



CODE OF CONDUCT

2025-2026



Mastery Schools

ATTENDANCE POLICY

Students are expected to be in school and on time every day. Mastery has a legal and moral obligation to ensure that all students attend school every day.

Pennsylvania's Compulsory School Attendance Law mandates that all children until the age of 18 attend school. In Philadelphia, students are required to attend school daily when they are enrolled in kindergarten (by age 6). Every parent/guardian of a school-aged child is responsible for the child's attendance at school. Failure of a child to attend school has certain legal consequences for parents and, possibly, for the student.

In Pennsylvania, truancy is defined as when a child of compulsory school age is absent from school for three (3) or more days without a valid excuse. Absences without a valid excuse are considered unexcused absences. If a child is found to be truant, their parent/guardian can be convicted and incarcerated for the crimes of Corrupting the Morals of a Minor and/or Endangering the Welfare of a Child. Students aged 15 and over are held responsible by the courts for truancy and could face fines up to \$750.00, assignment to community services, and/or participation in a program designed to improve attendance.

In addition, a child who is found to be truant can have their driver's license suspended for up to ninety (90) days for the first conviction of truancy and six (6) months for any other convictions of truancy. If the child does not have a license, the chance to apply for one can be suspended for ninety (90) days for the first offense and six (6) months for additional offenses.

Absence Notification

If a student is sick and can't come to school, you as the parent/guardian must call the school during school hours. If the school doesn't hear from you, the absence will be entered as unexcused. Following an absence, notes should be sent into the front desk.

If the student is sick with a communicable disease that can be spread to another person (e.g., chicken pox, measles), notify the school nurse.

Categories of Absences

There are three (3) categories of absences at Mastery.

Excused: Mastery may excuse student absences under certain circumstances, including emergency (non-routine) medical appointments, (Routine medical and dental appointments should be scheduled outside of school hours.), court subpoenas or funeral notices. For the absence to be excused, you will need to submit original documentation as proof.

Students will also be excused if they are involved with the Philadelphia Department of Human Services (DHS) or the juvenile probation office and are required to leave school for court hearings related to their involvement with these agencies.

Parent Note: Parents/guardians and students are required to submit a written explanation of the reason(s) for an absence within three (3) calendar days of the absence. If they provide a written excuse within three (3) days of the absence, the absence will not be counted as "unexcused". No more than three parent notes per report period will be accepted for excused absences.

Unexcused: All absences are treated as unexcused until Mastery receives a parent note (See "parent note" above.) If the school does not receive a parent note within three (3) days of the absence, the absence is permanently counted as "unexcused."

Consequences for Chronic Absences and Late Arrivals

Students will not receive exclusionary consequences for truant behavior. An Attendance Improvement Conference and a Student Attendance Improvement Plan will be implemented prior to referring a student to Truancy Court. Please Note: After ten (10) consecutive "unexcused" absences, students will be dropped from Mastery's enrollment.

Early Dismissal As a parent/guardian, you can request your child leave school early in cases of an emergency. Emergencies include crises within the family that cannot be managed without the student's presence. Early dismissals for private instruction in such activities as music, dance, gymnastics, or drama are not granted. In addition, early dismissals for religious instruction are not granted except on a very limited basis as outlined in state regulations.

Please make routine medical and dental appointments after school hours. Ordinary household or personal matters involving students are also to be handled outside regular school hours.

When students must have an early dismissal for medical/dental appointments, and the child is out of school for only part of the day, the student must bring a follow-up note from the physician or dentist to show that the appointment was kept.

All requests for early dismissals must be in writing, signed by a parent/guardian. The written request must explain the reason for the request and the time of dismissal. Mastery will call you to make sure the request is real and came from you. Requests by phone are not allowed except in cases of an emergency.

Students must hand in their early dismissal requests during morning entry. The requests will be forwarded to the attendance coordinator.

You can pick up your child from school if you are listed as a parent/guardian or emergency contact. To pick up a child, stop by the front desk and show a state ID or driver's license. It's a safety precaution to keep students safe.

Unapproved early dismissals may result in a Level II infraction for cutting school. See "Level II Infractions."

Temporary Excusals

In truly exceptional cases, principals may choose to grant temporary excusals from attendance. To request the principal's approval of temporary excusals, you must provide written evidence of a severe mental/physical condition or other urgent reason before the accumulation of absences.

Consequences for Chronic Absences and Late Arrivals

Please Note: After ten (10) consecutive "unexcused" absences, students will be dropped from Mastery's enrollment.

Occurrences Per Year	Absences (unexcused)	Late Arrivals
1	Automated Phone Call Home (Repeat for each additional absence)	
3	Truancy Notification Letter The Notice of Third Unexcused Absence is sent to the parent/guardian within 10 days of the third unexcused absence, and in the language preferred by the parent/guardian	• Parent Contact-Robo-Call
6	Host Student Attendance Improvement Conference	• Warning letter regarding possible consequence of grade reduction
10	Host Student Attendance Improvement Conference, First Referral to Project Go	• Second warning letter regarding possible consequence of grade reduction
16-25	DA/Truancy Court Follow Up Actions	• Late arrivals will be noted in truancy documentation for students with 10+ absences.
25+	Second Referral to ProjectGo and/or DA/Truancy Court Follow Up Actions	• Late arrivals will be noted in truancy documentation for students with 10+ absences.

Excessive Absenteeism & Course Failure (Grades 9-12) Students in grades 9-12 only who are absent (excused or unexcused) more than 8 periods for a specific course within a report period will automatically receive a failing grade of 50 for that course for that report period.

Mandatory Summer Programming for Attendance Students who are absent 35 or more total days, excused and unexcused, will be required to complete Mandatory Summer Programming. Students who do not successfully complete Mandatory Summer Programming may be retained.
*Note - A Student Attendance Improvement Conference will be held before any referral to a legal entity.

MASTERY CODE OF CONDUCT

The Mastery Code of Conduct is designed to create a safe, respectful, and cooperative community. There are three types of infractions: Level I, Level II, and Level III. Each infraction type has a range of possible consequences.

Level I Infractions

Level I infractions negatively impact Mastery's high achievement culture and community of safety, respect and cooperation.

Level I Infraction K-12

	CONSEQUENCES		
	Redirection Continuum	Inquiry	Kickboard/Dojo Deduction, Detention or Other Assigned Teacher Consequence
Late to Class			X
Major Late			X
Community Infraction per instructional block	X	X	X
Disruption per instructional block	X	X	X
Insubordination per instructional block	X	X	X
Insubordination - Inappropriate use of technology per instructional block	X	X	X
Insubordination- Classroom Walkout per instructional block			X

Level II Infractions

Level II Infractions significantly impact Mastery's high achievement culture and community of safety, respect, and cooperation.

Tier I Student Support Plans may be created once a student receives 4 Level IIs within a marking period.

Level II Infraction K-12

(All Level IIs that are eligible for an out of class consequence should also have a restorative action.)

	CONSEQUENCES - Families should be informed for all infractions.									
	Phone Call/ Detention		In-School Consequences (Loss of Privilege, or Community Service, or Detentions, and Phone Call Home)		Mandatory Parent Conference and/or In School Suspension and/or Reset Room		Assignment of In-School OR Out of School Suspension (1-3 days), AND/OR Mandatory Parent Conference with Restorative Conference (OSS Grades 3-8 Only)		Disciplinary Hearing *Alt Placement possible in grades 6-8 PA, 7-8 NJ	
	K-5	6-12	K-5	6-12	K-5	6-12	K-5	6-12	K-5	6-12
Repeated Level 2 Infractions (resets per Report Period)									X	X
Academic Cheating, Plagiarism, & Forgery referral per year	X		X	X	X	X	X	X		
Cut Class referral per semester	X		X	X	X	X	X (ISS)	X (ISS)		
Cut School referral per semester					X	X	X (ISS)	X (ISS)		
Persistent Disruption/Insubordination referral per semester	X	X	X	X	X	X	X	X	X	X
Elopement referral per semester			X	X	X	X	X (ISS)	X (ISS)		
Inappropriate Behavior to Students referral per year	X	X	X	X	X	X	X	X	X	X
Physical Aggression referral per year							X	X	X	X
Provocation referral per year					X	X	X	X	X	X
Inappropriate Behavior to Staff referral per year					X	X	X	X	X	X
Inciting Violence referral per year					X	X	X	X	X	X
Damaging and Stealing (Less than \$50) referral per year					X	X	X	X	X	X
Presence in a Restricted Area referral per year			X	X	X	X	X	X	X	X
Disorderly Conduct referral per year					X	X	X	X	X	X
Inappropriate Sexual Behavior referral per year							X		X	X
Creation/Dissemination of Inappropriate/Obscene Material referral per year					X		X	X	X	X
Gambling referral per year			X	X	X		X	X	X	X
Possession of Incendiary Device or Material referral per year			X	X	X	X	X	X	X	X
Possession of Tobacco or E-Smoking Device referral per year					X	X	X	X	X	X

MASTERY CODE OF CONDUCT

Level III Infractions K-12

Level III infractions are very serious violations of our Code of Conduct and/or are criminal violations of Pennsylvania state law. When a Level III infraction occurs, Mastery is required to report the incident to the State, and it becomes part of the student's permanent record. **A suspension and disciplinary hearing is mandated for all Level III infractions.**

Disciplinary Hearing outcome options for Level III infractions:

Grades K-5

- Additional Days of Suspension (3rd-5th) and Restorative Conference
- Culture Support Plan with Restrictions and Restorative Conference
- Referral to the Intervention and Referral Services Team

Grades 6-12

- Culture Support Plan with Supports and Restorative Conference
- Additional Days of Suspension and Restorative Conference
- Alternative Placement (Philadelphia 6-12 Camden 7-12)
- Long Term Suspension (45 days, Camden ONLY)

All responses listed above apply and:

- Expulsion is an option for these offenses for grades 6-12

Probation: Students who have received an AEDY placement will be placed on probation for two years upon return to the home campus. Any probationary student who commits a Level III violation will face expulsion.

Parents have the right to appeal the outcome of a Disciplinary Hearing. See the Student-Parent Handbook for the appeal process.

Mandatory Parent Meetings (MPCs)

During a Mandatory Parent Conference (MPC), the dean of students and relevant staff members meet with you, the student's parent or guardian, to review infractions and to develop support plans. The dean of students serves as the point of contact for connecting students with challenging behaviors to the appropriate supports. Students with repeated Level I, Level II, and Level III infractions receive additional resources and supports. For K-2 students, MPCs are used in place of out-of-school suspensions. Kindergarten, first and second grade students may not be suspended unless their actions result in serious bodily injury.

You will receive both written and verbal communication of the date and time of the scheduled Mandatory Parent Conference, as well as an explanation of the student infraction.

Student Interventions

During a Mandatory Parent Conference, the dean of students recommends intervention supports. Intervention supports include, but are not limited to:

Additional school culture policies can be found in the Student-Parent Handbook.

Level III Infraction Category

Destruction of Property (\$500 or more)
Theft (\$500 or more)*
Robbery/ Extortion
Unauthorized Entry into School Property*
Reckless Endangerment
Threatening School Official/Student
Use of Illegal Drugs, Alcohol, or other Prohibited or Controlled Substance, etc.
Major Disruption to School Safety*
Sale/Distribution of a Prohibited or Controlled Substance (including Alcohol, Tobacco, Marijuana, Electronic Smoking Device/Vape, etc)
Bullying PA/ HIB (NJ)
Cyber Bullying (PA/NJ)
Harassment (PA)
Sexual Harassment and Intimidation
Arson and/or Use of Incendiary Devices
Instigation or Participation in a Group Assault
Physical Assault*
Aggravated Assault Student/Staff
Non-Consensual Sexual Misconduct
Possession of a Handgun, Knife, Cutting Instrument, BB Gun/Pellet Gun, Other Weapon, or Dangerous Instrument
Threatening Mass Violence
Causing Serious Bodily Injury

Note:

Suspension for K-2 is reserved for infractions resulting in serious bodily injury only.

**Expulsion is not an option for the first offense for these infractions.*

*** Alternate Placement is not an option for the first offense for these infractions*

Probationary Status: Students who have been assigned to an alternative placement will be placed on probation for two years upon return to the home campus.

Any probationary student who commits a Level III violation may face expulsion.

Depending on the nature of any incident, law enforcement officials may be informed.

STUDENT INTERVENTION

Community service	Creation of behavior contract	Creation of safety plans
Loss of privilege	Habit cards	Parent conferences
Preferential seating	Proactive check-ins	Reflective essay
Referral to the school-based Intervention and Referral Services team	Social Emotional Learning groups	Referral to the Student Assistance Program
Restorative conferencing	Student behavior trackers	Use of classroom-based "calming corner"

MASTERY CODE OF CONDUCT

PREVENT

Seat or Class Change -

Re-assignment of a student's seat, class or cohort so that he/she is removed from distraction and in closer proximity to the teacher or positive peer role models.

Proactive Check-ins with Positive Reinforcement -

Scheduled visits to check on students during identified times of concern. Student is offered positive narration and reinforcement when he/she is meeting expectations during a proactive check-in.

Break Pass -

Scheduled, proactive break in accordance with set criteria. (within classroom or out of class)

TEACH

Incentivized Behavior Tracker with Replacement Behavior -

Identify a new pro-social behavior the student should adopt. Allow for opportunities to role play the use of the new behavior. Identify student-led incentive the student can earn for adopting the replacement behavior.

Use of Calming Corner or Calming Back Pack - Quiet area of the classroom equipped with soft furnishings and soothing materials to help a student de-escalate when upset. A timer should be used and should not exceed a five-minute break for the student.

Zones Class with Dean Check-In -

Weekly small group instruction course (30-45 minutes per class) facilitated by the Dean of Students, over a 6-week period. Students in the Zones classes also receive weekly check-ins with the dean.

Restorative Conference - Conference between impacted parties to discuss the harm that was caused and ways to repair it and move forward.

CICO with Replacement Behavior

Mini-Lessons - Dean will meet with student to role play challenging scenarios and explicitly teach the student a regulation strategy to use within those moments.

REINFORCE

Positive Phone Calls Home -

Proactive phone call in response to a student meeting expectations.

Behavior Tracker -

Document that tracks frequency with which a student exhibits desired replacement behavior and spells out the increased access to incentives student will earn as a result.

Campus Job/Leadership Opportunity -

Student is assigned a campus role that would allow student to give back to the school community and to exercise a sense of leadership and empowerment.

ATTENDANCE = SUCCESS!

Why Attendance Matters

Showing up for school daily is one of the most crucial steps a student can take toward achieving long-term success.

Every school day counts, & missing even a few days can hinder academic progress.

HERE'S WHY IT MATTERS:

Students who end their 9th grade year with **90% attendance or more** are **4X MORE LIKELY TO GRADUATE FROM HIGH SCHOOL.**

83% of K-1 students who miss fewer than 5 days CAN READ ON GRADE LEVEL BY THE 3rd GRADE.

How You Can Help

- Schedule **dental & medical** appointments **outside of school hours**.
- **Only keep your child home** when they are **truly sick**.
- Establish a **daily routine** with your student to promote a consistent bedtime & morning schedule that ensures they arrive at school on time.
- Monitor your student's attendance on the **Home Access Center (HAC)**.
- **Celebrate success!**
Reward your student when they reach important milestones.



Submit excuse notes within **three days of an absence**.



Only **three parent-written notes** will be accepted per report period.



Students with **35+ total absences** may be required to attend **summer programming**.

Early dismissal must be requested in writing and approved in advance.



High school students with **9+ absences in a course per report period** will automatically receive a **grade of 50** for that class.

EVERY DAY COUNTS!



Academic success starts with attendance



Mastery Schools

