

# The Maritime Academy of Toledo



## **This Maritime Academy of Toledo 2009-2010 Student Planner**

**Belongs to**

**Cadet** \_\_\_\_\_

**Grade** \_\_\_\_\_

**Homeroom** \_\_\_\_\_

**Home Address** \_\_\_\_\_

**Home Phone** \_\_\_\_\_

**In case of emergency call** \_\_\_\_\_

Sailing Into The Future  
Powered By Knowledge And Skills

**The Maritime Academy of Toledo Hours of Operation:**

Doors Open  
School Begins  
Dismissal

7:45 a.m. Breakfast Served  
8:00 a.m. Period 1 Begins  
3:00 p.m. Period Five Ends

# 2009-2010

## The Maritime Academy of Toledo

### SCHOOL YEAR CALENDAR

AUGUST	SEPTEMBER	OCTOBER	NOVEMBER
DECEMBER	JANUARY	FEBRUARY	MARCH
APRIL	MAY	JUNE	JULY

Aug 25, 2009	First Day of Classes	Feb 12, 2010	Mid Quarter
Sept 7, 2009	No School: Labor Day	Feb 15, 2010	No School: Presidents' Day
Sept 15, 2009	2 Hr. Delay: Teacher In-Service	Mar 15-19, 2010	OH Graduation Test (OGT)
Sept 25, 2009	Mid Quarter	Mar 19, 2010	Mid Terms and Reports Sent
Oct 5-9, 2009	Count Week: 100% Attend	Mar 22-26, 2010	No School: Furlough Week
Oct 23, 2009	Mid Terms and Reports Sent	Mar 25-26, 2010	Parent Conferences
Oct 26-30, 2009	No School: Furlough Week	Apr 1-5, 2010	No School: Easter Break
Oct 26-30, 2009	21 Century Tutoring	Apr 19-30, 2010	OH Achievement Tests (OAT)
Oct 26-30, 2009	OGT for 11 <sup>th</sup> and 12 <sup>th</sup>	Apr 30, 2010	Mid Quarter
Oct 29-30, 2009	Parent Conferences	May 11, 2010	2 Hr. Delay: Teacher In-Service
Nov 2-6, 2009	OGT Make Up	May 24-28, 2010	Ports of Call Week (Field Trips)
Nov 25-27, 2009	No School: Thanksgiving	May 31, 2010	Memorial Day
Dec 4, 2009	Mid Quarter	June 3-4, 2010	Senior Exams
Dec 21, 2009-Jan 1, 2010	No School: Christmas Furlough	June 9-11, 2010	Final Exams (Grades 5-11)
Jan 13, -15, 2010	Semester Exams: End Semester	June 9, 2010	H.S. Graduation
Jan 18, 2010	No School: MLK	June 11, 2010	Last Day: Awards & 8 <sup>th</sup> Grade Graduation
Feb 9, 2010	2 Hr. Delay: Teacher In-Service	June 14-18, 2010	OGT for Seniors (Last Chance)

Dear Parent/Guardian:

Welcome aboard! We are excited to know that The Maritime Academy of Toledo (TMAT) is the school you have chosen for your student. Now that your student is enrolled in TMAT, your student is called a cadet—more specifically, a cadet recruit if enrolling for the first time. If your cadet is re-enrolling, your cadet has most likely already earned one or more ranks above cadet recruit by fulfilling requirements related to time in rank, academic performance, conduct, the wearing of the uniform, knowledge of nautical terms, and teacher recommendations.

It is our goal that your cadet should grow in not only academic knowledge and skills, but also in character and leadership development. Additionally, we are confident that both you and your cadet will grow in knowledge of and appreciation for the Great Lakes and its navigable waterways. The academic themes your cadet will focus on are related to the leisure and recreational boating, swimming, lighthouses, shipwrecks, homeland security, and maritime law, along with marine biology, and literature, music, and art that focuses on nautical/maritime themes.

What is most exciting about TMAT is that it is the only nautical-marine themed school that integrates nautical and maritime themes into middle and high school courses in the State of Ohio and one of only 18 such academies across the United States. When your cadet graduates from TMAT, we are certain your cadet will have higher education and career opportunities that few other students across this country will have. Your cadet will have a tremendous advantage over other students when it comes to college and university placements and scholarships, maritime careers, and naval and coast guard service to our country.

To ensure that your cadet has a successful educational experience, TMAT uses The Marazon Approach. This means, upon enrollment and thereafter every September, January, and May, your cadets are assessed to determine their knowledge and skill levels. Then, an individualized plan is written for each cadet each week, based upon the assessment results and their ongoing progress in gaining new knowledge and skills. With this approach, your cadet will not fall through the cracks and in fact, will be advanced to higher levels of learning and courses as dictated by ongoing assessment information.

As we begin our fourth year of operation, The Maritime Academy of Toledo is pleased to inform you that once again, TMAT has met adequate yearly progress according to State of Ohio guidelines. We are currently rated as a school in Continuous Improvement. However, because of our cadets' performance on OGT and OAT assessments, we expect to be given a rating of Effective. To maintain our current ratings and to progress to even higher levels we need your help. Many cadets will need a combination of in school and after school tutoring and your help at home with homework and incomplete class work. It is our goal that your cadet becomes a life-long learner who loves to learn. We are certain that without your help in checking your cadet's homework each evening, ensuring daily and on-time attendance at school, and encouraging your cadet to read daily, your cadet will not be able to reach his/her maximum potential. So please join us in this cooperative venture to provide a high quality educational experience for your child.

I wish to extend a personal invitation to you at this time to become an active member of the Maritime Academy Parent Club (MAPC). Also, please be sure to contact the Ship's Helm (School Office) to learn how you can become a volunteer at The Academy. The Maritime Academy needs YOU! We are better together so let's get together as often as possible. We need you to attend parent conferences, get involved in MAPC, support your cadet's teachers, become a trained volunteer, and join us for school-sponsored field trips – especially the ones on the water, and special events. Finally, please do read this Parent – Cadet Handbook from cover to cover as it contains very important information for your cadet's success at The Academy. Try to familiarize yourself with the information. Please feel free to direct any questions you might have to the Ship's Helm (school office).

Dear Cadet:

This handbook is your guide to the rights and responsibilities of the cadets of The Maritime Academy. It is intended to help you make the best of your school experience at The Academy. It will also provide you information about every phase of your educational program. It will also give you very helpful information about the school's policies and procedures as they affect you.

We take your education very seriously, knowing how much it will affect your future life. **However your success at The Academy depends upon you, your academic performance, behavior, and EFFORT.** I wish you every success in your endeavors with us. We are counting on you to grow, develop, and achieve academic excellence here at The Maritime Academy. Have a great year!

Sincerely,  
Renée A. Marazon, Captain

## **THE MARITIME ACADEMY OF TOLEDO SCHOOL BOARD MEMBERS**

President:	Steve Toth	Vice President:	Mabel Smith	Treasurer:	Dawn Jacobs
Secretary:	Jill Laytart	Director:	Barb Toth	Director:	James Hartung
Director:	Holly Kohler	Director:	Paul LaMarre		

The Maritime Academy of Toledo School Board meetings are open to the public. The meetings are held from 5:30 to 7:00 p.m. on the Second Monday of every month at the school. Parents of cadets enrolled in The Maritime Academy of Toledo are especially encouraged to attend school board meetings.

### **NOTICE**

The Maritime Academy of Toledo is a tuition-free community school established under Chapter 3314 of the Ohio Revised Code. The Maritime Academy of Toledo is sponsored by Franklin County Educational Service Center, Columbus, Ohio. Lucas County Educational Service Center is the Academy's Fiscal Sponsor. The school is a public school and cadets enrolled in and attending the Academy are required to take Ohio Achievement Tests, Ohio Graduation Tests, and other examinations prescribed by Ohio law. Additionally, there may be other requirements for cadets that are prescribed by law.

Cadets who have been excused from the compulsory attendance law for the purpose of home education as defined by the Administrative Code shall no longer be excused for that purpose upon their enrollment in a community school. For more information about his matter, contact the school administrator or the Ohio Department of Education.

### **THE MARITIME ACADEMY OF TOLEDO MISSION STATEMENT**

The mission of The Maritime Academy is to provide cadets an individualized, standards-based education integrating a marine-focused curriculum and environment, the Marazon Approach, and Ohio's performance standards. The Maritime Academy will enable each cadet to pursue academic excellence and develop positive character traits in an educational environment that supports hands-on, life-based learning, and character formation in a safe, healthy learning environment that supports the needs and interests of each individual cadet.

### **THE MARITIME ACADEMY PARENT ORGANIZATION**

The Maritime Academy's motto is "Navigating Into the Future, Powered by Knowledge and Skills!" We are certain that your child cannot navigate into the future without your direct intervention in his/her education. That is why The Maritime Academy of Toledo, Inc. is committed to building strong partnerships with families. For this reason, we offer several parent education opportunities throughout the year and we invite you to be an active member of the Maritime Academy Parent Organization (MAPO) has an important role to play in supporting the mission of the School. To this end, MAPO is authorized to engage in the following activities:

1. Nominate a parent/guardian to serve on the School Board
2. Advise the School Board on the need for cadet policy changes
3. Advise the School Board on the need for changes in school policy
4. Conduct fund-raisers for the school and designate the expenditures
5. Propose, Design, and/or Present parent education programs
6. Organize the school's parent volunteer program

## **SEXUAL DISCRIMINATION / HARASSMENT POLICY**

No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. Due process procedures are in place to protect cadets who feel they have been discriminated against in this way. See the School Administrator for information about these procedures. SAFE SCHOOL HELP LINE: 1-800-4-1-VOICE EXT. 359 (1-800-418-6423). KEEP YOUR SCHOOL A SAFE PLACE TO LEARN. YOUR NAME IS NEVER ASKED. The Maritime Academy of Toledo complies with federal laws that prohibit discrimination in programs and activities receiving federal assistance. Title VI of the Civil rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of handicap. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex. The Age Discrimination Act of 1975 prohibits discrimination on the basis of age. The Maritime Academy of Toledo also complies with the Family Education Rights and Privacy Act of 1974 that grants to parent(s)/guardian(s) the right to examine their cadet's official school records. Inquiries regarding unlawful discrimination may be directed to The Maritime Academy of Toledo School Administrator.

## **CHILD ABUSE OR NEGLECT POLICY**

The following is the child sexual, physical, and emotional abuse / neglect policy for The Maritime Academy of Toledo:

1. In compliance with Ohio state law, teachers and school staff will immediately report any known or suspected instance of child abuse or neglect.
2. Sexual, physical, or emotional abuse is a crime.
3. Background checks on the Directors of the Board and all employees of The Maritime Academy of Toledo will help to protect all involved.
4. All employees will be briefed annually on the school's child abuse / neglect policy

## **ATTEDANCE OFFICER**

Pursuant to House Bill 364, all community schools are to employ an attendance officer who is responsible for investigating a truant cadet, warning the cadet of the consequences of truancy, contacting parents and directing parents to send the child to school. The Maritime Academy attendance officer is mandated to and responsible for keeping records pertaining to the attendance, absences, and early dismissal/late arrival of cadets.

## **STAFF AND BUILDING NAUTICAL TERMS FOUND IN THIS HANDBOOK**

Captain	Superintendent	Bridge	Principal's Office
Commander	Principal/ Program Director	Brig	Detention / Saturday School
Lieutenant	Teacher	Lucky Bag	Free Uniform Shop
Ensign	Office Manager	Mess Deck	Dining Hall
Lieutenant JG	Teaching Assistants	Sick Bay	Infirmary
Chief	Dean of Discipline	Purser	Business Office
Ship	The School Building	Parking Lot	Dry Dock
Ship's Helm	School Office	TMAT	The Maritime Academy of Toledo

## ACTIVITIES/ATHLETICS/CLUBS/SPORTS

A full complement of activities, clubs, committees, and sports are offered at The Maritime Academy of Toledo. These may include but are not limited to the following:

Sailing Club	Travel and Geography Club	Captain's Committee
Rowing Club	Ports of Call Club	Regatta Committee
Power Boating Club	Ping-Pong Club	School Newspaper Committee
Swimming Club	Marine Biology/Environment Club	Public Relations Committee
Remote Control Boating/Sailing Club	Knot Club	Coastlines Committee
Coastweeks Club	Sand Volley Ball Club	Great Lakes Drama Committee
Computer Club	Ice-skating Club	Great Lakes Art Committee
Chess Club	Lighthouse Committee	Great Lakes Music Committee
History Club	Shipwrecks Committee	Yearbook Committee

Every cadet is encouraged to become involved in school activities, clubs, committees, and sports. Cadets interested in club membership should contact his/her homeroom teachers. Cadets will then be informed about the rules and regulations for each activity, club, committee, and sport. Cadets who violate rules may be denied participation for a period of time or permanently denied participation. A cadet must be present in school at least one-half day to be eligible to practice or participate in an extracurricular activity that same day. The eligibility of cadets participating in interscholastic activities at The Maritime Academy of Toledo is determined by the by-laws of the Ohio High School Athletic Association and The Maritime Academy of Toledo Board Policy. All assemblies, after school social activities, dances, etc. must be approved by the administrator and scheduled on the school calendar.

## ANNOUNCEMENTS

Announcements are communicated during morning muster. Cadets are expected to be in place and in full uniform for muster. Afternoon announcements will be broadcast as needed.

## ARRIVAL AND DISMISSAL

### ARRIVAL

1. WALKERS entering dry dock (the parking lot) must walk close to the Ship (building), on the starboard (right) side of the parking lot to ensure their safety.
2. TARTA BUS RIDERS immediately board the ship via the gangway (main glass door).
3. AUTO RIDERS must be dropped off as quickly as possible to avoid creating congestion in the parking lot.

### Grades 5-8

- All cars driving onto the Dry Dock (campus parking lot) must enter the lot via 11<sup>th</sup> street which is a one-way street traveling north.
- Upon entering the lot, all cars must follow the arrows to the right, around the lot to the front of the building.
- Cadets must be dropped off at the front of the building.
- Cadets board the ship via the gangway (main glass door).
- Upon leaving dry dock, follow the arrows and turn to starboard (to the right) onto 11<sup>th</sup> street. Remember 11<sup>th</sup> Street is a one way street. Cars may not exit onto Monroe from dry dock.

### Grades 9-12

- For Morning Drop Off: All cars must drive into a metered parking space on the side of 10<sup>th</sup> Street adjacent to the building. Cadets must exit autos on the sidewalk side of the car (right side).

## DISMISSAL

1. WALKERS depart via the Assembly Hall Doors.
2. TARTA BUS RIDERS depart through the garage doors which are accessed through debark via the gangway according to bus schedules.
3. AUTO RIDERS depart through the Assembly Hall Doors. Due to the heavy traffic on Monroe Street, we ask that parents be on time to pick up their cadets so that we do not violate Toledo Dept. of Transportation directives.
4. **Students must exit The Maritime Academy facility immediately upon dismissal from their last class unless they are participating in After School Enrichment Programs.**
5. **Pick Up Contract: As per the parent pick up contract, failure to pick up a cadet more than seven (7) minutes past the assigned dismissal time will result in a \$25.00 late fee. This fee must be paid upon arrival at school or within 48 hours. Dear Parents: We do not want your \$25.00. We want you to pick up your cadet from our school on time so that we can go home to our families. Thank You for your cooperation in this matter.**

## ASSEMBLIES & PEP RALLIES

A variety of programs or assemblies are held each year. These are meant to support school activities, clubs, and sports as well as school celebrations and special events. School assemblies are a privilege to attend. It is expected that all cadets will observe the following guidelines:

1. Get to a seat as quickly and quietly as possible.
2. Do not save seats.
3. Do not block aisles.
4. Come to attention as soon as the speaker steps to the front of the platform.
5. Do not talk during the performance / presentation.
6. During pep rallies, put all of your energies into cheering for victory! All rallies are held in the Assembly Hall.
7. Applause is the courteous way to show approval of a program or speaker.
8. Leave the program quickly. Do not run or crowd. Use appropriate exits. Return immediately to your class.
9. Guests in our school often judge the school by the conduct of the cadets. The impression that the speaker takes away from our building is an important reason for good audience behavior.

## ATTENDANCE /TARDINESS POLICIES

**Expectation for Student Attendance at School:** The Maritime Academy and the State of Ohio considers truancy to be a very serious matter and in fact, The State of Ohio will exact certain penalties on The Academy if we fail to enforce strict attendance policies and procedures. In the rare event that your student must be absent from school, arrive late to school, or leave school early you must follow these policies:

1. Call the Main Office during the morning of the absence. The Main Office phone number is (419) 244-9999.
2. Send in a note signed by a parent(s)/guardian(s) to the Main Office the following day which includes:
  - a. Student's first and last name
  - b. Date(s) of the absence
  - c. Explanation/reason for the absence
  - d. Phone number where the parent(s)/guardian(s) can be contacted

### Absenteeism Consequences

Students with unexcused absences are considered truant. Truancy is grounds for referral to the Dean of Discipline for action covered under Sections 3321.18 through 3321.22 of the Ohio Revised Code. The following consequences result from excessive student absences:

1. **More Than Five Days Absent:** A student with more than five (5) days of absences in a quarter will not receive a passing grade for that quarter. The school will attempt to notify the child's parent, guardian, or custodian when the student's absences reach three in a quarter. This quarter limit also applies to absences in individual class periods. Tardiness and leaving school early will count as absences in individual classes. Should the student reach five (5) absences in any class period, the student will not receive a passing grade for the quarter in the class/courses in question.
2. **More Than Ten Days Absent:** Any student absent more than ten (10) days in a semester will fail the semester and will be reported to a juvenile truancy officer.
3. **More Than Fifteen Days Absent:** Any student absent more than fifteen (15) days within a school year, will fail the entire school year and will be reported to the Registrar of Motor Vehicles, State of Ohio, the county juvenile judge for suspension of a temporary driving permit/driving license, or the revocation of the student's right to apply for a permit/license. The school shall notify the child and the child's parent, guardian, or custodian, in writing, that the truancy/attendance information has been provided to the superintendent, and that as a result of that information the child's temporary instruction permit or driver's license will be suspended or the opportunity to obtain such a permit or license in the future will be denied by the Ohio Department of Motor Vehicles.
4. **Tardiness To School Or Class:** Any student who misses more than fifteen minutes of a class/course, either at the beginning or the end of the day, will be considered absent from the class. Any student missing more than 5 absences in a quarter, ten absences in a semester, and fifteen absences in the school year will fail the class/course. Student performance in the class does not alter this policy. The parent/guardian of a student who must leave school early must sign the student out at the helm before leaving the building. A student arriving tardy to school after 8:00 a.m. must check in at the Main Office. After signing in, the student will receive a hall pass. This pass must be presented to the teacher. Students must present their ID badge when signing in or out of the Main Office. Additionally, students arriving to school after 8:00 a.m. must present a note signed by their parent(s)/guardian(s) explaining the reason for the tardiness (or a parent may telephone the Main Office). After fifteen minutes tardy to a class, the student will be considered absent from the class and this will count toward the student's allowable absent days.

5. **Make-Up Work:** It is the responsibility of the student to contact his/her teachers and obtain the make-up assignments. Students who know in advance when they will be out of school for an extended period of time should, if possible, obtain assignments from their teachers before being absent. Students may receive credit for work missed during an absence as long as the work is made up in a timely fashion as prescribed by the teacher.
6. **Appeal Process:** The parent/guardian and student may appeal the failing grade/loss of credit to the Superintendent/Principal in situations of excused absences due to hospitalization or court subpoena. The appeal may be granted at the discretion of the Superintendent/Principal.
7. **Withdrawal Due to Excessive Absenteeism:** A student will be automatically withdrawn from the school if the student misses 105 consecutive hours (16 consecutive days) of learning opportunities as per the Ohio Revised Code.
8. **Eighteen Year Old Cadets** All cadet attendance issues must be reported by the cadet's parent(s)/guardian(s), even if the cadet is 18 years old or older. Cadets are not permitted to write their own absence notices or to sign themselves in or out of school. The only exception to this is if the cadet has a legal emancipation agreement on file with the Academy.

## **CODE OF CONDUCT**

### **Expectations for Cadet Behavior:**

The Maritime Academy of Toledo is a school for well-behaved, respectful students. Our cadets are students seeking a rigorous education in an environment of both extrinsic and intrinsic structure, discipline, and motivation. It is an environment where cadets are respected and rewarded for fulfilling their duties and responsibilities related to learning and behavior.

### **Guidelines Governing Cadet Behavior:**

The Maritime Academy of Toledo has six simple guidelines for governing cadet behavior:

1. Obey school policies and procedures
2. Show Respect for self, others, and the environment
3. Accept Responsibility for yourself
4. Be Altruistic in actions and speech for the good of others
5. Be Trustworthy
6. Be Thankful

### **Cadet Rights and Responsibilities**

The Board recognizes that students possess not only the right to an education but the rights of citizenship as well. In granting students the education to which they are entitled, the Board shall provide them with the nurture, counsel, and custodial care appropriate to their age and maturity. At the same time, no student shall be deprived of the basic right to equal treatment and equal access to educational programs, due process, a presumption of innocence, free expression and association, and the privacy of his/her own thoughts. Attendant upon the rights guaranteed to each cadet are certain responsibilities, which include respect for the rights of others, obedience to properly constituted School authority, and compliance with the rules and regulations of the School. The Board realizes that as cadets differ in age and maturity, so to they differ in ability to handle both the rights of citizens and the associated responsibilities. The exercise of each right shall be granted, therefore, with due regard for the degree of responsibility possessed by the cadet and the cadet's need for the continuing guidance and control of those responsible for his/her education.

Nothing in this statement of cadet rights shall be held to limit the due process rights of educators or classified school personnel nor their use of the district grievance procedure.

### **Administrator, Teacher, and Staff Rights and Responsibilities**

Administrators and teachers also have rights and duties. The teacher is required to maintain a suitable environment for learning and administrators have the responsibility for maintaining and facilitating the educational program. The administrator is authorized by statute to suspend cadets for just cause. The following rules, regulations, and due process procedures statement are designed to protect all members of the educational community in the exercise of their rights and duties.

### **Cadet Due Process Rights**

The Constitutional rights of individuals assure the protection of due process of law; therefore, this system of constitutionally and legally sound procedures is developed with regard to the administration of discipline in The Maritime Academy of Toledo.

1. The hallmark of the exercise of disciplinary authority shall be fairness.
2. Every effort shall be made by administrators and staff members to resolve problems through effective utilization of The Maritime Academy resources in cooperation with the cadet and his/her parent(s) or guardian(s).
3. A cadet must be given an opportunity for a hearing if he/she or his/her parent(s) or guardian(s) indicates the desire for one. A hearing shall be held to allow the student and his/her parent(s) or guardian(s) to contest the facts which may lead to disciplinary action, or to contest the appropriateness of the sanction imposed by a disciplinary authority, or if the student and his/her parent(s) or guardian(s) allege prejudice or unfairness on the part of the school district official responsible for the discipline.
4. The hearing authority may request to the student and parent(s) or guardian(s) to attempt conciliation first, but if the cadet and parent(s) or guardian(s) decline this request the hearing authority shall schedule the hearing as soon as possible.

Every effort shall be made on the part of the administrator to apply the proper discipline to the infraction keeping in mind that the administrator, through utilizing cooperation of school resources, parents and cadets, will handle each case with the cadet's welfare foremost.

### **Merit System**

The intent of the merit system is to motivate positive cadet behaviors and interactions through a system of rewards: Merits are intended to provide cadets with immediate recognition for outstanding behavior. Merits are discretionary in most cases and include such things as "best" in class in terms of preparation, uniform inspection, class participation, peer respect, volunteerism, etc. These will be awarded using the Merit Form. Merits are but one factor used to determine rank and promotion.

Cadet Non-Commissioned Officers are authorized to recommend up to two (2) merits for any one cadet within their chain of command in a single school day. Cadet Commissioned Officers are authorized to recommend up to five (5) merits for any one cadet within their chain of command in a single school day. Cadet recommendations for merits must have the Captain, Commander, or Lieutenant Commander's signature.

### **Promotion System**

The following gives an overview of the procedures governing the promotion of a cadet within The Maritime Academy of Toledo. The ultimate goal is to provide a fair and equitable system whereby those who strive for the betterment of the Academy and themselves will be promoted using the following promotion criteria:

All promotions require the signature of the Captain. The following chart depicts those authorized to promote:

Non-Commissioned Cadet Officers	Cadet Role	Recommended for Promotion by	# days Required for Promotion	Minimum Grade Level
Cadet Seaman Recruit	New Cadet	Cadet Petty Officer		
Cadet Seaman Apprentice	Cadet	Cadet Petty Officer	150	5
Cadet Seaman	Cadet	Cadet Petty Officer	150	6
Cadet Petty Officer	Class Leader	Cadet Master Chief Petty Officer	150	7
Cadet Chief Petty Officer	Class Officer	Cadet Senior Chief Petty Officer	150	8
Commissioned Cadet Officers	Cadet Role	Recommended for Promotion by	# Years Required for Promotion	
Cadet Ensign	Academy Leader	Captain Commander Lt. Commander	1	9 - 10
Cadet Lieutenant JG	Academy Secretary	Captain Commander Lt. Commander	1	11
Cadet Lieutenant	Academy Treasurer	Captain Commander Lt. Commander	2	11
Cadet Lieutenant Commander	Academy Vice-President:	Captain Commander Lt. Commander	3	12
Cadet Commander	Academy President	Captain Commander Lt. Commander	3	12

**Cadet Commissioned Officers**



**Cadet Commander**

**Cadet Lt Commander**

**Cadet Lieutenant**

**Cadet Lieutenant JG**

**Cadet Ensign**

**Cadet Non Commissioned Officers**



**Cadet Master Chief Petty Officer**

**Cadet Chief Petty Officer**

**Cadet Petty Officer**

**Cadet Seaman**

**Cadet Apprentice**

1. Of those seeking promotion: Each cadet is expected to ensure that s/he received proper credit and recognition for promotable actions and/or activities. Ultimately, each cadet is responsible for his/her promotable status.
2. Procedures for Promotion: Criteria for promotion may not be waived. The following actions or conditions must be accomplished or met by each cadet promotion:
  - a. A vacancy must exist for the promotable position (See Chart for the Maximum # Cadets Holding This Rank)
  - b. The cadet must be recommended by appropriate cadet supervisor and/or instructional staff.
  - c. The cadet must meet minimum grade criteria for enlisted rank or officer status
  - d. The cadet must maintain on-time class attendance
  - e. The cadet must maintain adequate school attendance
  - f. The cadet must abide by classroom and school rules.
2. Cadet Promotion Authorization: Promotion authorization will be recorded on the Cadet Promotion Authorization form, which becomes a part of the cadet's Permanent Record. When properly completed and approved, the form is the basis for publication of promotions.
3. Cadet Promotion Criteria:
  - a. Maintain zero (0) unexcused absences ninety (90) days prior to the date shown on the Promotion Authorization Form." Excused absences do not affect this policy.
  - b. Maintain zero (0) unexcused late arrival/early dismissal – school or class days.
  - c. Accumulate no more than five (5) demerits in a given academic year.
  - d. Maintain a Grade Point Average (GPA) no lower than the following for each promotion rank:

Promotion Rank	Grade Point Average
Cadet Petty Officer	2.50
Cadet Chief Petty Officer	2.75
Cadet Senior Petty Officer	3.00
All Cadet Commissioned Officers	3.50

- e. Understand and use 20 nautical terms to label the school environment and interpersonal communications (See Rank and Promotion Handbook).
- f. Wear the cadet uniform appropriately
- g. For Cadet Petty Officer and Above
  - Explain the correct wearing of the cadet uniform including insignia, and colors.
  - Demonstrate knowledge of company inspection
  - Demonstrate proficiency in leading drill
  - Participate in one extracurricular activity or club

## **Types of Disciplinary Actions**

### **Demerit System**

The intent of the demerit system is to deter negative cadet behaviors and interactions through a system of penalties. Demerits are intended to set the tone for acceptable and appropriate behavior at The Maritime Academy of Toledo. The Captain, Commanders (administrators), and Lieutenant Commanders (Teachers) are the only personnel authorized to give demerits. These will be recorded on the Demerit Form. Demerits may result in loss of rank and cause to deny promotion.

### **Detention In The Brig (In-School Suspension)**

Cadets may be assigned to the Brig for failure to complete classroom work, homework, and/or violations of the code of conduct. When assigned to the Brig, Cadets must remain in the Brig under direct adult supervision for the entire school day. TMAT will make every attempt to notify parents/guardians the day of the violation and the ensuing disciplinary action. Cadets will not be permitted to participate in extracurricular activities and/or field trips if they are detained in the Brig. Brig cadets will receive additional time if while they are in the Brig they fail to do their class assignments, talk, are insubordinate or otherwise engage in disruptive or disrespectful conduct. Students who fail to sit up straight or sleep in the Brig will be required to stand. The Brig is not intended to be a pleasant environment. It is intended that cadets assigned to the Brig will serve their time, behave properly and earn their release into their regular classes.

Cadets who do not comply with Brig Rules will be given out of school suspension for their Brig Assigned Days. More than five days in the Brig in a quarter will result in failing the quarter in all subjects. More than ten days in the Brig in a semester will result in failing the semester in all subjects. More than fifteen days in the Brig in a year will result in failing the year.

No cadet may participate in school related activities during their assignment to the Brig.

Cadets may receive credit for work completed in the Brig with approval of the teacher. If a student fails to report to the Brig at the assigned day and time, the student may be subject to immediate suspension from The Maritime Academy unless prior approval is given by the school administrator.

### **Suspension/Expulsion**

Cadets may be suspended for a period of up to ten (10) school days. In all cases, every attempt will be made to notify the parent/guardian. Additionally, cadets may be recommended for expulsion if the behavior warrants it. No cadet may participate in school related activities during the period of suspension while awaiting suspension and/or expulsion. Students may be expelled from the Academy for certain severe infractions of the code of conduct and/or for violation of the Ohio Safe School Act.

### **Code of Conduct Violations and Consequences**

Cadet violations of one or more of the following rules of conduct directed at fellow cadets, employees, or their property may result in disciplinary action including detention, suspension, emergency removal, and/or expulsion, or other alternatives deemed appropriate by the Captain. The list below represents some but not all of the infractions that can result in disciplinary actions and loss of rank/promotion:

#### **Class A Violations**

**First Offense:** Warning

**Second Offense:** One-half (1/2 ) Day Detention in the Brig

**Third Offense:** Full Day Detention in the Brig

**Fourth and Subsequent Offenses:** One-Day Out-of-School Suspension; Three-Day Out-of-School Suspension; Five-Day Out-of-School Suspension With Intent to Expel; and/or Expulsion

1. Dress Code Violations: Any cadet not wearing a proper uniform in proper fashion will be disciplined. The Maritime Academy of Toledo believes that the primary function of the school is to educate the cadets. The major responsibility for the dress and appearance of the cadet rests with the parents and cadets themselves. Cadets are required to wear the school uniform with pride, cleanliness, and neatness at all times. Failure to do so will result in demerits. Please refer to the Uniform Flyer and Enrollment Packet for detailed information regarding the proper regulation uniform. The following uniform/clothing rules are to be followed:
  - a. The school uniform is navy blue bottoms and uniform tops (See Uniform Flyer for details).
  - b. ALL SHIRTS must be completely tucked inside pants at all times.
  - c. UNIFORM CLOTHING MUST BE CLEAN AND FREE OF TEARS AND HOLES AT ALL TIMES.
  - d. Sweaters (Navy or White with NO HOOD) must be uniform regulation.
  - e. Uniform Shoes (all white or all black) must be worn at all times

- f. Uniform hats may only be worn when designated.
- g. Socks, tights, etc. must be solid white, black, or navy.
- h. Boys and girls undergarments must be solid white with no logos, words, symbols, etc.
- i. Pants with belt loops require a uniform regulation belt.
- j. Pants must be worn at waste level.
- k. Approved jewelry consists of one simple post earring in each ear and one ring on each hand. Facial, Tongue, or body piercings are not allowed. All unapproved jewelry will be confiscated and will be released to the parent/guardian for a \$10.00 fee.
- l. Unnatural hair color is not permitted (streaking or otherwise).
- m. Under no circumstances may hooded garments be worn in the building.
- n. Coats, gloves, and sunglasses may not be worn in school.
- o. Only small purses no larger than 8 ½ x 11 may be carried in school. All larger totes/purses must be kept in student lockers.
- p. Gang attire or articles which can be construed as or displayed as gang attire may NEVER be worn in school, on school property, or at school events.
- q. Doo rags, skull caps, and/or bandannas may NEVER be worn in school, on school property, or at school events.
- r. Additional requirements may be imposed for reasons of health and safety.
- s. Slop Days (Casual Dress-Down Days) consist of blue jeans and a plain or grey Maritime Logo T-Shirt.
  - Shirts and tops must have sleeves, cover the midriff, and may not be low cut and/or expose cleavage
  - Tops that expose the midriff when standing or walking will be deemed too short and are not permitted.
  - Tube tops are not permitted.
  - Pajama pants are not permitted.
  - All bottoms are to be worn at the waist, never below the waist.
  - All clothing must be clean and free of any holes or tears.
  - Certain Slop Days are designated Fund Raiser Days and may allow students additional clothing and jewelry options.
- t. Outer clothing, uniforms, and slop day clothing may never:
  - depict physical harm or graphic violence
  - refer to drugs, alcohol, tobacco
  - have sexual connotation
  - display profanity
  - degrade any race, religion, or ethnic group
  - be soiled or torn

**Students will not be permitted to enter the building unless they are in proper uniform. Students will be sent to the Brig for the entire day if for any reason they fall out of uniform during the day or until such time as a proper uniform is secured from home.**

The Maritime Academy of Toledo is not responsible for articles of clothing worn to school. Good judgment should be used in choosing attire. Generic coats and jackets are encouraged. Cadets are encouraged to leave expensive clothing, such as leather coats, jackets with team logos, etc. at home. Cadets are cautioned not to bring large amounts of cash or valuables such as rings, bracelets, or necklaces to school. The Maritime Academy of Toledo is not responsible for any cadet's personal property.

If a cadet is out of uniform or if a cadet's attire is considered inappropriate or in any way disruptive to the educational process, the teacher reserves the right to refer the cadet to the Ship's Helm. Dress code violations will result in the parent/guardian being called to bring the proper dress to the student at the school within one hour of the phone call. Emergency contacts must know the uniform protocol and be prepared to receive a call from the Academy. If unable to make contact for proper clothing for the cadet, the cadet will be assigned to the Brig. Repeated violations of the dress code will result in suspension and/or expulsion.

2. **Disruptive Conduct:** A cadet may not materially and substantially interfere with the educational process, including all curricular and extracurricular activities. Cadets interfering with the educational process may be placed in the Brig, suspended, and/or recommended for expulsion depending on the seriousness of this violation. Referral to law enforcement may also occur.
3. **Electronic Devices:** Devices which include but are not limited to personal laptop, cell phone, pager, IPOD, PDA, GPS, beeper, portable radio, CD/MP3/DVD player, tape player, electronic game, laser beam, playing cards or any other such product that disrupts the educational process may not be used during the school day. These items should be kept at home or they will be confiscated from the cadet. With permission of the Captain, there may be times when personal

laptop computers, hand held calculators, and GPS's may be used for educational purposes in a classroom. **All unauthorized electronic devices will be confiscated by the school and returned to the cadet's parent/guardian upon payment of a \$10.00 fee,**

**Cadets who bring cell phones to school must keep them powered off at all times. Any phone that is not powered off will be confiscated by the school and the parent may retrieve it upon payment of a \$10.00 fee.**

**Finally, the Academy is not liable for any lost and/or stolen electronic devices.**

4. Gum Chewing
5. Identification of Self: All persons must, upon request, identify themselves to proper school authorities in the school building, on the school grounds, or at school sponsored events.
6. Personal I.D. Cards: Cadets are required to wear their school I.D on the outside of their uniform, in full view, upon entry into the building through to the time cadets leave the building. Cadets are expected to bring their school ID to school-sponsored events and to furnish the I.D. upon request from a school staff member. Cadets who deface their school ID by writing on it, cutting it, or any other means will be given demerits and will be required to pay for a replacement ID within 24 hours or face disciplinary actions. Cadets who lose their ID will be required to pay for a replacement ID within 24 hours or face disciplinary actions.

### **Class B Violations**

**First Offense:** Five or more detention days in the Brig

**Second and Subsequent Offenses:** At the discretion of Administration: Suspension, Intent to Expel and/or Emergency Expulsion.

1. Collusion: The Captain may discipline a cadet who knowingly assists or aids in any way another person in violating school rules, and/or regulations concerning school policy. This includes inciting other cadets to violate the behavior code.
2. Dangerous Act: No cadet shall behave in a manner, which endangers the safety of another cadet, staff, or visitor.
3. Forged or Altered Passes or Excuses: The signing of another person's name, altering, or knowingly using a note or pass with an unauthorized signature is considered to be forgery. Cadets who forge documents and/or alter passes or excuses will be subject to disciplinary consequence.
4. Insubordination: A cadet will comply with reasonable directives of school personnel during any period of time the cadet is properly under the authority of the school. Cadets found to be insubordinate will be subject to a disciplinary action.
5. Plagiarism/Cheating/Stealing: Plagiarism, the act of taking the work of another as your own, cannot be tolerated. Plagiarism or cheating will result in loss of credit for the work for the grading period, and/or removal from the course. The Maritime Academy of Toledo uses the turnitin.com program, which scans papers over the Internet to determine if part or all of a paper has been plagiarized.
6. Profanity: There is ZERO tolerance for profanity. Cadets using profanity will be subject to a disciplinary consequence.
7. Public Display of Affection: Any public display of affection between and/or among cadets is prohibited. This includes close body contact, hugging, kissing, handholding, and similar actions.
8. School Transportation: Cadets shall obey all reasonable directions given by bus drivers and comply with basic safety regulations. Failure to do so may result in loss of transportation privileges and/or disciplinary action.

### **Class C Violations**

**First Offense:** Five Day Out of School Suspension or Emergency Expulsion and referral to proper authorities

**Second Offense:** Ten Day Out of School Suspension with Intent to Expel or Emergency Expulsion and referral to proper authorities

1. Counterfeit Drugs: State law makes it unlawful to possess, pass, sell, or offer to sell any substance represented to be or appearing to be a controlled substance (drug) or over the counter medications.
2. Drugs and Alcohol Usage: Drug Testing Policy: The Maritime Academy of Toledo Board of Education Drug Testing Policy was formed to ensure that our cadets are drug free. This policy applies to cadets in grades 7-12. Types of testing include: team testing and random testing. A cadet shall not possess, transmit, conceal, offer for sale, consume, show evidence of having consumed or used any alcoholic beverages, illegal drugs, over the counter medications, look-alike drugs or any mind-altering substance while on school grounds or facilities; at school-sponsored events; in other situations under the authority of the District or in school-owned or school-approved vehicles. Included in this

prohibition are any substances represented as a controlled substance, the abuse or misuse of prescribed and over the counter medications, nonalcoholic beers, steroids, and drug paraphernalia. Persons violating this code of conduct regulation shall be subject to immediate suspension from school and possible expulsion as well as referral to law enforcement. Whenever a cadet is suspended or expelled from school in accordance with O.R.C. 3313.66 for the possession of alcohol or drugs, the Superintendent may notify the Registrar of Motor Vehicles and the juvenile judge of the county of the suspension or expulsion.

3. **Fighting, Assault, Harassment, and Obscene Gesture Toward Peers:** Fighting and similar conduct including play fighting, in school, on school grounds, or at school sponsored events, is disruptive and dangerous. NO cadet may fight, harass, or physically assault another cadet in the school building, on school grounds, or at any school-sponsored function. Cadets will be suspended from school for fighting, verbal or gestured harassment, and/or assault with or without an instrument, for a period of up to ten (10) days with a possible recommendation for expulsion. The length of suspension will be based on a cadet's past record and seriousness of the offense. Obscene gestures will not be tolerated and may result in placement in the Brig, suspension, and/or expulsion depending on the seriousness of the offense. Cadets will also be referred to law enforcement for any form of assault and/or bullying.
4. **Firearms, Weapons, Dangerous Instruments, Dangerous Substances, Fireworks:** Section 2923.11 & 12 of the Ohio Revised Code states that no person shall knowingly carry or have concealed on his person or concealed ready at hand any weapon or dangerous instrument or any "look-alike" weapon. The state law affects all persons and, therefore, it must be understood that cadets at The Maritime Academy of Toledo shall not possess, handle, or transmit weapons or dangerous instruments on school grounds before, during, or after school hours or at school functions, activities or events. This includes fireworks. Persons violating this section of the law and the Cadet Handbook regulation shall be subject to immediate suspension from school and possible expulsion as well as referral to law enforcement.
5. **Gambling:** No cadets shall gamble on school premises or at school activities. This includes but is not limited to games involving card playing and/or the use of coins or any other devices used for gambling.
6. **Hazing/Anti-Hazing:** Hazing activities of any type are inconsistent with the educational process and will be prohibited at all times. No administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities. No cadet, including leaders of cadet organizations, may plan, encourage, or engage in any hazing. Administrators, faculty members, cadets, and all other employees who fail to abide by this policy may be subject to disciplinary action, and may be liable for civil and criminal penalties in accordance with Ohio law.
7. **Physical Assault, Verbal Abuse, and Obscene Gesture Toward a Staff Member or Other Adult:** In order for a teacher to function effectively, a teacher must maintain a position of respect and leadership with cadets. Any cadet's physical assault or verbal abuse of a teacher or any other adult, or a cadet's use of an obscene gesture toward a member of the staff or any other adult has the effect of lessening that respect plus presenting physical danger to the person. Any cadet who assaults, abuses, or uses an obscene gesture toward any member of the school staff will be immediately suspended from school and may suffer expulsion up to 80 school days. The person who has been assaulted has the option of filing charges with proper civil authorities.
8. **Property Damage/Vandalism:** Marking, defacing, or damaging school or personal property of others is forbidden. Violators of this rule will be required to pay for repair or replacement according to the laws of the State of Ohio and may face other disciplinary action, including suspension and/or expulsion from school. If the cadet is a minor, his/her parent(s)/guardian(s), by law, are financially responsible. Violators may be referred to law enforcement.
9. **Sexual Harassment:** Cadets are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Sexual harassment includes among other things: unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature including epithets, derogatory comments, slurs, or suggestive jokes. Violation of this policy may result in removal of cadets from class, suspension, and/or expulsion. For additional information, please see the district policy, posted in the Captain/Commander's Office.
10. **Smoking and Tobacco:** Possession, smoking, evidence of smoking, use of snuff, chewing tobacco, tobacco look-alikes, or other tobacco products on school property, in the school building, or on campus is not permitted. Obvious possession, smoking, chewing tobacco, using snuff or tobacco look-a-likes, exhaling of smoke, or tobacco in hand or mouth shall be sufficient evidence of tobacco usage or possession. Consequences for smoking and/or possession of tobacco will result in suspension and/or expulsion from the Academy.
11. **Theft and Unauthorized Use of Others' Property:** Theft of property, whether it is personal property or property owned by The Maritime Academy of Toledo Board of Education, will result in the cadet(s) being suspended from school and/or a recommendation for expulsion. The unauthorized use of property, whether it be another person's or Board of Education-owned, may result in suspension from school. The length of the suspension (1 to 10 days) will be determined by the Captain. Violators may be referred to law enforcement.
12. **Threats:** Any verbal or written threat to the safety of a cadet, staff member or other person(s) will be taken very seriously. Any threat, including hoax threats, will result in disciplinary action, which may include suspension with a recommendation for expulsion and referral to law enforcement.

**Chronic Discipline Problems: Cadets who compile a continuing record of code of conduct violations will be suspended. With escalating discipline problems the cadet may be given notice of expulsion. Should the cadet continue with chronic misbehavior, the cadet will be expelled. Cadets who are serious chronic discipline problems may also be expelled without suspension.**

Due to the nature of any offense, TMAT Administration reserves the right to assign any disciplinary action deemed necessary.

#### CARE OF SCHOOL PROPERTY

Cadets are responsible for the proper care of all books, equipment, furniture, and lockers supplied by the school. Cadets who deface, disfigure, or do other damage to school property will be required to pay all costs associated with repairing or replacing the damaged property. Destruction of the Academy's property may result in immediate suspension and/or expulsion.

#### CELL PHONES, ALL ELECTRONIC DEVICES, AND TELEPHONE USAGE

1. Cell phones and all electronic devices of any kind may not be turned on during school hours.
2. Cell phones and all electronic devices of any kind that are turned on will be confiscated and will not be returned to the cadet until the parent/guardian pays a \$10.00 fee.
3. Classroom and office telephones are not available for cadet use
4. In cases of extreme emergency, a school administrator may permit a cadet to receive a phone call from a parent/guardian. Non-emergency telephone calls messages will be delivered to a cadet in writing at the end of the school day.
5. Cadets may not use the school phone unless it is an emergency. Please do not ask your child to call you from our school phones at the end of the day as this ties up our communication lines.

#### DANCES

Dances are scheduled for the enjoyment of the cadets. Cadets are required, however, to exhibit appropriate behavior and are expected to follow all school rules. Failure to follow school rules/dress code or specific instructions may result in a cadet not being allowed to attend future dances. Cadets may be excluded from dances if their behavior in school has resulted in suspension from class or school.

#### DELIVERIES

The Maritime Academy of Toledo cannot accept deliveries on behalf of cadets. Items like flowers, balloons, and candies should not be delivered to The Academy and will be returned to the delivering group for distribution to the cadet's home. All gift items brought by cadets should be kept in the cadet's locker during the school day. Latex balloons are strictly prohibited for health reasons.

#### DITTY BOX (LOCKER)

Every cadet's will be assigned a Ditty Box at the beginning of the school year. Ditty Boxes are the property of The Maritime Academy of Toledo Board of Education and are subject to inspection at any given time. Cadets should use only their assigned Ditty Box, as they are responsible for the contents. Cadets are cautioned not to bring important and/or valuable personal items from home. The school is not responsible for a cadet's personal property. Cadets are required to keep their Ditty Box clean and orderly. Food and drink are not permitted in the Ditty Box. A fee of \$10.00 will be charged to discharge odors from items left in the Ditty Box.

#### EMERGENCY SCHOOL CLOSINGS

It may be necessary for the school to close or have delayed openings during the school year because of weather conditions or unsafe driving conditions. Radio/TV stations will broadcast school closing information if weather warrants closing. The school may post a message on its answering machine whenever possible. Cadets should not call school personnel to request this information.

#### FEE SCHEDULE

There is a yearly fee for supplies and or uniforms. ALL FEES AND DUES ARE SUBJECT TO CHANGE.

#### FIELD TRIPS

Field trips are an important part of the learning process. Field trips however are a privilege. You signed a generic field trip permission form at the beginning of the school year. However, you will be notified in writing of each individual field trip. If you do not wish your cadet to attend, you must notify the Ship's Helm as early as possible. At the discretion of the teacher, a student with excessive demerits and/or suspensions may not be permitted to go on a field trip for safety reasons, especially when boating and/or water is a part of the field trip experience.

## FUND-RAISING SALES

Any school organization wishing to conduct a money-raising activity must fill out the Fundraising Project Form and obtain prior permission of the Captain. All monies collected and disbursed by any school club or organization must be handled by and accounted for by the Purser (Finance Office). Cadets may not sell any items for their own profit whether for personal profit or for a non-profit organization. The school designates all approved fundraisers.

## GRADING SYSTEM

Each teacher will provide cadets with a course outline at the beginning of each semester. This outline will detail the exact grading system.

No cadet will be permitted to graduate or to participate in the commencement exercise without first having fulfilled requirements for graduation established by the State Department of Education and The Maritime Academy of Toledo.

No cadet may graduate from The Maritime Academy of Toledo unless s/he has earned at least two credits from The Maritime Academy of Toledo during the academic year of his/her graduation. Summer school classes will not be applied to the two-credit requirement.

## COLLEGE VISITATIONS

Senior cadets are permitted to visit a college or university campus up to three times per school year. The cadet must complete the College Visitation Form (See the designated Commander). The form, which must be signed by the parent(s)/guardian(s) and the designated Commander (Curriculum Coordinator) must be presented to the Ship's Helm at least one day prior to the scheduled visit. The day will not be counted as an absence if the cadet then brings official verification of the college visit on college stationary. The verification must be submitted to the Ship's Helm upon return to school.

## LUCKY BAG (LOST AND FOUND)

All articles that are lost or found on the school grounds should be reported or turned in to the Ship's Helm for storage in the Lucky Bag.

## MESS DECK (CAFETERIA)

Each cadet will have an assigned lunch period. Cadets are expected to display proper dining habits and behaviors in the mess hall. Mess Hall supervisors, called Mess Cranks, will not tolerate undue noise and/or inappropriate behavior. Mess Hall rules will be explained at the beginning of the school year. Abuse of mess deck rules may result in the loss of some or all mess deck privileges. All cadets must eat their lunch in the mess deck.

## OHIO GRADUATION TESTS (OGT)

Ohio Graduation Tests are a key part of Ohio's education reform to establish an aligned system of standards, assessments (tests) and accountability for Ohio schools. The testing requirements were established by the Ohio General Assembly in 2001 based on recommendations by the Governor's Commission for Cadet Success, a broad-based group appointed by Governor Taft to improve Ohio's schools. Five tests in reading, writing, mathematics, science, and social studies comprise the OGT. The purpose of the OGT are to ensure that cadets who receive a high school diploma demonstrate at least high school levels of achievement; measure the level of reading, writing, mathematics, science and social studies skills expected of cadets at the end of the 10th grade; and meet federal requirements for high school testing. Beginning with the class of 2007, cadets must pass the Ohio Graduation Test (OGT). The test will be given in the spring of the 10th grade year, with follow-up sessions each year.

**PARKING/DRIVING REGULATIONS:** MAT does not permit cadets to park on school grounds.

## POSTERS & DISPLAYS

Posters/displays may be placed only in authorized areas. All posters shall be neatly displayed with masking tape provided by the sponsoring organization. Posters/displays may only be displayed for school-related activities and must be pre-approved by the assistant principal or principal. It is the responsibility of the sponsoring organization to remove all posters/displays within 24 hours following the activity. Any poster/display not meeting these requirements will be removed.

## SEARCH AND SEIZURE

The following rules shall apply to the search of school property assigned to a specific cadet, which includes ditty boxes (hall and/or gym locker) ditty bags (book bags & knapsacks), and desks, and the seizure of items in his/her possession that violate school rules. School authorities may search whenever there is reasonable suspicion that the cadet is in possession of an item that violates a school rules, is a crime, or is a threat to a person's health, safety, security, or well being.

1. General search of school property may be conducted at any time.
2. School authorities may, at will, seize illegal items such as firearms, weapons, knives, fireworks or other possessions reasonably determined to be a threat to safety or security of others.

## SECURITY CAMERAS

Cameras have been placed in high traffic areas within and outside the buildings to increase security and safety. Any cadet tampering with these devices is subject to disciplinary action.

## TEXTBOOKS AND REFERENCE BOOKS

The following rules apply to all schoolbooks:

1. Cadets are responsible for all books they handle.
2. Books must be kept clean
3. Books may not be defaced.
4. When a cadet withdraws from the Academy or a class, all books must be returned to the teacher.

Fines:

The following fines are assessed for violating textbook and reference book rules:

1. Textbooks that are destroyed or lost, or significantly damaged (defacing book, torn pages, breaking/tearing/bent cover, etc.) shall be paid accordingly based on the age of the book.
  - a. 1 – 2 years: full replacement cost
  - b. 3 – 4 years: 2/3 replacement cost
  - c. 5 or more years: 1/3 replacement cost
2. Any cadet (including seniors) refusing to pay a fine will not receive a progress report, transcript, or a diploma. These will be held until all fines are paid.

## VISITORS

Visitors to The Maritime Academy of Toledo are welcome for those reasons determined legitimate by the Captain. Authorized visitors must check in with the Ship's Helm and must wear a visitor's badge during the entire length of stay.

## WORK PERMIT

In order to obtain a work permit, cadets must

1. Secure an application from the Ship's Helm.
2. Complete the OHIO Form II-APPLICATION FOR EMPLOYMENT CERTIFICATE (card with parent(s)/guardian(s) signature) and OHIO Form III-PLEDGE OF EMPLOYER (card with employer signature) must be completed before Ohio Form IV-SCHOOL RECORD OF APPLICANT FOR EMPLOYMENT CERTIFICATE is submitted to Registrar for completion.
3. Submit completed forms to the Ship's Helm where the permit will be processed and sent to the appropriate employer.
4. Secure a physical examination for work.

## ZERO TOLERANCE POLICY

Regardless of where violations occur, a cadet may be suspended or expelled if the misconduct is directed at a The Maritime Academy of Toledo official or employee or the property of The Maritime Academy of Toledo official or employee. A cadet may be suspended or expelled if the cadet's misconduct occurs off of property that is owned or controlled by the school district, but is connected to activities or incidents that have occurred on property that is owned or controlled by The Maritime Academy of Toledo, Inc..