12.pa.us</a>
<b>James Higgins</b>	<a href="mailto:higgins@macs.k12.pa.us">higgins@macs.k12.pa.us</a>
<b>Michael Jackson</b>	<a href="mailto:jackson@macs.k12.pa.us">jackson@macs.k12.pa.us</a>
<b>Dan Larkin</b>	<a href="mailto:larkin@macs.k12.pa.us">larkin@macs.k12.pa.us</a>
<b>Timothy McGrath</b>	<a href="mailto:mcgrath@macs.k12.pa.us">mcgrath@macs.k12.pa.us</a>
<b>Megan Naughton</b>	<a href="mailto:naughton@macs.k12.pa.us">naughton@macs.k12.pa.us</a>
<b>Tom Negron</b>	<a href="mailto:negron@macs.k12.pa.us">negron@macs.k12.pa.us</a>
<b>Joseph Neilson</b>	<a href="mailto:neilson@macs.k12.pa.us">neilson@macs.k12.pa.us</a>
<b>Emily O'Brien</b>	<a href="mailto:obrien@macs.k12.pa.us">obrien@macs.k12.pa.us</a>
<b>Aaron Pagoda</b>	<a href="mailto:pagoda@macs.k12.pa.us">pagoda@macs.k12.pa.us</a>
<b>Nathaniel Pettinato</b>	<a href="mailto:pettinato@macs.k12.pa.us">pettinato@macs.k12.pa.us</a>
<b>Kristen Seavey</b>	<a href="mailto:seavey@macs.k12.pa.us">seavey@macs.k12.pa.us</a>
<b>Peter Tran</b>	<a href="mailto:tran@macs.k12.pa.us">tran@macs.k12.pa.us</a>
<b>Donna Warshaw</b>	<a href="mailto:warshaw@macs.k12.pa.us">warshaw@macs.k12.pa.us</a>
<b>Maxine Young</b>	<a href="mailto:young@macs.k12.pa.us">young@macs.k12.pa.us</a>

Dear MACS Students and Families:

It is sometimes asked why MACS students are required to be in possession of this Handbook at all times and why they are required to show the book to staff each day. The purpose of this requirement is so that you are reminded of the high expectations of MACS each and every day. Every school has rules, but far too often schools do not enforce them, and so students forget what is even expected of them. I often refer to our Handbook as the recipe for the MACS secret formula. Always being in possession of this Handbook reminds you that these rules are *your* rules, that MACS is *your school*, and that following the MACS recipe will lead to great things for you, as it has for so many students before you.

Please take the time to read this entire Handbook carefully, and do not hesitate to ask questions of school staff when the Handbook is reviewed during the first week of class. As always, there are changes to the Handbook, and it is very important for you to be fully aware of all school rules and expectations since you are expected to follow them from the very first day of school until the last day.

As always, please remember that the staff will enforce our rules, not for the sake of giving students a hard time, but because it is our duty to maintain this special place of learning so that you can concentrate on doing your best academically.

I hope that you take full advantage of the peaceful climate that the staff maintains for your benefit. I hope you rise to the challenge and make good choices while you are a MACS student. Success is there for the taking, if you want it as much as our staff wants it for you.

Welcome to the MACS family and best wishes for a successful school year.



Mr. James Higgins  
CEO/Principal

## **Building Hours and Main Office Hours**

The school building is open each day from 7:45 AM until 5:00 PM. However, for students arriving early and for students who wish to eat breakfast, the cafeteria door will be open from 7:30 until 7:40 AM only. Because the rest of the building is not staffed, the front door of the school will not open until 7:45 AM, at which time student check-in will begin. **Please plan accordingly.**

The only exception to this policy is if a student or a parent has a special meeting already scheduled with staff or if a student has an appointment with a teacher and presents an early entry pass to school police at the front door. A student with an early entry pass will be admitted to the building if school police is able to contact the teacher and if the teacher is able to come to the door to admit the student.

The main office will open each morning at 7:45 AM and will close at 4:00 PM. School police will answer the phones from 4:00 PM until 5:00 PM.

## **Philosophy**

*It takes three key players to achieve a quality education. The Multicultural Academy Charter School is made up of students, parents/guardians, and educators. If any of these fail, the educational process will not take place. Therefore, all three are equally responsible.*

## **Mission Statement**

The mission of MACS is to educate the whole child by providing a safe environment with strict discipline in which students can learn and teachers can instruct while emphasizing the importance of parental involvement in the educational process.

## **Core Values**

- Maintaining rigorous academic standards will prepare all students for post-secondary education.
- Maintaining strict discipline and a safe, well-ordered learning environment is integral to student success.
- Celebrating and embracing diversity in cultures and individuals while sharing common values enriches the student experience.
- Serving the community fosters student awareness of social responsibility and good citizenship.
- Viewing each student as an individual while educating and mentoring the whole child is essential to student success.

## **Vision**

The vision of our school is to effect positive change in a multicultural society by developing well-rounded, highly educated and thoughtful individuals who embody the core values of MACS.

## **Expectations**

Because MACS is a school of choice which parents have researched and chosen for their children, it is essential that parents/guardians and students fully understand and know what is expected of them *because they have chosen MACS*. Students and their parents/guardians are expected to adhere strictly to the rules and regulations as described in this Handbook. The Handbook has been prepared and written by the school staff and members of the parent community, and has been approved by the MACS Board of Trustees. Violations of the school rules and regulations may lead to serious disciplinary actions, including expulsion.

In order for the school staff to provide a safe environment conducive to learning, all students are expected to conduct themselves with *dignity, respect, and responsibility*. Parental cooperation and support are very much needed to guarantee each student's success at MACS. **Truly, MACS cannot do what we do without full parental support.** For more specific information regarding expectations of MACS's parents/guardians, please see the section of this Handbook entitled "Parental Involvement, Responsibility, and Accountability."

## **Honor Code Pledge**

MACS, at its very core, is built upon a foundation of integrity, dignity, mutual trust, and intellectual honesty. As a MACS student, I will uphold this Honor Code at all times and accept nothing less than complete academic honesty from myself and from my classmates in all of our academic pursuits.

## **Educational Equality**

MACS is committed to a policy of educational equality. Accordingly, the school admits students and conducts all educational programs and activities without regard to race, color, religion, gender, sexual orientation, national origin, ancestry, disability, or any other legally protected classification.

## **School Motto and Colors**

### **School Motto**

"Dignity, Respect, Responsibility"

### **School Colors**

Blue, gold, and white

## **Student Governance and Rights**

1. The CEO has the authority and responsibility to establish reasonable rules and regulations for the conduct and deportment of students of this school. No student shall be deprived of equal treatment and equal access to the educational program, due process, a presumption of innocence, and the free expression and association in accordance with these guidelines.
2. Attendant upon the rights established for each student are certain responsibilities which include respect for the rights of other students, the teachers, and the staff; the attainment of an education; obedience to properly constituted school authority; and compliance with the rules and regulations of this school. All students should cooperate with all teachers and administrators.
3. A student who has reached the age of 18 and no longer resides with a parent or guardian may authorize some of the school matters previously handled by his/her parent/guardian. However, this student may not authorize a sibling's early dismissal or excuse him/herself from the Extended School Day. All school policies and regulations affecting the student body are still applicable to such students.
4. The Principal shall observe the disciplinary procedures consistent with law and Board policy to ensure that student rights under varying conditions are properly respected.
5. **Grievance Procedure:** If a student disagrees with a staff member's decision(s) or objects to a staff member's directive to perform a task, the student must first do as requested. If the student and the parent/guardian are not satisfied with the outcome of a situation, they may file a grievance by doing the following during non-instructional hours: reporting their concern verbally or in writing with (1) the teacher involved; if not resolved, (2) the Dean of Students; if not resolved, (3) the CEO/Principal.

## **MACS Confidentiality Policy**

For a copy of MACS's Confidentiality Policy, which describes the school's policies and guidelines in protecting student educational records, please contact the main office or visit our website, [www.macs.k12.pa.us](http://www.macs.k12.pa.us).

**Trusting the Process:**  
**Parental Involvement, Responsibility, and**  
**Accountability**

In order to ensure the educational success of our students, the good faith cooperation and support of the parent(s)/guardian(s) are essential. Parents are truly our partners in our effort to educate our students, and we will rely on parents throughout the year for their strong support and partnership in our shared mission. Only with parental involvement and real support of our values can student success be achieved at MACS. This cannot be accomplished without parents!

Parental involvement and support will be demonstrated by:

- reinforcing the school's values and its strict behavioral expectations
- partnering with the school in good faith to hold their children accountable
- staying involved in the education of their children, including checking their child's Assignment Book and ensuring that homework assignments are completed on time. *(See section below entitled "Communication Between the School and Parents/Guardians.")*
- *utilizing the online parent portal (PlusPortals) regularly to keep up-to-date on their child's current grades in each class*
- being involved with the Home and School Association
- attending school meetings and parent conferences
- responding promptly to school newsletters

It is the responsibility of the parents/guardians to make sure that their child wears a proper and clean uniform and has the ID card, Handbook, Assignment Book, roster, and all textbooks before he/she leaves for school. If the student is missing any of these items, he/she will face disciplinary action and may not be permitted to attend class. The student will either have to request office staff to obtain permission from a parent/guardian to go home and get the missing item(s) and/or will have to remain in the school office until the item(s) are delivered to the school.

It is also the responsibility of the parents/guardians to check with the school staff regarding their child's behavior and academic performance on a regular basis. ***Parents/Guardians should not expect the school staff to contact them every time their child has a behavioral or academic problem.***

Parents are expected to strictly oversee their child's Internet, emailing, and texting activity and ensure that their communications are not in any way cruel, lewd, threatening, harassing, or instigative towards others. (See "Discipline" section for school rules.)

**Parents are expected to ensure that students are not signed out early from school except when absolutely necessary.** Furthermore, if your child is assigned an Extended School Day class, MACS expects your full support in ensuring that he/she is not signed out early from these classes. (See section entitled "Extended School Day.")

Finally, parents/guardians are expected to arrive on time for any scheduled meeting with school staff/administration. Failure to arrive on time may result in the cancellation and rescheduling of the meeting.

### **Communication Between the School and Parents/Guardians**

In order to improve the likelihood of a student's academic success at MACS, it is essential that a parent/guardian asks to see his/her child's Assignment Book on a daily basis. All students are required to maintain a neat and organized daily Assignment Book. (See Handbook section entitled "Homework Policy.") Because up to 3 hours of homework are given to every student per night, checking the Assignment Book every night is, by far, the most thorough way for a parent to ensure that his/her child is recording all of his/her assignments and that the assignments are being completed on time.

Parents are strongly encouraged to regularly utilize the online parent portal (PlusPortals). PlusPortals is easily accessible through our website ([www.macs.k12.pa.us](http://www.macs.k12.pa.us)) and provides online access to each student's current grades in each class. It is updated each time a teacher enters recently graded assignments and tests.

Additionally, parents/guardians are strongly encouraged to stay well informed of school calendar dates, including the Interim and Report Card dates, and other school expectations relating to a child's academic and behavioral performance. While each teacher will have a personalized Internet page that is made available to his/her students and parents, it is good practice for parents/guardians to check regularly with their child and his/her teachers about current class objectives and/or long-term assignments. In case of suspected problems, parents/guardians are encouraged to contact the school staff as soon as possible. When possible, communication with parents/guardians will be made either by phone or via email.

**Please regularly check the school's website for up-to-date information at [www.macs.k12.pa.us](http://www.macs.k12.pa.us).**

In addition, the school regularly uses the automated OneCall phone system to inform parents of important news.

**For all of these reasons, when a parent/guardian changes his/her phone number, it is very important that the school office is made aware of this change immediately.**

Finally, please be sure the Main Office also has your current email address on file so that you are included on our school-wide emailing service.

### **Security Deposit, Fees, and Form of Payments**

Because MACS is a public school, tuition is not charged. However, parents/guardians are asked to pay a refundable security deposit of \$50 before the start of their child's first school year at MACS. This security deposit is held by the school until the student graduates or is withdrawn from MACS, at which time the parent is refunded the money in full, barring any debt owed to the school. The purpose of the security deposit is to protect the school's interests when school property is loaned to or used by students, in the event that the property is damaged or lost. Such items include, but are not limited to textbooks, lockers, computers, or any other educational materials or equipment loaned to or used by the student. Please be aware that if a student has any financial debt with the school at the end of a school year, including missing, damaged, or unreturned textbooks, the school will not permit the student to go on the year-end class trip or receive a yearbook. Additionally, MACS will withhold the final report card and/or transcript until the debt is paid.

From time to time, parents will be asked to pay for a few non-academic activities and items (such as class trips, the yearbook, prom, etc.) throughout the school year. Students will be made aware of the different voluntary expenses and deadlines as they arise. Please plan accordingly. Please be aware that since the school will be collecting voluntary activities fees on an as-needed basis, there will be firm deadlines associated with those costs. Failure to meet the various voluntary cost deadlines will result in a student being ineligible to participate in certain extracurricular school activities throughout the year.

Students and their class sponsors will decide how, when, and for what purpose class activities fees will be requested throughout the year.

**Because student fees will be collected on an as-needed basis, fees are non-refundable. This includes cases where students are prohibited from participating in activities as a result of disciplinary actions.**

**Please note: The school accepts money orders only for all payments to the school. Money orders must be made payable to “Multicultural Academy Charter School” (not MACS). Unfortunately, personal checks and cash cannot be processed by the office and will not be accepted.**

### **Conferences with Teachers**

Parents/Guardians are strongly encouraged to meet with their child’s teachers to discuss their child’s education and/or behavior. To set up a meeting, the parent/guardian must call the school or submit a written request stating the reasons for the conference. **Because teachers cannot be interrupted during classes, conferences with teachers must take place at 7:15 AM or at a mutually agreed upon time. If the parent does not arrive on time, the meeting may be cancelled.**

Failure to attend a *mandatory* meeting at the designated time may result in the student not being permitted to attend class until the meeting takes place.

**Round Table Conference** – A Round Table Conference involves the student, his or her parents, and all of his/her teachers. **Attendance at the conference by both the student and his or her parents/guardians is mandatory.** The student must be in school uniform for this type of meeting. At the conference, the teachers will discuss the student’s strengths and weaknesses and make specific recommendations to help the student correct his or her academic deficiencies and/or behavior to ensure educational success.

**Please note:** All meetings with school staff (teachers, Principal, Dean of Students and Counselor) must be scheduled in advance.

### **Classroom Visitations and Observations**

No one is permitted to visit the classrooms or to walk through the school at any time without first reporting to the school office. Permission to visit a classroom, observe a class, or call a teacher or

student out of class must be obtained from the Principal or his designee. Classroom visitations or observations must be pre-arranged by the Principal.

### **Parental Shadowing**

Parents/Guardians of students having repeated disciplinary or behavioral problems will be offered the opportunity to shadow their child for a number of school days to be mutually agreed upon by the parents/guardians and the Principal. Parental shadowing may be necessary to prevent students from continuing to ignore or violate the school rules and regulations. The purpose of shadowing is to reinforce the school rules and the expected code of conduct. The process affords the opportunity for parents/guardians to become more directly involved with the school's efforts in getting students back on the right track.

### **Health Requirements and Medication Policy**

Pennsylvania State Law requires certain physical examinations and immunizations. It is the responsibility of the parent/guardian and the student to submit all required health papers to the main office. Proper forms will be given to the student by the school staff. Medication should be administered at home before the student comes to school. However, under special circumstances and with specific doctor's orders, school personnel may administer it if **all** the following conditions are met:

1. The medication is correctly labeled by the pharmacist on a prescription bottle.
2. The label includes the student's name, name of medication, dosage, directions, physician's name, and a current date.
3. These medications are given to the school personnel with a note from the parent/guardian requesting that the medication be administered as required.

***Under no circumstances should students carry prescription or over-the-counter medication with them in school (including asthma inhalers).*** Over-the-counter pain relievers and other drugs **must** be left with the school nurse or the office, and permission **must** be granted by the parents/guardians to administer the medication. If a student must take asthma medication or other medication regularly, the medicine and official medical documents **must** be kept on file with the school nurse or in the student's file. Parents/Guardians should keep the nurse informed of chronic or other problems that may adversely affect their child during the school day.

## **Insurance and Injuries**

Parents/Guardians are encouraged to secure insurance for their child on their own. This insurance should cover all injuries in school and school-related events. All injuries must be reported to the school staff immediately. Pennsylvania Children's Health Insurance Program (CHIP) provides quality health insurance for children of working families who otherwise could not afford it. It is not a welfare program. Visit: <http://www.insurance.state.pa.us/html/chip.html> for more information.

## **Emergencies**

In the event that a student becomes ill while in school, he/she is to report directly to the nurse or the school office. If the student must be sent home, the parent/guardian will be contacted and asked to come for the student. If a parent/guardian cannot be reached or is unable to pick up his or her child, the student will be sent home at the parent's/guardian's expense. ***No siblings or friends of the student will be allowed to sign the student out.*** This is done with the safety of the student in mind. If a student becomes seriously ill, the school will call 911 after the permission of the parent has been obtained. In the case of an extreme emergency, the school staff will call 911. ***It is vitally important that the school office be made aware of any and all telephone number changes.***

## **Home and School Association**

All parents/guardians are encouraged to be actively involved in the Home and School Association, which has been set up and run by school parents/guardians. This association has been very supportive of the school's operations, activities, and extra-curricular programs, and has also been instrumental in fundraising and chaperoning student activities and events including field trips. The association meets the first Monday of every month at 5:30 PM at the school.

## **Appearance and Dress Code**

**From the time students leave home in the morning to the time school is dismissed, all students are required to wear a complete, clean, pressed uniform that is in good condition. However, a student is permitted to leave his/her blazer in his/her locker overnight, if desired. Otherwise, students found to be out of uniform on the way to school are in violation of the uniform policy.**

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 is not allowed.

Students who are in school without a complete uniform are considered to be in violation of the Appearance and Dress Code. These students will be given Administrative Detentions (ADs) and will not be permitted to go to class until the problems are corrected. (See section entitled “Administrative Detentions.”)

If the items are available for purchase at the school, students may have the option to purchase missing uniform items. If not, parents/guardians will be contacted to come to the school to correct the violation(s). If they are not able to come, the student may be sent home with parental permission or will remain in the Dean’s office for the day. Uniform parts will not be loaned by the school.

If a student is written up during the school day for a uniform violation, he/she will receive either ADs or a Uniform Citation. (See “Disciplinary Actions” for further information.)

Students who are prescribed eyeglasses are required to wear their eyeglasses while in school. This requirement is considered part of the student’s dress code. Failure to comply will be considered a violation of the Appearance and Dress Code and will be treated as such.

If the student continually violates the dress code, parents/guardians will be asked to come in for a conference, and appropriate disciplinary action will be taken. **Uniform inspections will be held daily by school administration and by each teacher at the beginning of each class.**

### **Uniform Guidelines**

With the exception of only the white oxford button-down shirt, the school uniform must be purchased at Cramer’s Uniforms. (Information is available from our Main Office.) As soon as a student enters the school building, the student must place his/her coat/jacket in his/her locker, where it must remain until the end of the school day. This policy also includes all hoodies, bandanas (wrapped or not wrapped), hats, caps, scarves, gloves, umbrellas, and all bags. At no time may hats be worn while in the building. Religious attire may be worn as appropriate; however, it is expected that the required school uniform be worn underneath religious attire in instances where the uniform would otherwise be visible.

### **Blazer**

- Students must wear the official school blazer, as designated by the school.
- Because wearing the blazer on the way to school is not required, a student not wearing the blazer upon entry to the building (except for breakfast students) must report immediately to his/her locker to put the blazer on, before going anywhere else in the building. A student eating breakfast whose blazer is left in his/her locker overnight must report immediately to his/her locker at the bell that ends breakfast in order to put the blazer on, before going anywhere else in the building.
- Taking off the blazer on the school premises without a staff member's permission is a violation of the dress code. The blazer must be worn in the hallways at all times.
- Sleeves of the blazer should not be rolled up at any time.

### **Shirt**

- A plain white, button-down Oxford shirt must be worn.
- The shirt must be tucked into the pants or skirt at all times, and collars must be turned and buttoned down at all times.
- Sleeves of the shirt should not be rolled up at any time.

### **Pants**

- Only the 100% polyester dress pants from Cramer's Uniforms are acceptable.
- Cramer's pants must be properly fitted. Shrunken, skinny, tight/form-fitting, long, baggy or otherwise ill-fitting pants from Cramer's or anywhere else will not be allowed. Please ensure a proper fit while at Cramer's. The pants must be hemmed (not rolled up) and must be worn at the waist, not lower on the hips, with a black belt through the loops. The hem of the pants must rest on the top of the shoes.
- As a child grows, it is expected that new, properly fitting pants are purchased at Cramer's as needed.
- Solid blue or black socks must be worn.

### **Skirt, Kneesocks/Stockings**

- Students may choose to wear the approved MACS skirt.
- The skirt must be worn at knee length or longer. Skirt length must be no shorter than the top of the kneecap.
- Rolling the skirt, whether intentional or not, is strictly forbidden and will result in disciplinary action and/or the

student being prohibited from wearing the skirt for the remainder of the year; instead, the student will have to wear school pants.

- Solid (not sheer nor patterned) blue or black knee-high trouser socks must be worn with the skirt. In addition to socks, navy blue, black, or gray solid stockings (no patterns) may be worn under the socks.

### **Ties**

- Students must wear either the official MACS necktie, knotted properly and tied to cover the top button of the shirt, or they may wear the official MACS blouse bow tie, adjusted to cover the top button of the shirt.

### **Shoes**

- Solid black leather dress shoes (with no logos or tags) must be worn. No other type of shoe is permitted.
- During winter months or on rainy days, boots may be worn to school but must be removed and placed in the student's locker upon entrance to the school building. Boots and/or hi-tops are not allowed to be worn at any other time.

### **Hair and Nails**

- Hair rollers are not permitted to be worn in school.
- Hats, head coverings/scarves are not permitted to be worn in school, except for religious reasons.
- Headbands may not be worn on the forehead and may not be more than 2 inches in width.
- Long (natural or fake) fingernails are **not** permitted.

### **Earrings and Accessories**

- Only post/stud earrings (no larger than a dime; no hoops) are allowed.
- All other visible piercings (except small nose studs) are forbidden, including nose rings/septum piercings, etc.)
- Excessive jewelry/bracelets/buttons are not permitted.
- Dark-lens glasses and sunglasses, whether prescription or not, are prohibited.

### **Sweaters**

- A solid navy blue, black, gray, or white V-neck sweater (with no logos) may be worn under the school blazer, as long as the

school tie is still visible. Cable-knit/excessively bulky sweaters are prohibited.

- Hooded sweatshirts (hoodies) are strictly forbidden in the school after 7:54 AM.

### **Polo Shirts**

- From May 1 to October 31, school polo shirts may be worn instead of the blazer, tie, and dress shirt. The rest of the uniform will remain the same.
- The polo shirt must be clean, the bottom collar button must be buttoned, and the shirt must be tucked into the school pants or skirt.
- Nothing should be worn over the shirt, and undergarments should be plain white and should not protrude from the shirt's sleeves.
- No jacket, sweater, coat, or similar outfitting should be worn over the polo shirt during the school day.
- Wearing the polo shirt is a privilege and not a right. Violation of the Polo Shirt Policy will deprive the student of this privilege.

*Please note: Any items worn that are not part of the MACS dress code will be confiscated and held until a parent/guardian claims the item after 3:30 PM.*

### **Gym Outfit**

All students who participate in physical education class must wear appropriate, non-revealing (no tank-tops) nor overly tight attire (athletic shorts/sweatpants, t-shirts/sweatshirts, and sneakers). The school staff reserves the right to disapprove of any gym outfit or clothing. Students who do not change for gym will not be permitted to participate and may fail the course due to lack of participation.

### **Dress-Down Days**

Casual dress on dress-down days will consist of t-shirts, polo shirts, khakis, and jeans. Wearing a partial uniform is not permitted. Students' bodies must be covered from neck to knee. Sagging pants may not be worn. No hats, halter-tops, midriff shirts, short-shorts, or tank tops will be permitted. Tight, revealing, sheer or see-through clothing will not be permitted. Flip-flops or high heels higher than 3 inches are not permitted. All other dress and appearance rules remain in place, including the earrings and fingernail policies. The school staff

reserves the right to disapprove of any outfit or clothing, even if not listed above.

### **Attendance and Absences**

#### **Regular attendance and punctuality are mandatory.**

Parents/Guardians must call the MACS office at (215) 227-0513 prior to 7:45 AM on each day the student is absent from school. Every time a student is absent, he/she must present a written note from his or her parent/guardian to the school office within three days of the absence in order for it to be excused. If a written note has not been received by the office after 3 days, the absence will become permanently unexcused. This note should contain the student's name, date of absence, reason for the absence, and parent's/guardian's signature, and the absence will then be excused at the discretion of the Principal.

It is the responsibility of the student to obtain all missing assignments upon his or her return to school and to complete them within the time frame established by each teacher.

#### **Students who are absent from school are not permitted to participate in that day's after-school activities and/or events.**

Excessive unexcused absences (6) will result in the scheduling of a **mandatory student/parent attendance improvement conference**. Furthermore, if a student is expected to be absent for an extended period, the parent must contact the Counselor. After 3 consecutive days of absence, a parent may call the school before 10:00 AM to request a folder of the student's missed assignments to be picked up after 3:30 PM. An absence of more than three days requires a doctor's note. Work missed due to unexcused absences will receive a grade of zero (including quizzes and/or tests).

If it becomes necessary for a student to take a legitimate medical leave during the school year, it is required for the parent/guardian to immediately schedule a planning conference with the School Counselor (preferably before the medical leave so that the student can participate in the meeting). Failure to immediately schedule this meeting will result in the student's forfeiting the right to extended deadlines, as well as the opportunity to make up missed work.

For more detailed information regarding truancy policies and procedures, please refer to the MACS Truancy Policy and Procedures document, which can be found on our school's website. A hard copy of the policy is available upon request at the Main Office.

### **Administrative Failure**

The required body of knowledge is obtained only through active participation in the classroom experience and instructional process, not simply by grades listed in teachers' grade books. Satisfactorily completing the missing homework or assignments on the day of an absence cannot substitute for the body of knowledge acquired by being present in the classroom. **If a student exceeds 25 absences, for any reason, he or she will fail automatically, regardless of grades achieved. This will be considered an administrative failure due to excessive absences.** (For half-year courses, a combination of 13 or more absences and latenesses will result in class failure.)

This policy also applies to absences from a single course due to latenesses and/or early dismissals. When any combination of absences, latenesses and early dismissals totals 25 for any one class (or 13 for half-year courses), the above policy applies.

#### **Pennsylvania State Attendance Laws**

Parents/Guardians who fail to comply with the Compulsory Attendance of their child will be subject to summary conviction as stipulated by the Act of March 10, 1949, P.L. 30. ***In accordance with Pennsylvania state law, after 10 consecutive days of unexcused absences, the student will be dropped from our school rolls.***

### **Breakfast and Daily Check-In Procedure**

*While students may use their cell phones or other electronic devices and earbuds, etc., before school hours (only if they are off school property before check-in begins), at no time should phones and/or other devices be used or be visible while a student is awaiting check-in. This policy also extends until the student has left the building and is off school property at dismissal. (See the section entitled "Cell Phones and Other Electronic Devices" to read more about this specific policy and the consequences for violating this rule.)*

**Please be aware that the building is closed and not staffed prior to 7:30 AM. Therefore, MACS cannot and will not admit students who arrive earlier than 7:30.** Parents, please keep this in mind, especially

during the winter months, and be sure to plan your child's commute and arrival at school accordingly.

Students may gather in front of the building while awaiting check-in. However, appropriate social interaction and student behavior are fully expected, just as it is on the way to school and on the way home from school every day. Students gathering in front of the school must conduct themselves with dignity and must always show respect toward our neighbors, to pedestrians, and to property belonging to our staff and to others. **Showing respect toward staff property includes the expectation that students are never to touch, lean against, nor place items atop cars that are parked out front.** These cars belong to our staff and visitors to the school. Please be aware that any student who leans against these cars or disregards this warning by placing a bag or other items on top of a car, whether on purpose or absentmindedly, will receive a referral for disciplinary action. Discipline will include holding violators monetarily responsible for any scratches or damage to staff and guest cars.

### **Breakfast**

A free school breakfast is available to all students on a daily basis. Students are also permitted to bring outside food into the cafeteria for breakfast. However, under no circumstances may breakfast be eaten anywhere else but in the cafeteria. Students who wish to eat breakfast must be lined up outside the entrance to the cafeteria to be checked in between 7:30 and 7:40 AM and must be in possession of their IDs. These students will be checked in following the same procedure outlined in the section below, entitled "Regular Check-In." Students who enter the building during regular check-in are not permitted to go to the cafeteria or to eat breakfast anywhere else in the building.

Students who are admitted into the cafeteria for breakfast will be required to stay in the cafeteria until 7:45, at which time they will be sent upstairs to their lockers. **Under no circumstances may students leave the cafeteria before 7:45.**

### **Regular Check-In**

All other **students must be lined up outside the school building, wearing a clean, complete school uniform (with the exception of the school blazer), no later than 7:45 AM for uniform inspection and ID check.** Students must remain in line and will not be permitted to loiter outside after 7:45 once check-in begins.

Students who enter the building during regular check-in are not permitted to go to the cafeteria or to eat breakfast anywhere else in the building. If a signed slip is required of a student on a particular day, the slip must be dropped into the labeled bin on the desk of the school police officer as the student enters the building. A current ID belonging to the student must be worn around the student's neck at check-in time. At all other times, the student must be in possession of his/her current ID and must produce it immediately when requested by any staff member.

Being out of uniform and/or not having the required items are violations of the school's Daily Check-In Procedure. As a result, the student will face disciplinary consequences.

- Out of uniform: Student will not be permitted to go to class until the uniform violation is corrected.
- No ID at door and/or in Homeroom/No Handbook in Homeroom: After more than 3 instances of forgetting the Handbook and/or ID, the student will receive 1 AD for each day he/she is without a Handbook and/or an ID at check-in. After two consecutive days without a Handbook and/or ID, the student will be presumed to have lost the item(s) and will be required to purchase new one(s) before being permitted to go to first period. Repeated failure to possess the Student Handbook and/or ID will result in the student not being permitted to go to class without a parent meeting.
- No required signed slip/form by deadline: Student receives 1 AD and may not be permitted to go to class until the form is signed.

If a parent or guardian wishes to have the child go home to retrieve any item, the parent/guardian must speak directly with a staff member and grant such permission. The student will be allowed to return to school after having picked up all the missing items.

**Parents/guardians are expected to assist their children to be fully prepared for check-in and for school each day. The school is not responsible for the student's safety and welfare on the way home or back to school after a parent grants permission to send the student home.**

After students are checked in at the door, they are permitted to access their lockers and/or to see staff members if need be. At 7:53 AM, a warning bell will sound, at which time all students will be required to head directly to their Homerooms and be seated and quiet before the

second bell, at 7:55 AM. A student who arrives to Homeroom after the 7:55 AM bell without a hall pass or an office late pass will be sent to the office to scan in and will be considered "late."

### **Lateness**

All students must be prepared, in full uniform, and seated in his/her assigned Homeroom seat before the 7:55 AM bell; otherwise, the student is considered late. A late student will not be admitted to his/her classroom without a green late pass from the main office. A late student must swipe his/her ID card to receive a green LATE pass to class. A student will have no more than 5 minutes from the time noted on the green pass to be seated in his/her Homeroom/A period class.

If a student is late 4 times during a single quarter, he/she will be given one AD. In addition, 5 or more latenesses in one quarter will result in a student receiving an "F" on his/her quarterly report card for "Punctuality."

If a student is late more than 5 times in a single quarter, the student must be signed in by a parent/legal guardian for each successive lateness for the rest of the quarter, in order for the student to be permitted to go to class.

A student who comes to school after 8:10 AM will not be permitted to attend his/her A period class and will be considered absent from class.

MACS relies on parents/guardians to ensure that their child is arriving at school on time. While we allow for students to arrive late when accompanied and signed in by a parent, MACS reserves the right to take disciplinary action against a student, including prohibiting a student from attending first period class, when parent sign-ins become excessive and begin to interfere with classroom instruction.

If a student is late and does not follow the above procedure, he/she will receive a Probationary Contract. **If a student is not admitted to the first period class 25 times, for any reason whatsoever, that student will fail the class automatically due to excessive absences. If after 25 latenesses the student continues to be late for school, a Probationary Contract will be issued, and the student may be subject to expulsion/due process.**

The school administration treats lateness as a serious violation of the school rules and regulations and will strictly enforce these rules. For time consistency purposes, the school clock will be used.

The following lateness policy will be enforced:

**7:45 AM:** Students should be lined up in front of the building, ready for check-in.

**7:55 – 8:10 AM:** A **LATE** student must report to the Main Office window, swipe ID, receive green hall pass, and get to class within 5 minutes of swiptime.  
**4<sup>th</sup> lateness per quarter = 1 AD;**  
**5<sup>th</sup> lateness per quarter =** Student will receive an “F” for “Punctuality” on Report Card;  
**More than 5 latenesses per quarter:** Student must be signed in by a parent every time he/she is late for the rest of the quarter.

**8:11 – 9:03 AM:** A **LATE** student must report to the Main Office window, swipe ID, and sit in the Main Office until B period class. Same disciplinary consequences apply as above.

**Arrival after A period ends:** **Without an accompanying parent/guardian, the student will not be permitted to go to any of his/her classes under any circumstances.** Same disciplinary consequences apply as above.

**If a student has a combination of 25 or more absences and latenesses, which results in missing the first period, he/she will automatically fail the first period subject. (For half-year courses, a combination of 13 or more absences and latenesses will result in class failure.)**

### **ID Cards**

An ID card will be issued to every student at the beginning of each school year. This card must be worn around the neck at check-in time on an appropriate chain and must be clearly visible. At all other times, the student must be in possession of his/her ID and must produce it immediately when requested by any staff member.

There will be a charge of \$3.00 for each replacement ID card. If a student is missing his/her ID, the student must purchase a new ID or sign an IOU for a new ID before being sent to class. If a student is without his/her ID and/or Handbook more than 3 times, he/she will receive 1 AD for each day he/she is without a Handbook and/or an ID.

If a parent or guardian wishes to have the child go home to retrieve the ID rather than purchase a new one, the parent/guardian must speak directly with a staff member and grant such permission. The student will be allowed to return to school after having picked up the ID.

### **Replacement Costs**

In the event of loss or damage, the following replacement costs will be charged:

ID Card	\$3.00
Handbook	\$10.00
Books	Actual Cost*
Educational Tools and Equipment	Actual Cost*
School Furniture	Actual Cost*
Building Repairs	Actual Cost*

\*plus disciplinary action as deemed appropriate by administration  
Replacement payments are not refundable.

### **Lockers**

Every student will be provided the use of a locker for the school year. Each locker is furnished with a built-in combination lock, and no other locks may be used. It is the responsibility of the student to keep his/her locker clean and in good working order. Students will be held 100% responsible for any locker damage that he/she causes. In addition, the \$50.00 security deposit may be retained under such circumstances.

**Lockers may not be shared for any reason and may only be used by the student who was assigned the locker by an administrator.**

School administration reserves the right to randomly key into and search student lockers at any time. In addition, since locker use is a privilege, school administration reserves the right to revoke the use of a locker by any student during the school year.

Bags (book bags, backpacks, purses, handbags, cosmetics bags, fanny packs, etc.) are not permitted in the classrooms and must be left in a student's locker. Students are permitted to carry a school-approved pencil pouch for their school supplies. (Pencil pouches are available for sale in the Main Office.)

Students are permitted to go to their lockers only at the following times:

- Before Homeroom begins
- During the first 5 minutes of their lunch period
- Before and/or after the student's E period class, as long as the student is seated and ready for instruction prior to the bell
- At the end of the school day (3:30 or 5:00 PM)

MACS advises against students bringing any items of value to school, including an excessive amount of money. Accordingly, MACS is not responsible for lost, stolen, or unattended belongings.

### **Early Dismissals**

Early dismissals of individual students are strongly discouraged. Appointments should not be scheduled during school hours. Medical appointments should be scheduled after school or on Saturdays or holidays. If the medical appointment occurs on a school day, a doctor's appointment note must be presented to the school staff the day after the visit to the doctor.

If an early dismissal is absolutely necessary, **the parent/legal guardian must sign the early dismissal binder at the main office window at the time the child is to be dismissed.** Those students who are 18 years or older may sign themselves out with good reason and only after their parent's/guardian's approval is received via telephone or note. Under no circumstances will the student's siblings or friends be allowed to sign the student out.

**If a student has a combination of 25 or more absences and early dismissals from any class, he/she will automatically fail that class.** *(For half-year courses, a combination of 13 or more absences and early dismissals will result in class failure.)*

### **Sign-Out**

No siblings or adults other than parents or legal guardians are allowed to sign students out. No students will be allowed to leave the school building without parents/legal guardians coming to school to sign for an early dismissal. MACS will only allow a parent/legal guardian to sign out a student if: a) MACS has a record of the adult having custodial rights over the child; and b) the person shows a photo identification at the time of the pick-up. No exceptions can be made.

## **School Closings**

If Philadelphia public schools are closed or have a delayed opening due to inclement weather, MACS will do the same. However, if Philadelphia public schools dismiss early due to inclement weather, MACS may or may not dismiss early. This will be decided at the Principal's discretion and, if the decision is to close early, will be announced via the school's automated phone call system. If public schools are closed for reasons other than weather (such as staff training), MACS will remain open.

For school closings due to inclement weather, please check KYW NewsRadio (1060 AM) or another major news network.

## **Religious and Cultural Holidays**

A student may be excused from school for observance of a religious or cultural holiday, provided a written request is received from the student's parent/guardian at least two (2) days prior to the designated day(s).

## **Graduation Ceremony Attendance Requirement**

To inspire non-seniors to complete their high school education, all students are required to attend the graduation ceremony. Because the graduation ceremony is on a regular school day, the school uniform, attendance, and punctuality are expected.

## **Textbooks**

**Students are fully responsible for the care of their textbooks, and parents will be required to make full restitution in case of loss or damage.** Students must write their names inside the front covers of their textbooks. Students must cover all textbooks with book socks or heavy paper book covers within 2 days of receiving the books, and all books must remain covered for the entire school year. MACS recommends students use brown paper grocery bags to cover their textbooks. For instructions on how to cover your textbook using a brown paper bag, please visit <http://tinyurl.com/cover-textbook> or go directly to youtube.com, where you can find step-by-step instructions if you search for "how to cover a textbook using a brown paper bag."

## **School Supplies**

The student must purchase all notebooks and school supplies.

**NO SPIRAL NOTEBOOKS ARE ALLOWED IN THE SCHOOL!**

Sharpies and other permanent markers are also not permitted in school, except with the specific permission of a teacher. Students are **required** to have the following supplies:

- 3-inch three-ring binder with dividers for each course
- Marble composition book (must be used to list assignments)
- Loose-leaf notebook paper
- Graph paper
- Blue or black pens
- Pencils
- Pencil sharpener
- Eraser
- Ruler (all students) and protractor (Geometry students only)
- Book covers for all textbooks
- Flash drive/USB drive
- Calculator – suggested models: TI-83; TI-84; TI-30X-IIS; TI-30X-IIB; FX115ES; FX300ES; FX300MSplus; HP30S
- School-approved pencil pouch (available for purchase in the Main Office)

These supplies will help to ensure that students have a successful school year. Teachers may require additional supplies throughout the school year. If students have any questions about supplies, they should speak to their teachers.

## **Curriculum**

The core curriculum is aligned with the Pennsylvania Department of Education's state standards and consists of English, mathematics, science, social studies, and Spanish. In addition, MACS offers a variety of electives to meet student interests.

Seniors who have attained above-average academic records may take courses for credit at area colleges with prior written approval of the Principal.

### **Courses**

#### **9<sup>th</sup> Grade**

English I  
General Physical Science

#### **10<sup>th</sup> Grade**

English II *or* Honors English II  
Biology

Algebra I  
World History  
English Enrichment 9  
Math Enrichment 9  
College Foundations

Geometry *or* Honors Geometry  
American History  
Math Enrichment 10  
Spanish I *or* Health  
Elective (or enrichment)

### **11<sup>th</sup> Grade**

English III *or* AP English III  
Chemistry *or* Honors Chemistry  
Algebra II *or* Honors Algebra II  
Spanish I *or* II *and/or* Health *or*  
an Elective  
Junior Seminar  
Math Enrichment 11

### **12<sup>th</sup> Grade**

English IV *or* AP English IV  
Earth & Space Science *or* Physics  
Pre-Calculus, Honors Pre-Calculus,  
*or* Senior Math  
Multicultural Seminar  
Introduction to Film  
Spanish II *or* Elective  
Senior Seminar/Phys. Ed.

### **Elective Offerings**

Art	Drama
Creative Writing	Music
Dance	

### **Homework Policy**

**MACS students are required to complete all homework assignments each day. Failure to complete homework assignments is a serious violation at MACS, will result in a zero, and will make it almost impossible for a student to pass a class.** All students are required to maintain a current and up-to-date Assignment Book, formatted in accordance with school guidelines. Unscheduled graded checks of the Assignment Book may be conducted by any teacher at any time; in addition, the Assignment Book will be evaluated as a **major grade** by the English Department each quarter.

Students who chronically fail to complete their homework will be required to attend Homework Help classes after school on a daily basis.

### **Examinations and Testing**

All students must be present and on time when standardized tests, Midterm Exams, and Final Exams are scheduled. **Students who arrive late to school on a testing day will not be permitted into the testing room. Only students who have written medical verification of a serious illness will be allowed to take a make-up exam or test.**

**Midterm and Final exam dates for this school year are listed in the back of this Handbook on the School Calendar. Please plan accordingly. Due to test security protocols, exams cannot and will not be scheduled to be administered privately or in advance.**

Please do not ask teachers or administration to permit students to miss and/or make up exams unless there is a legitimate and verifiable emergency. Family trips or vacations do not qualify as legitimate emergencies. A student who leaves for summer holiday prior to the end of the school year will not be permitted to reschedule or make up any missed exams and will receive a zero for any exam(s) he/she misses. **No exceptions will be made.**

MACS students are required to take the IOWA test during the first quarter and/or fourth quarter of the school year. These tests are a useful educational tool used to measure student growth and to help our teaching staff map out effective teaching strategies.

Finally, the Pennsylvania Department of Education requires that all students take the Keystone Exams in 3 subject areas: Algebra I, Biology, and Literature. These are extremely important, high stakes state standardized tests, which MACS expects all of its students to pass before graduating.

### **Grading System**

Because MACS is a college preparatory high school, the grading system at MACS is more rigorous than at most other high schools. Accordingly, our grading scale has been modeled after a typical university-level grading scale.

Report Cards are issued quarterly and will utilize the system outlined below. Please consult the school calendar for dates of parent-staff meetings during which Report Cards will be distributed. Interim Reports or warning notices of failure will be sent between report periods.

Student performance will be assessed in two ways:

**A. Academic Grades** - Grades will appear in numerals as follows:

Percent Grade	Grade	GPA Value
97-100	A+	4.0
93-96	A	3.75
90-92	A-	3.50
87-89	B+	3.25
83-86	B	3.0
80-82	B-	2.75
77-79	C+	2.50
73-76	C	2.25
70-72	C-	2.0
0-69	F *	0
Incomplete	I **	N/A
Passed	P	N/A

\* **Failure:** The student has failed to meet the minimum requirements of the course or has received an Administrative Failure due to excessive absence or lateness.

\*\* **Incomplete:** A grade will be withheld if for some valid reason (late enrollment, serious illness, etc.) a teacher does not have enough information to determine a grade.

**B. Behavior Grades** - Grades will appear on all Interim Reports and Report Cards for each class as follows:

- 1: Excellent; 2: Satisfactory;  
3: Needs Improvement; 4: Unacceptable

## Grade Calculation

The following is the value breakdown of the final grade calculation for each subject:

1 <sup>st</sup> Quarter:	20%	3 <sup>rd</sup> Quarter:	20%
2 <sup>nd</sup> Quarter:	20%	4 <sup>th</sup> Quarter:	20%
Midterm Exam:	10%	Final Exam:	10%

As illustrated above, a student's final grade for each class is a weighted average. Midterm and Final Exams are worth half the weight of a marking period. To calculate a student's final grade, multiply each term and exam by its weight. Then, add the results to arrive at the student's final average for the course. Below is the formula:

### Full-Year Course

1 <sup>st</sup> quarter grade	x	0.2
2 <sup>nd</sup> quarter grade	x	0.2
Midterm Exam	x	<b>0.1</b>
3 <sup>rd</sup> quarter grade	x	0.2
4 <sup>th</sup> quarter grade	x	0.2
+ Final Exam	x	<b>0.1</b>
= Final Grade		

### Half-Year Course

1 <sup>st</sup> or 3 <sup>rd</sup> quarter grade	x	0.4
2 <sup>nd</sup> or 4 <sup>th</sup> quarter grade	x	0.4
+ Midterm/Final Exam	x	<b>0.2</b>
= Final Grade		

## Class Rank, Valedictorian, and Salutatorian

Class rank is based on the cumulative GPA, which is recomputed at the end of each school year. Please note that Honors classes will be weighted more heavily when computing a student's GPA.

Prior to graduation, school administration will determine which two graduating seniors have the highest cumulative GPAs, and they will receive the school's highest honor: The student who has the highest cumulative GPA will be recognized as the Class Valedictorian at the Graduation ceremony. The student who has the second-highest cumulative GPA will be recognized as the Class Salutatorian at the

Graduation ceremony. Students who have spent fewer than 3 full years at MACS will be ineligible for either award.

### **Honor Roll and Principal's List**

There are four (4) marking periods. For each marking period, those students who have:

- No grade lower than an A (93) will be classified as having achieved **Highest Honors**.
- No grade lower than a B+ (87) will be classified as having achieved **Honors**.

Students who do not fulfill the quarterly Community Service requirement and/or fail "Punctuality" for the quarter will be ineligible for the Honor Roll.

When determining Honor Roll status, grades for Honors-level classes will be weighted differently from those of regular classes. For more information on this calculation, please contact the Counselor.

Students with Highest Honors and Honors will be publicly recognized on the Principal's List, which will be posted outside of the Main Office. Seniors who are on the Principal's List for all four (4) marking periods will be honored at MACS's annual Awards Banquet in June.

### **Determination of Grade Level**

MACS evaluates the required number of credits and courses for graduation, and in the interest of determining grade level, the following guidelines\* will be used:

By the end of the school year, students must earn the following total number of credits to move to the next grade:

- 9<sup>th</sup> Grade: 5 credits
- 10<sup>th</sup> Grade: 6 credits (11 total credits)
- 11<sup>th</sup> Grade: 6.5 credits (17.5 total credits)
- 12<sup>th</sup> Grade: 6 credits (23.5 total credits)

To graduate on time, students who fail required courses may need to attend summer school to make up the required credits. Refer to "Graduation Requirements" below for a thorough listing of courses needed to graduate.

\*Accommodations may be needed and will be based on individual circumstances.

## **Graduation Requirements**

Each student and parent should be aware of the student's accumulated credits, including any previously failed required courses that must be made up in Summer School. Grade levels and graduation are determined by the number of credits earned, not by the years of schooling. As a general rule, one credit is awarded for each class that a student successfully completes.

- a. **Credits** – A student must earn 23.5 credits including a minimum of 4 credits of English, 4 of math, 4 of science, 3 of social studies, 2 of foreign language, 1.5 of health and physical education, and at least 5 of elective courses.
- b. **Senior Project** – All seniors are required to successfully complete and pass the Senior Research Project and presentation as part of the Multicultural Seminar class.
- c. **Standardized Tests** – Students are required to take and pass the Keystone Exams before graduation.

## **Diplomas, Transcripts, and Report Cards**

High school diplomas, final report cards, transcripts, and other school records are not issued until all ADs, community service, senior projects, and other obligations such as returning all books, are satisfactorily completed. Failure to pay any debts owed to the school will result in the school's withholding of all the student's academic records, including report cards and transcripts.

## **Extended School Day (ESD)**

Extended School Day (ESD) is a vital part of the MACS educational experience. Much of our success over the last 2 decades is a direct result of the remedial and supplementary instruction that occurs in ESD. Before enrolling at MACS, parents and students are informed about the school's mandatory ESD policies and are told that, by signing up for MACS, they are also signing up for this essential program. This free, extra educational service is part of what makes MACS unique, and it is part of what parents chose when they chose MACS. Therefore, parents choosing to enroll their child at MACS may not later decide to opt out of ESD and will be expected to ensure that their child is not signed out early from ESD unless it is absolutely necessary. If a student is not performing on grade level, as measured by standardized testing or if a student's average in any class falls below a 70 or if a

student is preparing for the Keystone Exam, he/she may be rostered at any time throughout the school year into **mandatory** ESD classes. The ESD class then becomes part of the student's regular academic roster. Any student who is assigned an ESD class (H Period) is **required to attend each session**. The only exceptions will be for documented medical reasons, and only after the student is signed out by a parent/guardian.

ESD classes will be held from 3:35 until 5:00 PM. Free snacks will be provided. Eating or drinking is allowed in the classroom only during the first 15 minutes of ESD, and only in the designated classrooms. As a courtesy to other students and staff, each student **MUST** clean his or her area after eating a snack.

Students enrolled in ESD may *not* leave the building for any reason until they are dismissed at 5:00 PM. Any student who is required to stay until 5:00 PM and leaves the school building without being signed out by a parent/guardian will be considered to be cutting the class and will not be permitted to return to MACS without a parent/guardian meeting with administration and the issuing of a Probationary Contract. **No notes or phone calls by parents/guardians will be accepted for early dismissals from ESD. Just as a parent/guardian must come in and sign his/her child out at any other time of the school day, the same must be done if a parent/guardian wishes for his/her child to leave ESD before 5:00 PM.**

Because ESD is a defining program of the school's academic structure, we expect full parental support. Excessive early dismissals from ESD, even when a student is signed out by a parent/guardian may result in the issuing of a Probationary Contract. Absence from ESD without being signed out by a parent/guardian will lead automatically to a Probationary Contract and two ADs.

Students who are enrolled in ESD will be allowed to participate in extra-curricular activities only on days when their ESD class(es) do not meet.

Please note that there is no H Period/ESD for any students on Thursdays or Fridays. Instead, this time will be reserved for after-school extracurricular activities and ADs. (See section entitled "Administrative Detentions.")

Students who wish to attend ESD in order to receive additional instruction but are not mandated into the class, can register voluntarily, but then must attend all sessions.

## **Summer School**

MACS will offer summer school review courses (60 hours of instruction) for courses that a student has failed. Since the school is not funded by the city to provide free summer courses, modest, nonrefundable tuition will be charged for each course taken. In order to graduate on time, a student who receives a final grade below 70 in any course must attend summer school at MACS. **Please be aware that summer courses offered by other institutions must be approved in advance and in writing by the Principal in order for credits to be accepted by MACS, and will be considered only if the course is not being offered at MACS.**

On the student's permanent transcript, a summer school grade will replace the failing grade received by the student during the regular school year. However, the grading system for summer school courses is different from the regular school year grading scale:

**Proficient:** 79 (79 replaces failing grade on transcript)  
**Acceptable:** 70 (70 replaces failing grade on transcript)  
**Unacceptable:** No Credit will be given (original failing grade remains on transcript)

Although failing students are not *required* to attend summer school, failure to attend summer school may result in the following consequences:

- A student may be unable to graduate on time;
- A student may not have enough credits to be promoted to the next grade; and
- **A student who is not promoted may lose his/her seat at MACS for the following school year and be forced onto our Waiting List, because the preceding grade may already be over-enrolled.**

Further information governing summer school will be made available toward the end of each school year. It is the responsibility of each student and his/her parent to review the Final Report Card on the last day of school each year in order to ensure that summer school is not necessary.

## **Community Service**

Students will be required to perform **20** hours of community service each school year at a non-profit organization. The organization must

be registered as a 501 (c) (3) charitable organization and must be selected from the pre-approved list, available in the Counselor's office. Community service completed at any other organization will not count toward a student's 20 required hours. Also, **community service hours must be served after 3:30 PM.**

By the end of the first quarter, students must have completed a minimum of 5 hours; by the end of the second quarter, a total of 10 hours; by the end of the third quarter, a total of 15 hours; and by the end of the fourth quarter, a total of 20 hours for the year. Students who fail to meet these quarterly Community Service requirements will be automatically ineligible for Honor Roll status.

Because community service is required of every student as part of being enrolled at MACS, the requirement will appear on each student's quarterly report card, as well as the student's permanent transcript, indicating whether or not the requirement was met on time.

If approved in advance by the Principal, a student can earn .25 of an academic credit for every 30 hours in excess of the required 20 hours of community service, up to one full credit each school year. In order for credit to be received, all hours must be documented in writing by the cooperating agency and be submitted to the Counselor. While performing the community service, the student is expected to conduct himself or herself with dignity, respect, and responsibility.

**Students who do not complete community service on or before the June deadline will not be permitted to go on the end-of-the-year school trip and will not receive a refund for any payments made toward a school trip. In addition, a student who fails to complete community service may not be allowed to graduate.**

Students are encouraged to see the Counselor to learn more about community service requirements.

## **Counseling**

In addition to assisting with the college application process, the Counselor is available to help students with their individual growth and development. In order to do this, the Counselor will help students to understand and recognize their abilities and responsibilities; to relate this self-information realistically to their interests, needs, and goals; to increase their knowledge of educational and career opportunities and requirements; and to cope with problems of any nature common to young people.

All students' records and files, housed in the offices of MACS, are confidential and are therefore subject to state and federal guidelines.

Students may only see the Counselor before school, during lunch, or after school unless there is a true emergency.

### **Child Find Policy**

Multicultural Academy Charter School (MACS) will provide a free appropriate public education (FAPE) to children with disabilities who are determined, through the evaluation process, to need special education and related services under IDEA and 22 Pa. School Code §14. A school-age child with a disability, who is determined in need of special education and related services, is identified as a child with a disability eligible for Special Education in need of specially designed instruction. MACS will locate, identify, and evaluate students suspected of being a child with a disability eligible for special education. To read the school's full Child Find policy and procedures, please visit our website or contact the Main Office.

### **Student Activities**

Scheduling of activities is under the direction of the Principal or School Counselor. Members of the Student Council must have written permission from the Student Council sponsor, the School Counselor, and the Principal before student activities are scheduled. **Please note: Students who are absent from school are not permitted to participate in that day's after-school activities and/or evening events.**

### **Field Trips and Extra-Curricular Events**

Field trips and extra-curricular events (such as dances, proms, assemblies, etc.) are privileges afforded to students.

Participation can be denied if a student does not meet behavioral requirements. Students who are on PC will not be allowed to go on non-academic trips or to participate in extra-curricular events. Furthermore, if any teacher objects to a student's participation because of undesirable behavior, the student will *not* be allowed to go on the trip.

Even stricter standards apply when the school organizes trips to visit colleges. Although these visits are considered academic in nature, MACS's reputation with these colleges and universities as a high

school of college-bound students is of the utmost importance. For many years, maintaining good relationships with these schools has led to innumerable benefits for our students during the college application and scholarship processes. Therefore, students who are on Probationary Contract or are failing 3 or more classes during the time a college trip is being planned and/or on the day of the trip will not be permitted to attend.

Unless otherwise specified, students must be in full school uniform for all school field trips. Participants are expected to act with **absolute dignity, respect, and responsibility**. Before or during the trip, if a student misbehaves, he/she will not be allowed to go on future trips. When participation is denied due to the student's being on PC or for any other reason, the student's pre-payment or deposit for the trip, if any, will *not* be refunded.

*Voluntary class activities fees for trips and extra-curricular events are not refundable unless there is a doctor's note which indicates a true medical emergency.*

**Permission slips must be signed by parents/guardians and handed in to the person in charge of the field trip before the deadline established by the sponsor.**

Only current students and their parents/guardians are permitted to attend school functions and activities. Exceptions will be made for an alumnus who displays a pass issued by office personnel. Family members must be signed in at the office and have permission from the office. Students from other schools are only permitted to attend events with the Principal's written permission.

### **Participation in Outside Programs**

Once a student signs up for a program outside of the school or receives a scholarship for a special program, he/she has an obligation to fully participate in it, except in the case of a true emergency (family, medical, etc.). Failure to participate will lead to a loss of fees and the loss of all privileges to participate in future trips or activities. If the participation requires advance payment, once the reservation is made, this payment is ***non-refundable*** whether the student participates or not. If the student and parent/guardian have accepted a scholarship to Outward Bound or another school-related program and back out and/or do not completely fulfill the expectations of the scholarship, the parent/guardian will be fully responsible to refund the organization the entire cost of the lost scholarship, as well as the cost of any airfare or other transportation expenses. Failure to pay the costs will result in the

school's withholding of all the student's academic records, including report cards and transcripts.

### **Clubs, Organizations, and After-School Activities**

All students are encouraged to participate in after-school activities, provided that their academics do not suffer from this participation. Students with unacceptable behavior, students who are not performing on grade level (as measured by standardized testing), and/or students with an average in any class that is below 70, will not be permitted to participate in any after-school activities.

After-school activity options currently include:

- Art Club
- Basketball Club
- Biking Club
- Chess Club
- Choir
- Crochet Club
- Dance
- Drama
- GSA (Gay-Straight Alliance)
- Music
- Running Club
- Science Club
- Soccer Club
- Tutoring Center
- Women's Empowerment Group
- Yearbook

Additional organizations and/or clubs will be formed if there is sufficient interest and sponsorship. Students are not permitted to participate in after-school activities unless a staff member is present.

### **Student Leadership**

Members of each respective class will elect their own class leaders (president, vice president, secretary, and treasurer). Each of the 4 Class Presidents then automatically become the four (4) members of the Student Council. Student Council and class officers hold office for the entire school year. The class leadership officers are under the guidance and sponsorship of a teacher. The leadership officers advise the Principal on matters or issues related to the student body and organize activities or events for the student body. A student may hold only one

elected office at a time. Students running for student leadership must adhere to the student leadership regulations.

Student leaders are to act as role models for the rest of the student body. They are required to sustain satisfactory academic and behavioral performance in order to maintain their positions. A student may be removed from office if:

- he/she is placed on Probationary Contract
- his or her academic performance becomes unsatisfactory
- he/she participates in any incident of a serious nature
- it is deemed that he/she is no longer acting as a role model
- he/she is not serving the interests of the student body
- he/she repeatedly violates school rules

Students who wish to hold class office positions must meet the following conditions consistently throughout the year:

1. pass all classes
2. maintain behavior grades of “Satisfactory” or better in all classes

## **Student Incentive Programs**

### **National Honor Society**

The National Honor Society (NHS) is the nation's premier organization established to recognize outstanding high school students. Induction into our school's chapter is the highest honor that a student can receive at MACS, and it is considered by colleges to be one of the most impressive achievements that can appear on a high school transcript.

Beginning in the second semester of their junior year, MACS students with a cumulative GPA of 3.5 or higher are eligible to become candidates for the NHS. After completing their candidate forms, students are evaluated by the MACS NHS Faculty Council on the basis of their scholarship, leadership, character, and service. Candidates who are selected will be inducted into the NHS in a special induction ceremony. Inductions are held in the spring and fall as needed. A copy of the MACS NHS charter is available upon request for students and parents who would like more information.

### **Keystone Dress-Down Days**

**Students are expected to pass all 3 Keystone exams. As an extra incentive for students to pass them as early in their MACS career**

**as possible, MACS has designated the last Friday of each month to be a dress-down day for all students who have passed at least 2 of the 3 Keystone exams. Furthermore, once a student has passed all 3 exams, he/she will be awarded a Keystone Special Recognition pin and automatically become a member of the Keystone Club. Keystone Club members shall be permitted to dress down on both the last Thursday and the last Friday of each month. (Please note: Students who are placed on Probationary Contract shall lose these privileges until the end of the probationary period.)**

### **Merit System**

The Merit System has been adopted to recognize student behavior in a more positive way. Every student will begin the year with 0 merits. Merits will be awarded to students for exceptional citizenship and academic achievement. Noticeable behavioral improvement may also warrant the awarding of merits. These awarded merits will be added to the student's merit total. MACS will monitor each student's current merit total. Periodically, the students with the highest merit totals will be honored with recognition and/or prizes for their achievements.

### **PAL Cards**

#### **(Promoting Academics and Leadership)**

In an effort to reinforce appropriate and trustworthy behavior and to reward those students who continuously demonstrate these positive behaviors, MACS has developed the PAL Card Program for deserving students.

A PAL Card gives a student special privileges, including the right to dress down on the first Friday of each month. In addition, PAL Card holders shall also be permitted to dress down for all exam days throughout the school year (Midterm Exams, Keystone Exams, Iowa Exams, Final Exams). Please note that a PAL Card student must be wearing his/her PAL Card in order to be permitted to dress down - no exceptions. If a student loses, misplaces, or is otherwise not in possession of the PAL Card on a dress-down day, the student may not dress down, and will be sent home to change if the student comes to school dressed down.

A student may apply for a PAL Card as many times as he/she wishes by filling out the one-page application, available in the main office. The application will be considered by the entire staff, and students who fulfill the following requirements will be awarded a PAL Card:

1. Conducts self in a respectful manner
2. Treats others with respect
3. Takes responsibility for his/her actions without blaming others or making excuses
4. Follows all teachers' directions the first time
5. Uses appropriate language at all times
6. Works without disturbing others
7. Is prepared for class
8. Participates in class appropriately (takes turns, raises hand)
9. Turns in quality class work and homework/Puts forth best effort
10. Shows a positive attitude
11. Demonstrates appropriate behavior during unstructured time
12. Always adheres to the uniform policy
13. Maintains passing grades for all classes
14. Has excellent attendance

*A PAL Card can be revoked by any staff member at any time if the student fails to live up to these expectations.*

## **Discipline**

**Strict discipline is the hallmark of the Multicultural Academy Charter School and must be observed at all times.** The school is operated under this principle: *All students have a right to an education; however, they do not have the right to disrupt the educational process.* MACS does not anticipate serious behavioral problems; however, it reserves the right to administer the appropriate corrective measures, such as Administrative Detentions (ADs), Probationary Contracts, and expulsion. The Principal, with the advice and/or consent of the faculty, reserves the right to take corrective actions against any student for disruptive behavior or strong adverse influence upon others.

- An effective instructional program requires an orderly environment in which students and school employees know and abide by reasonable standards of socially acceptable behavior, which include respecting the rights, person, and property of others. All students at MACS are entitled to participate in its educational and related programs to the extent of their abilities without regard to race, color, gender, sexual orientation, national origin, religion, or handicap. Every student is expected to behave in school and at school-related activities in accordance with public laws, school rules, and lawful directions of assigned staff, and to deal fairly and courteously with fellow students, staff, and the public.

- The Principal and school personnel shall carry out school policies and the provisions of this Handbook.
- Expulsion shall only be carried out by the decision of the Board of Trustees, and only for serious and/or repeated offenses after due process has been afforded. Continuous behaviors, which are disruptive to the educational process and/or are in violation of school policy, are grounds for expulsion.

### **Code of Conduct and Student Responsibilities**

According to the **Pennsylvania School Code 24 PS 13-1317**, teachers and school administrators are acting “in loco parentis” (in place of parents/guardians). “As such, every teacher, vice principal, and principal in the public schools shall have the right to exercise the same authority as to the conduct and behavior over the pupils attending his/her school, during the time they are in attendance, including the time required in going to and from their homes, as parents, guardians, or persons in parental relation to such pupils may exercise over them.”

1. A student shall not act or be a part of any action that intentionally or unintentionally disrupts or obstructs the processes of the school operations.
2. A student shall not use language that is profane, obscene, disruptive, libelous, slanderous, or offensive to other students, staff (including school volunteers), school guests, or community members.
3. A student and his/her parents/guardians shall be responsible for reimbursement for reckless and/or intentional damage to school property or personal property.
4. A student shall not place staff members, other students, school guests, or community members in danger of bodily harm. In addition, a student shall not threaten bodily injury to the same.
5. A student shall not participate in the sale, distribution, possession, or use of any narcotic, drug, hallucinogen, amphetamine, barbiturate, steroid, growth hormone, marijuana, alcoholic beverage, or other intoxicant or illegal substance. It is the responsibility of every student who is aware of the sale or distribution of any of the above items to report it promptly to the school staff.
6. A student is not permitted to smoke or possess on his or her person cigarettes or any tobacco products inside or outside the school.
7. A student shall not possess on his or her person, in his or her personal effects, or in any storage area provided by the school,

any weapon capable of causing death or serious injury. This rule also applies to any documented case of weapon possession in school or while traveling to and from any school program, including public transportation. The school staff has the right to search with just cause any student, school bag, back pack, or personal property item at any time for possession of weapons, drugs, or other illegal materials.

Violations of 1-3 above will result in a Level 3 Probationary Contract. Violations of 4-7 will result in immediate expulsion/due process and notification of the police.

**Because MACS considers its students to be representatives and ambassadors of the school even when outside of school, all rules of MACS apply at all times, in and around the community, in local businesses, and on public transportation, including during the commute to and from school. MACS reserves the right to take disciplinary action, up to and including expulsion, against any student whose actions are reported to us by law enforcement.**

### **Classroom Expectations**

Bags (book bags, backpacks, purses, handbags, cosmetics bags, fanny packs, etc.) are not permitted in the classrooms and must be left in a student's locker. Students are permitted to carry a school-approved pencil pouch for their school supplies. (Pencil pouches are available for sale in the Main Office.)

Lotions, perfumes, and other sprays pose a health risk to many students and are strictly forbidden in the classrooms. Furthermore, student grooming (including hair brushing) is inappropriate for a classroom setting and is only permissible in the restrooms. Hairbrushes and combs should never be out in the classroom or in the hallway.

Students must be in their assigned seats and have books, notebooks, and other learning tools on their desks no later than 7:55 AM for the start of Homeroom and at the start of each period thereafter. Each student is to be properly prepared for each class with books, supplies, and assignments. Students will be expected to record all assignments in their Assignment Book. No student is to leave the classroom without the permission of the staff member in charge. No loitering in the halls or the school office between classes is allowed.

Students should return chairs, books, materials, and other supplies to their proper places after class. It is a violation of school rules to leave a

classroom in disorder. This policy also pertains to the lunchroom. Failure to comply with any of these guidelines will result in disciplinary action.

When a student is seated in the Main Office for any reason, he/she must be silent and working on schoolwork/studying at all times, and may never sit idly or sleep.

### **Respect in the Classroom**

Students are expected to show absolute respect to the teacher and to their classmates at all times. Under no circumstances will a student be permitted to argue with the teacher or with other students. Under no circumstances will a student be permitted to talk back and forth with a teacher. Even if a student feels he/she has been treated unfairly, it is never permissible to talk back to a teacher during class. (See next paragraph.) **MACS considers backtalk a very serious violation,** and it will always result in the student being removed from the classroom, a parent meeting, and further disciplinary action.

### **Teacher/Student Dispute Resolution**

In the event that a student feels that he/she has been treated unfairly by a teacher, the student shall never attempt to argue in class; instead, the student should:

- Wait until the end of the period and approach the teacher in a respectful manner to request a personal conference with the teacher, or;
- Wait until the end of the period and report his/her concerns to either the Dean or the Principal, or;
- Wait until the end of the day and report his/her concerns to his/her parent, who should call the office to request a conference with the teacher.

If a student does not follow the above protocol for resolving a dispute with a teacher and instead attempts other approaches, serious disciplinary consequences may apply.

## **Disciplinary Actions**

### **Uniform Citations, ADs, Probationary Contract, and Expulsion**

Every society needs rules, regulations, and a form of enforcing these policies to create a safe environment and to protect the rights of every individual. Therefore, MACS will make use of Mandatory Parent Meetings, ADs, Probationary Contracts, Expulsions, and other appropriate disciplinary actions in order to carry out its responsibility to

each student. The school staff will inform parents/guardians of their child's serious problems as soon as possible. Mandatory conferences with parents/guardians may be required for the purpose of correcting a problematic situation when administration deems it necessary.

MACS faculty and administration will strictly enforce the following system:

### **Uniform Citations**

For uniform and appearance violations, administration may initially issue Uniform Citations (UCs) to students. However, after every 3<sup>rd</sup> UC, no further warnings will be given for uniform violations, and students in violation will automatically receive one AD. Intentional or egregious uniform violations will result in automatic ADs and/or a parent conference. Excessive violations of the dress code will result in a parent conference or further disciplinary action.

### **Administrative Detentions (ADs)**

**ADs will be issued for:**

1. Disobeying or failure to follow instructions from teachers or staff (ADs and up to a Probationary Contract (PC))
2. Disrespectful behavior or backtalk (including inappropriate tone or body language) and/or class disruption, deemed by the school staff to be harmful to the educational process (ADs and up to a PC)
3. Arriving late to school 4 times in a single quarter
4. Eating and/or drinking in any place other than the cafeteria (Water bottles/other beverages must be kept in student lockers at all times and can only be drunk in the cafeteria.)
5. Possessing or chewing gum
6. Sleeping in class or putting one's head on the desk or against the wall
7. Using abusive or obscene language or gestures, making inappropriate remarks, possessing or displaying socially unacceptable images, whether racial, sexual, or religious (written, oral, or symbolic), including images of weapons, drugs, or those of a violent nature
8. Possession of cell phones and/or other electronic devices on school grounds (devices must be turned OFF and stored in locker during school hours); at no time should devices be visible while on school grounds;

(ADs and confiscation of the item(s); a second violation will result in a Probationary Contract (See section entitled "Cell Phones, Cameras, and Other Electronic Devices."))

9. Inappropriate behavior in the school neighborhood while in uniform (ADs or a PC)
10. Improper disposal of trash
11. Horseplay or inappropriate touching between students
12. Uniform Citations in excess of three (3)
13. Deliberate or egregious uniform violation
14. Failure to address staff appropriately (*Mr./Ms./Officer, etc. + last name*)
15. Any behavior deemed by the school staff to warrant 1 or more AD(s)

AD sessions take place from 3:30 until 5:00 PM on Thursdays and Fridays. Once a month, on early dismissal Fridays, extended ADs will be held from 12:00 until 3:00 PM. All school rules and regulations, including complete uniform attire and shoes, are in effect when AD sessions are conducted.

- During the AD sessions, students will have to perform educational tasks assigned by the teachers. Extra-curricular activities and outside jobs will not be accepted as an excuse for absence from an AD session. If a student is late for the assigned AD, he/she will be given an additional AD.
- If a student fails to stay for his/her AD, a parent meeting will be required, during which a PC will be issued.
- A student who has one AD must serve the AD on the first Thursday following the receipt of the AD paperwork. A student who has 2 ADs must serve the ADs on the first Thursday and Friday following the receipt of the AD paperwork.
- Half-day Friday extended ADs will be mandatory for students who have any outstanding unserved ADs as of that Friday morning.
- Weekly notification letters will be distributed to students required to serve ADs. If a parent/guardian suspects that his or her child has an AD to serve, the parent/guardian should check with school staff on Wednesday to find out if his or her child needs to stay on Thursday and/or Friday.
- If a student fails to serve all his or her ADs by the June deadline, he/she may be subject to expulsion/due process.
- Accumulation of 10 pending ADs or 20 served and/or unserved ADs may lead to a parent conference and a Probationary Contract.

- Misbehavior during an AD session will automatically result in a parent meeting and the issuance of a PC.

### **Removal from Class/Assembly**

**If a student is removed from a classroom or assembly because of unacceptable behavior, a parent meeting with the Dean and/or Principal will be required. The student will be expected to make up all missed work/tests. Please note: Students are required to be in full school uniform for all disciplinary meetings.**

### **Suspensions**

MACS does not utilize suspension because students often welcome a suspension as an unscheduled holiday. Therefore, while school administration still reserves the right to suspend students in extraordinary circumstances, the Administrative Detention (AD) or Probationary Contract (PC) will be enforced in place of suspension. In the unlikely event that suspension is deemed absolutely necessary, written notification of the suspension and the reason(s) for the suspension shall be given to the student and the parent/legal guardian. An informal hearing to discuss the situation with MACS administration will be offered within the first 5 days of any suspension, and sufficient notice of the time and place of the hearing will be given. During any such informal hearing, the student has the right to speak and to produce his/her own witness(es), and/or to question any witness(es) present at the hearing. ***Suspension will never be imposed for more than 10 consecutive school days, or 15 total school days.*** If a student is suspended, he/she is allowed to come to school at 3:30 PM to pick up homework. In the case of an extended suspension, if the student satisfactorily completes the homework assignments and hands them in to his or her teachers, credit will be given.

### **Probationary Contract (PC)**

A Probationary Contract will deprive a student of all extra-curricular activities and events, including participation in commencement exercises, proms, dances, concerts, field trips, dress-down days, etc., as well as nominations for awards and scholarships. *No student activity fees will be refunded.*

***During the probationary period, any further violation of the school rules deemed by the Principal to justify expulsion will immediately lead to an expulsion/due process hearing.***

### **PC Detentions**

In addition to the above terms of a PC, all students who are on PC will be issued *6 Administrative Detentions (ADs) for every month* of their Probationary Contract period. These detentions will be added to the total number of outstanding ADs the student may already have.

AD sessions take place from 3:30 until 5:00 PM every Thursday and Friday. PC students with any unserved ADs will also be required to attend the extended AD sessions from 12:00 until 3:00 PM, held once a month, on early dismissal Fridays. All school rules and regulations, including complete uniform attire and shoes, are in effect when these sessions are conducted.

Failure to attend any session without a legitimate, documented reason that is excused by the Principal or Dean *before* the missed session, will result in an extension of the student's PC or in possible expulsion.

### **Levels of PCs**

Depending upon the nature of the infraction, the Principal will determine the length of the PC. There are 4 levels of a Probationary Contract:

- Level 1:** The student is placed on a Probationary Contract for a period of 1 month and will be issued 6 ADs.
- Level 2:** The student is placed on a Probationary Contract for a period of 2 months and will be issued 12 ADs.
- Level 3:** The student is placed on a Probationary Contract for a period of 3 months and will be issued 18 ADs.
- Level 4:** The student is placed on a Probationary Contract until the end of the school year and will be issued 18 ADs.

Students may be placed on a PC for any of the following infractions:

1. Any repeated violation of the same school rule or regulation, whether minor or major
2. Disrespect toward any staff member
3. Cheating; cheating includes the giving or receiving of any unauthorized aid or information. Copying answers from other

students and copying material from textbooks or the Internet without proper citation are also considered cheating. Disciplinary action beyond a PC may be imposed, up to and including expulsion. (See section entitled "Academic Honesty Policy" for more information.)

4. Misbehavior and/or talking during an AD session
5. Excessive lateness
6. Cutting school/cutting class
7. Being uncooperative or lying when being questioned by school staff
8. Repeated behavioral problems, whether minor or serious
9. Downloading pictures or material of a non-educational, racist, bigoted or hateful, anti-religious, or sexual nature from the Internet
10. Encouraging other students to argue, fight, or commit a violation of the school rules and regulations
11. Possession of cigarettes or smoking paraphernalia, such as matches or lighters, or smoking on school property while in uniform (inside or outside the school); **Pennsylvania law requires the school to report offenders to the local authorities, who may impose a fine.**
12. Gambling and/or card-playing: All forms of card-playing are prohibited on school property.
13. Accumulation of 10 pending ADs or 20 served and/or unserved ADs
14. Public display of affection, including consensual or nonconsensual sexual/physical contact (kissing, touching, embracing, etc.) (May be grounds for expulsion; see section entitled "Public Display of Affection.")
15. Unsupervised student(s) in any part of the school without staff permission
16. Failure to show up for ADs without prior permission from an administrator
17. Failure to show up for ESD without being signed out by a parent/guardian
18. Failure to honor a commitment regarding awards or scholarships without a legitimate excuse
19. Sitting at a staff member's desk without permission; tampering with a staff member's desk, supplies, possessions, or property
20. Touching/tampering with electrical controls (lights, thermostat, etc.)
21. Possession and/or use of a laser pointer
22. Bullying/cyberbullying (including texting)
23. Forgery

24. Any violation of school rules and regulations deemed by the school staff to seriously disrupt the educational process or environment

A probationary period will be in full accordance with state and federal laws that protect all student rights, including all rights outlined in the Procedural Safeguards Notice. A copy of the Procedural Safeguards Notice will be made available to the parent/guardian at the time a Probationary Contract is issued and is always available online at [www.macs.k12.pa.us](http://www.macs.k12.pa.us) and in the main office of the school for parent review.

### **Expulsion**

#### **Expulsion hearing/due process may result from the following:**

1. Fighting
2. Any violation of the school rules after the issuance of the Probationary Contract or failure to honor the terms and conditions of the Probationary Contract agreement
3. Repeated or deliberate violations of the school's rules and regulations
4. Repeated and deliberate disregard of school staff warnings
5. Use, possession, or passing of drugs before, during, or after school, or while at school-related events
6. Stealing (theft)
7. Making threats; intimidating witnesses (including online/texting)
8. Possession or drinking of alcoholic beverages, or being intoxicated while in school uniform or at a school-related function
9. Violation of Pennsylvania Act 26 (weapons violation)
10. Possession or use of any item or object deemed to be a weapon by school administration (mace, pepper spray, taser, etc.)
11. Student involvement in any illegal activity, sexual intimidation or harassment, or assault, in or around the school
12. Deliberate damage of school equipment or property
13. Creating a threat or safety issue to the school staff, other students, or school guests
14. Failing to serve all ADs by the June deadline
15. Refusing to cooperate fully and/or lying during a school investigation

16. Coordinating or conspiring to have outsiders come to MACS and/or its vicinity for the purpose of intimidating or verbally or physically confronting MACS students or staff
17. Repeated bullying and/or harassment of another student (including online/texting)
18. Any other behavior (including online/texting) deemed by school administration to threaten the safety and/or well-being of students and/or staff

Expulsion/due process may begin after deliberate and adequate consultation among the involved student(s), his/her/their parents/guardians, and the school staff. If the Principal determines that the offense(s) rise(s) to the level of being grounds for expulsion, the Principal will refer the student(s) to the MACS Board of Trustees and/or its designated Hearing Officer for an expulsion hearing, and will provide written notification to the parent(s) (via certified mail) of this referral and the charges against the student. Written notification will also inform the parent of when and where the due process hearing will occur, and will include a copy of MACS's expulsion and hearing policies, including notice of the student's right to be represented by counsel. While an expulsion/due process hearing is pending, the student will be required to stay home for no more than 10 consecutive school days (not to exceed 15 cumulative school days for the school year), until the hearing occurs.

Expulsion proceedings will be conducted by the MACS Board of Trustees and/or its designated Hearing Officer in full accordance with state and federal laws that protect all student rights, including the following:

- To a formal hearing, to be held no sooner than 3 days after written notification to the parent (hearing shall be private unless student/parent requests it be public);
- To be provided with the names of witnesses against the student, and copies of the statements of the witnesses and to request that the witnesses appear in person and answer questions or be cross-examined;
- To testify and present witnesses on his/her on behalf;
- To a copy of the official audio recording of the hearing; and
- To appeal the adjudication decision to the Court of Common Pleas.

#### **Students with Disabilities and Expulsion/Suspension**

Under the law, students with special needs are afforded further protections when subject to the school's expulsion proceedings, and a differentiated procedure will apply.

Disciplinary exclusion of a student eligible for special education is considered a change in educational placement in any of these 3 situations:

- (1) the disciplinary exclusion is for more than 10 consecutive school days;
- (2) the disciplinary exclusion, when cumulated with other disciplinary exclusions in a single school year, exceeds 15 total school days; or
- (3) the disciplinary exclusion (for any length of time) involves a student with an intellectual disability.

#### Manifestation Determination Meeting:

Within 10 school days of any decision to change the placement of a child with a disability because of a violation of the Code of Conduct (except for a removal that does not constitute a change in educational placement i.e., is for 10 consecutive school days or fewer and not a change of placement), the LEA, the parent, and relevant members of the IEP Team (as determined by the parent and the LEA) must review all relevant information in the student's file, including the child's IEP, any teacher observations, and any relevant information provided by the parents to determine:

- a. if the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability; or
- b. if the conduct in question was the direct result of the LEA's failure to implement the child's IEP.

If the LEA, the parent, and relevant members of the child's IEP Team determine that either of those conditions was met, the conduct must be determined to be a manifestation of the child's disability. **For more information, please consult the Procedural Safeguards Notice. A copy of the Procedural Safeguards Notice will be made available to the parent/guardian at the initiation of the expulsion/due process and is always available online at [www.macs.k12.pa.us](http://www.macs.k12.pa.us) and in the Main Office of the school for parent review.**

### **Additional Discipline-Related Policies**

#### **Cell Phones, Cameras, and Other Electronic Devices**

Possession of electronic devices on school grounds is strictly forbidden at MACS unless the item is OFF and remains stored in the student's locker from the time the student arrives until the time the student departs for the day. At no time should devices ever be visible or be in the ON position while on school grounds, including the side school yard, as well as the front steps and front sidewalk areas. This policy

includes the prohibition of Apple Watches/smartwatches, and any other device or gadget with Internet, texting, and/or wireless connectivity capability.

If a student chooses to bring a phone or other device to school, once he/she is on school property in the morning, the device must already be in the OFF position and must be out of sight, in the student's pocket, where it must remain until the student reaches his/her locker. Once at his/her locker, the student must quickly and discreetly remove the device from his/her pocket, while ensuring the device remains in the OFF position, and place it in the locker, where it must remain OFF and locked up for the entire school day.

A student may only remove the device from his/her locker at the time the student is exiting the building for the day. Even then, the device must remain OFF and must be placed immediately into the student's pocket and remain there in the OFF position until the student is completely off of school property.

Violation of this rule (accidental or otherwise) will result in the following consequences:

**1<sup>st</sup> offense:** The item(s) will be confiscated and will be made available to the parent/legal guardian only after 3:30 PM. 2 ADs will be issued.

**2<sup>nd</sup> offense:** The item(s) (including any SIM or card) will be confiscated and will only be returned to the parent/legal guardian at the end of the school year or upon a student's withdrawal from MACS; a Level 3 Probationary Contract will be issued.

**Please note:** It does not matter if the confiscated item(s) belong(s) to the student, his or her parent, or someone else; the above policy shall be fully enforced without exception. Finally, please be aware that items that are confiscated by the school and held until the end of the school year will be donated to charity if they are not claimed by a parent/legal guardian by July 31 of the same school year.

**Exception to electronic device policy:**

There are special occasions throughout the school year when students are in the school well after 5:00 PM for special events (Unity Dinner, etc.). The above policy will not be enforced during these special events.

## **Academic Honesty Policy**

MACS students are held to the highest standards when it comes to academic honesty. As is stated in our Honor Code Pledge in the opening pages of this Handbook, MACS prides itself on our shared values of integrity, dignity, mutual trust, and intellectual honesty. Accordingly, MACS strictly prohibits all forms of cheating and academic dishonesty. Cheating includes the giving or receiving of any unauthorized aid or information. Copying answers from other students or allowing others to copy one's own answers or copying material from books or other sources including the Internet without proper citations are also all considered cheating.

With the use of state-of-the-art software that is also used by top universities across the country, MACS staff will work aggressively to detect any and all instances of academic dishonesty and cheating. All forms of cheating are considered very serious by MACS and will result in a "0" on the assignment, test, or exam, as well as a parent conference and a Probationary Contract. Administration reserves the right to expel students in some instances of academic dishonesty.

Because cheating calls into question a student's overall character and readiness for higher education, students who have cheated may be prohibited from receiving any college letters of recommendation from his/her teachers.

## **Searches of Student Bags, Lockers, and Belongings**

To provide a safe environment for students, parents/guardians, school staff, and guests, the school staff has the right to check students' bags, coats, lockers, and other belongings whenever there is reasonable suspicion of a violation of public laws. These random searches may or may not include all students, but shall only be authorized and conducted by school administration and/or school police or other law enforcement agency.

## **Lunch Policy**

The daily schedule provides 30 minutes for lunch. A free school lunch is made available to all students.

Students are permitted to bring their own lunches to school and store them in their lockers or in a provided refrigerator. While a parent/guardian may drop off a student's lunch in the event that the

student forgot the lunch at home, repeated or routine lunch drop-offs will not be allowed. Under no circumstances may a restaurant deliver food to a student at school.

Without explicit permission from, and supervision by a staff member, lunch may only be eaten in the cafeteria. As a courtesy to other students and staff, each student **MUST** clean his or her area after eating lunch. If it becomes necessary for lunchtime seating charts to be created, students must adhere to the seating charts and maintain responsibility for their areas.

During lunchtime, all students must remain in the cafeteria for the entire lunch period unless the student has an official hall pass to see one of his/her teachers.

Food and/or beverages are strictly forbidden outside the lunchroom.

### **Computer Use Policy**

The Computer Labs are available for group/class use. No student is allowed in the Computer Labs without the knowledge and permission of his/her teacher. If a student is in one of the Computer Labs without proper permission, he/she will be responsible for any loss or damage of equipment. In addition, his/her parent will be required to sign a Probationary Contract.

Food/drink is strictly forbidden at all times in the Computer Labs, including snacks during ESD.

Students are responsible for the careful use of all equipment and will be liable for damage.

School policy states that students may only access the Internet with teacher supervision. Students may not get into Internet files or use the school's resources for projects other than those approved by the teachers. **Accessing obscene or crude images on any computer in school will result in a Probationary Contract or possible expulsion.** All federal laws concerning copyrights of software will be enforced; therefore, only software approved by the MACS staff will be used at the school.

### **Public Display of Affection**

Display of affection or kissing is inappropriate in a high school setting. To avoid offending or embarrassing fellow students, staff, and school

guests, kissing and displays of affection are not permitted. Any indecent touching, assault, or exposure will result in expulsion and referral to the Sex Crimes Unit of the Philadelphia Police Department.

### **Hall Pass and Bathroom Policy**

Students will not be allowed to leave the classroom without a staff member signing the student's official bathroom pass, which can be found at the back of this Handbook. Unless presenting a doctor's note, students will not be permitted to excessively leave class to visit the bathroom during a single school day.

Students should never arrive late to class because they stopped at the bathroom. Students should report to class first and then get written permission to use the bathroom. **Students are not allowed to leave the classroom during the first 15 minutes or the last 15 minutes of the period unless there is an emergency.**

### **Office Telephone Policy**

No student will be allowed to use the office telephone, except in the case of an emergency, and only with the permission of the Principal or his designee. Because the office is a public space, students are not permitted to discuss private matters, including discipline situations, over the phone. Also, the office staff will not accept or deliver messages for students, except in the case of a true emergency.

### **Loitering Inside or Outside the School Building**

No students will be allowed to loiter inside the school building before or during school. Students are prohibited from entering the Art and Music floors of the building without staff permission and supervision. When staff is not present on these floors, no student may be present for any reason whatsoever. Before school, lunchtime, and after-school rehearsals are strictly prohibited without the presence of a staff member.

For student safety, no student should loiter outside the school at the end of the day. Students who are waiting for their parents/guardians to pick them up will be allowed to wait in the school office or on the front porch.

### **Notification of Video Surveillance System**

For several reasons, MACS has a security and surveillance system installed in public places throughout the school. The system is allowed under applicable law and does not exist or operate in any private space anywhere in the building. Made up of a network of video and audio cameras and digital video recording devices, the system's primary purpose is to ensure the security and safety of students, staff, parents, and visitors. The system is also used, at the Principal's sole discretion, as a teaching tool to improve staff performance, as well as to observe student behavior and classroom performance.

It is the policy of the school that any recordings made on the system are the property of the School and, except at the discretion of the Principal, are intended for administration use and viewing only. Except when video recording may be presented at an expulsion/due process hearing by administration, and except at the sole discretion of the Principal, all recordings will remain entirely private and will not be shared with students, parents, staff, or other non-employees.

## **Annual Notification of AHERA Management Plan** **Availability**

In accordance with the AHERA regulation (40 CFR 763.93 (g) (4) concerning Notification of Plan Availability, please be advised that the AHERA Management Plan is located in the main office at Multicultural Academy Charter School, 3821 N. Broad Street, Philadelphia, PA 19140. Please contact the Principal if you would like to make an appointment to review the management plan.

The management plan is a site-specific guidance document that Mr. Higgins, as the school's designated person, must follow in managing the asbestos-containing building materials (ACBM) present in the school. ACBM at Multicultural Academy consists of non-friable floor coverings. (Non-friable materials cannot be crumbled, pulverized, or reduced to powder with simple hand pressure; accordingly, non-friable materials are less likely to release fibers that become airborne and create a health hazard.)

The management plan is updated to keep it current with on-going operations and maintenance, periodic surveillance, re-inspection, and response activities. Criterion Laboratories, Inc. (Criterion), an EPA-accredited and Pennsylvania-licensed asbestos consulting firm, has recently completed our AHERA 3-Year re-inspection. All ACBM were found to be in good condition. If you have any questions regarding Criterion's re-inspection report or the management plan, please feel free to contact Michael Panepresso of Criterion at 215-244-1300, extension 26.

**Multicultural Academy Charter School  
Board of Trustees  
Board Meetings Scheduled for 2018-2019\***

5:00 Thursday, December 6, 2018  
5:00 Thursday, January 31, 2019  
5:00 Thursday, May 23, 2019  
5:00 Thursday, August 8, 2019  
5:00 Thursday, December 5, 2019

*All scheduled Board meetings will be held at 5:00 PM in the school auditorium and are open to the public. Please see the “Board Meeting Policies and Procedures” document on our website for Board Meeting rules and decorum.*

*\* Subject to change; any changes will be announced prior to scheduled meeting(s). All efforts will be made to publicize/give advance notice of any additional or rescheduled public meeting(s).*

## Bell Schedule

<b>Homeroom</b>	<b>7:55 – 8:06</b>
<b>A Period</b>	<b>8:10 – 9:03 AM</b>
<b>B Period</b>	<b>9:07 – 10:00 AM</b>
<b>C Period</b>	<b>10:04 – 10:57 AM</b>
<b>D Period</b>	<b>11:01 – 11:54 AM</b>
<b>E Period</b>	<b>11:58 – 1:25 PM</b>
	<b>(1<sup>st</sup> Lunch Wave - 11:54 – 12:28)</b>
	<b>(2<sup>nd</sup> Lunch Wave - 12:51 – 1:25)</b>
<b>F Period</b>	<b>1:29 – 2:22 PM</b>
<b>G Period</b>	<b>2:26 – 3:30 PM</b>
<b>H Period</b>	<b>(Extended School Day) 3:40-5:00 PM</b>

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