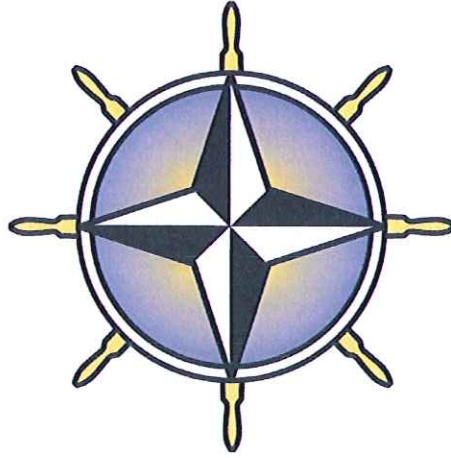


The Maritime Academy of Toledo



This Maritime Academy of Toledo 2010-2011 Student Planner Belongs to

Cadet _____

Grade _____

Homeroom _____

Home Address _____

Home Phone _____

In case of emergency call _____

I have read and I agree to abide by The Maritime Academy of Toledo Code of Conduct as written in this Student Planner.

Name

Date

Doors Open: Breakfast Served

7:45 a.m.

Breakfast Ends

7:55 a.m.

Classes Begin

8:00 a.m.

Regular Classes End

3:00 p.m.

Extended Day Classes End

4:00 p.m.

Enrichment Classes End

5:15 p.m.

2010- 2011

School Year Calendar

August 25, 2010	First Day of Classes
September 6, 2010	No School: Labor Day
September 7, 2010	No School: Teacher In-Service
October 4-8, 2010	Count Week: 100% Mandatory Attendance
October 25-November 5, 2010	Ohio Graduation Test for 11 th & 12 th
November 3, 2010	End of Quarter 1: Mid Term Grades Posted
November 4-5, 2010	No School: Parent Conferences
November 24-26, 2010	No School: Thanksgiving Furlough
December 20-31, 2010	No School: Christmas Furlough
January 3, 2011	Classes Resume
January 14, 2011	End of Quarter 2: Semester Grades Posted
January 17, 2011	No School: Martin Luther King Day
January 18, 2011	No School: Parent Conferences
February 21, 2011	No School: Presidents' Day
March 14-25, 2011	Ohio Graduation Test for 10 th Grade
March 25, 2011	End of Quarter 3: Mid Term Grades Posted
March 28, 2011	No School: Parent Conferences
April 18-22, 2011	No School: Easter Furlough
April 25-29, 2011	OAA Test Prep: Mandatory Attendance
May 2-13, 2011	Ohio Achievement Tests Administration
May 23-26, 2011	Senior Exams
May 27, 2011	Graduating Seniors' Last Day
May 30, 2011	No School: Memorial Day
June 1, 2011	High School Graduation
June 6-9, 2011	Final Exams (Grades 5-11)
June 9, 2011	End of Quarter 4
June 9, 2011	8 th Grade Graduation & 5 th -11 th Awards
June 13, 2011	Final Grades Posted

Enrichment Calendar

August 25, 2010	First Day of Enrichment Classes
September 3, 2010	No Enrichment: Holiday Weekend
September 6, 2010	No Enrichment: Labor Day
September 7, 2010	No Enrichment: Teacher In-Service
October 8, 2010	No Enrichment: Teacher Planning Day
November 4-5, 2010	No Enrichment: Teacher Planning Day
November 24-26, 2010	No Enrichment: Thanksgiving Furlough
December 20-31, 2010	No Enrichment: Christmas Furlough
January 3, 2011	Enrichment Classes Resume
January 14, 2011	No Enrichment: Teacher Planning Day
January 17, 2011	No Enrichment: Martin Luther King Day
January 18, 2011	No Enrichment: Parent Conferences
February 18, 2011	No Enrichment: Teacher Planning Day
February 21, 2011	No Enrichment: Presidents' Day
March 28, 2011	No Enrichment: Teacher Planning Day
April 15, 2011	No Enrichment: Teacher Planning Day
April 18-22, 2011	No Enrichment: Easter Furlough
May 13, 2011	No Enrichment: Teacher Planning Day
May 30, 2011	No Enrichment: Memorial Day
June 20-27, 2011	Summer Enrichment Program

Dear Parent/Guardian:

Welcome aboard! Thank you for choosing The Maritime Academy of Toledo (TMAT) for your student's education. From this day forward, your student will be referred to as a "Cadet"—more specifically, as a Cadet Recruit, if enrolling for the very first time. If re-enrolling, your cadet has most likely earned one or more ranks above Cadet Recruit by meeting the requirements for advancement in rank, namely, academic performance, conduct, the wearing of the uniform, knowledge of nautical terms, and teacher recommendations. It is our desire that every cadet move up in rank every year.

The Curriculum Focus: TMAT administrators and staff are committed to providing a quality education for your cadet that is focused on academic rigor as well as character and leadership development. What is most exciting about TMAT is that it is the only nautical/marine-themed school of its kind in the entire State of Ohio and one of only 18 such schools across the U.S. As a maritime-themed school, every traditional subject (reading, writing, math, social studies, science, music, art, and technology) integrates nautical and maritime themes such as lighthouses, shipwrecks, marine biology, sea classics in literature, and the music of the Caribbean, Great Lakes shipping and economics, safe boating, boat building. Both you and your cadet will have many opportunities to grow in your knowledge of nautical and maritime themes and events and in your appreciation for the Great Lakes and its navigable waterways.

Mariner Career Tech Education: The Academy also boasts of being the first and only Mariner Career Tech Education program in Ohio and in the U.S. If they choose, graduates of this program can go from shore to ship for an exciting career in the maritime industry.

College Prep: As a college bound student, your cadet will have a great advantage over other students when being considered for Congressional Appointments to the Merchant Marine, Coast Guard, and Naval Academies.

The Marazon Approach-Individualized Planning and Assessment: TMAT implements The Marazon Approach which invites teachers and parents to focus on six domains of children's development as well as their emerging academic needs and interests. Upon enrollment and every September, January, and May, cadets are assessed to determine their current knowledge and skill levels. From this information, an individualized plan is written and implemented for each cadet.

Extended Day Enrichment: The Academy is focused on TMAT cadets achieving proficiency in every subject. That is why cadets who have not passed the prior year's Ohio Achievement Assessment or Ohio Graduation Assessment must attend a mandatory, Monday through Friday, extended day of school. Cadets who fail to attend the extended day of school will be withdrawn from the Academy after five absences in a quarter, ten in a semester, or fifteen in a year. No exceptions will be made.

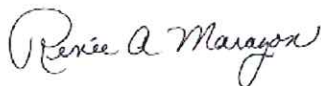
How Can You Help Your Cadet Succeed At TMAT: We are certain that without your help in checking your cadet's homework each evening, ensuring daily and on-time attendance at school, proper nutrition, and rest, and encouraging your cadet to read daily, your cadet will not be able to reach his/her maximum potential. So please join us in this cooperative venture to provide the highest quality educational experience for your child which impacts your child's future forever.

Dear Cadet:

The Parent-Teacher Handbook is your guide to your rights and responsibilities as a cadet 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, your behavior, and your 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, Commodore

THE MARITIME ACADEMY OF TOLEDO SCHOOL BOARD MEMBERS

President: Steve Toth Vice President: James Hartung Treasurer: Doug Mangen
Secretary: Jill Laytart Director: Barb Toth Director: Holly Kohler
Director: Paul LaMarre III

The Maritime Academy of Toledo School Board meetings are open to the public. The meetings are held from 5:00 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 welcome 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 the Educational Service Center of Central Ohio. Mangen & Associates is the Academy's Fiscal Sponsor. The Academy is a public school authorized by the State of Ohio to serve students in grades 5-12. Cadets enrolled in the Academy are required to take Ohio Achievement Assessments and the Ohio Graduation Assessment as well as any other examinations as prescribed by Ohio law. Additionally, every cadet must fulfill the State of Ohio prescribed requirements for graduation.

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 this 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), which has an important role to play in supporting the mission of the School. The MAPO is authorized to engage in the following activities:

1. Conduct monthly meetings.
2. Conduct fundraisers for the school and designate the expenditures.
3. Propose, design, and/or present parent education programs with Superintendent approval.
4. Organize the school's parent volunteer program.
5. Form special committees to serve the needs of the Academy including but not limited to Prom, Graduation, Field Day, etc.

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.

THE MARITIME ACADEMY SAFE SCHOOLS PARENT/GUARDIAN CONDUCT POLICY

In compliance with state law, any parent who exhibits abusive behavior (*using profanity, screaming and yelling, causing a disruption/unruly conduct at school-sponsored meetings or events, etc.*) and/or makes or carries out verbal/physical threats towards any administrator, teacher, staff member, board member, or volunteer at TMAT in person or by phone/electronic communication will be immediately barred from school property, prohibited from attending **any** school event (*e.g., awards programs, sports events, and graduations*), and referred to the proper law enforcement authorities. **In such situations, TMAT will seek a restraining order and/or order of protection.**

PARENT/GUARDIAN CONCERNS

Parent Concern forms are available at the Ship's Helm for any parent or guardian who has a concern that needs personal attention, resolution, and/or investigation by the school principal. Parents may also call the school office to schedule an appointment.

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.

ATTENDANCE 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

Title	Title Role	Environment	Area
Commodore/Admiral	Superintendent	Ship	The School Building
Captain	Principal	Ship's Helm	School Office
Commander	Program Director	Bridge	Principal's Office
Master-at-Arms	Brigmaster	Ship's Brig	In-School Detention
Purser	Business Manager	Lucky Bag	Uniform and Dress Shop
Lieutenant	Teacher	Mess Deck	Dining Hall
Lieutenant JG	Teaching Assistants	Purser's Office	Business Office
Ensign	Office Manager	Parking Lot	Dry Dock
		Ward Room	Teachers' Lounge
		Commodore's Quarters	Superintendent's Office

REQUIREMENTS TO PASS A GRADE LEVEL

In order to be promoted to the next grade level. Students in grades 5-8 must pass a minimum of two of the following four core courses: reading, math, social studies, and science.

In order to hold high school grade level status, students must have earned the following number of credits: Sophomore-6, Junior-12, and Senior-18.

HIGH SCHOOL DIPLOMA GRADUATION REQUIREMENTS AND WORKSHEET

Graduation Class Through 2013	Required Units	Grade 9	Grade 10	Grade 11	Grade 12	Total Units Earned
English Language Arts	4 units					
Health	½ unit					
Mathematics	3 units					
Physical education	½ unit					
Science	3 units					
Social studies	3 units					
Electives	6 units					

Graduation Class 2014 and Beyond	Required Units	Grade 9	Grade 10	Grade 11	Grade 12	Total Units Earned
English Language Arts	4 units					
Health	½ unit					
Mathematics	3 units					
Physical education	½ unit					
Science	3 units					
Social studies	3 units					
Electives	6 units					

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:

Chess Club	Sea Scouts	Galley Committee
Knot Club	Sailing Club	Regatta Committee (Field Day)
Remote Operated Vehicles (ROV Club)	Yearbook Committee	Newspaper Club
Chorus Club	Drama Club	Prom Committee
Spirit Squad	Kayak /Canoeing Club	Flag Football
Basketball	Bowling	Volleyball Club

Every cadet is encouraged to become involved in school activities, athletics, clubs, committees, and sports. Cadets will receive a survey to determine their priority interest in activities, clubs, committees, and sports. Club eligibility depends upon behavior and grade reports. The Cadet Code of Conduct is in effect during all school activities, athletics, clubs, and sports. Cadets who violate rules may be denied participation for a period of time or permanently. A cadet must be present in school to participate in practices and/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 "Colors" (assembly). Cadets are expected to be in ranks and in full uniform. Afternoon announcements are broadcast as needed.

ARRIVAL AND DISMISSAL

ARRIVAL

1. ALL CADETS enter the Academy from the lower level Water Street Entrance beginning at 7:45 a.m. and ending at 8:00 a.m. After 8:00 a.m., ALL STUDENTS must enter the Academy through the front entrance on Walnut Street. Upon entering after 8:00 a.m., ALL STUDENTS must report immediately to the HELM.
2. The DROP OFF area is at the corner of Water and Walnut at the lower level school entrance. PARENTS dropping off their cadets must enter the drop off area from Sycamore Street and turn right onto Water Street. For Safety purposes, cadets arriving by car may only be dropped off on the school side of Water Street.

DISMISSAL

1. Students must exit The Maritime Academy facility immediately upon dismissal from their last class unless they are participating in After School Enrichment Programs.
2. ALL STUDENTS are dismissed via the lower level Water Street exit.
3. PARENTS must pick up cadets on either side of Water Street **ONLY**.
4. Students may not loiter or wait to be picked up on or near the Academy. This includes surrounding area businesses.
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 within 24 hours.**
6. **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.**

SCHOOL ASSEMBLIES

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 and school functions 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/stage.
5. Do not talk during the performance/presentation.
6. Leave the event quickly. Do not run or crowd others. Use appropriate exits. Return immediately to your class.
7. 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.
8. Suspended or expelled cadets may not attend assemblies, field trips, sports events or any related school functions. Refunds for activities will not be given.

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/guardian 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/guardian can be contacted

Absenteeism Consequences

Students with unexcused absences are considered truant. Truancy is grounds 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 In A Quarter:** 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 In A Semester:** 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 In A Year:** Any student absent more than fifteen (15) days within a school year will fail the entire school year and will be reported to the county juvenile court for truancy and to the Department of Motor Vehicles 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. **Bell Tardiness To Class:** A cadet who arrives to any class after the second bell is considered Bell Tardy and will receive a "0" for all class work missed. The hallways will be swept immediately at the sound of the second bell. Classroom doors will be locked at that time. Any student found out of place will be considered tardy. There will be no opportunity to make up missed work. Cadets who are tardy will be immediately assembled and assigned after school detention that same day. Forgiveness of tardy consequences will be determined by a review of special circumstances and the cadet's tardy record. Cadets who are tardy will be issued a demerit for a Class A violation in accordance with the Discipline Code of Conduct.
5. **School Tardiness:** Sections 3321.18 through 3321.22 of the Ohio Revised Code discusses the consequences of a cadet arriving to school later than 15 minutes. This is considered truancy and the accumulation of five or more in a quarter, ten or more in a semester, or fifteen or more in a year will be reported to the county juvenile court for truancy and to the Department of Motor Vehicles for suspension of a temporary driving permit/driving license or the revocation of the student's right to apply for a permit/license.
6. **Make-Up Work:** It is the responsibility of the student to contact his/her teachers and obtain make-up assignments as a result of excused absences. Cadets who know in advance when they will be out of school for an extended period of time due to unusual circumstances must obtain assignments from teachers before their extended absence. Students may receive credit for work missed during an excused absence as long as the work is made up in a timely manner as prescribed by the teacher. Work missed due to unexcused absences will be given "0" credit. **Students may not make up work due to unexcused absences or brig assignments.**
7. **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 unusual circumstances, hospitalization or court subpoena. The appeal may be granted at the discretion of the Superintendent/Principal.

8. **Withdrawal Due to Excessive Absenteeism:** A cadet will be automatically withdrawn from the school if the student misses 105 consecutive hours (15 consecutive days) of learning opportunities as per the Ohio Revised Code.
9. **Eighteen Year Old Cadets:** All cadet attendance issues must be reported by the cadet's parent/guardian, even if the cadet is 18 years old or older. Cadets in grades 5-8 are not permitted to write their own absence notices or to sign themselves in or out of school. High School cadets are permitted to sign themselves in and out of school with written consent from a parent/guardian. A cadet who has a legal emancipation agreement on file with the Academy may sign in and out of school without parent/guardian consent.

BELLS

Every class period and lunch period begins with the sounding of two sets of bells. Cadets are expected to be in place by sounding of the second bell. See the tardiness policy for more information about consequences that affect students who attempt to enter a class after the sound of the second bell.

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 foundational character traits that govern cadet behavior and dispositions. These character traits were adopted by the United Nations in 1946 as ones that ought to be expressed by all persons as functioning members of society. These are:

1. Obedience: Obey rightful authority including school policies and procedures.
2. Respect: Show respect for yourself, for others, and for your environment around you.
3. Responsibility: Accept responsibility for yourself and your own actions.
4. Altruism: Be willing to live and speak for the "good" of others.
5. Trustworthiness: Tell the truth, act in truth, and be true to your word.
6. Thankfulness: Be thankful for what you have and for what others do for you.

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.

Promotion System

All promotions require the signature of the Captain. 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 promotion criteria noted in the chart below.

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

Cadet rank is recognized by additions to the School Uniform.

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: The following actions or conditions must be met in order for a cadet to earn a promotion in rank:
 - a. The cadet must be recommended.
 - b. The cadet must meet minimum grade criteria for enlisted rank or officer status.
 - c. The cadet must maintain on-time class attendance.
 - d. The cadet must maintain adequate school attendance.
 - e. The cadet must abide by classroom and school rules.

3. 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.
4. 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 two demerits in a given academic year.
 - f. 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

- g. Understand and use 20 nautical terms to label the school environment and interpersonal communications (See Rank and Promotion Handbook).
- h. Wear the cadet uniform appropriately
- i. 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. The Commodore, Captain, Commanders, Lieutenants, and Ensigns are the only school personnel authorized to give demerits. Code of Conduct Violations will be recorded on the demerit, which may result in loss of rank and serve as cause to deny promotion. Demerits require a parent signature acknowledging the code of conduct violation. Cadets are required to secure parent/guardian signatures on all demerits. Failure to do so will result in progressive discipline measures.

Detention In The Ship's Brig (In-School Suspension)

Cadets may be assigned to the Ship's Brig for failure to complete classroom work, homework, and/or violations of the code of conduct. When assigned to the Ship's Brig, Cadets must remain in the Ship's 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 Ship's Brig. **Fees paid to the school for field trips and/or other activities will not be refunded when cadets are assigned to the Ship's Brig.** Cadets will receive additional time if, while they are in the Ship's Brig, they fail to do their class assignments, talk, sleep, are insubordinate, or otherwise engage in disruptive or disrespectful conduct. Students who are disruptive, fail to sit up straight, or sleep in the Ship's Brig will be required to stand every fifteen minutes for a fifteen time period. **The Ship's Brig is not intended to be a pleasant environment. It is intended that cadets assigned to the Ship's Brig will serve their time, behave properly, and earn their release back into regular classes where they receive the best education.**

Cadets who do not comply with Ship's Brig rules will be given an out-of-school suspension for their Ship's Brig assigned days. More than five days in the Ship's Brig in a quarter will result in failing the quarter in all subjects. More than ten days in the Ship's Brig in a semester will result in failing the semester in all subjects. More than fifteen days in the Ship's Brig in a year will result in failing the year. Cadets may not participate in school-related activities during Ship's Brig assignment days.

If a student fails to report to the Ship's 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 administration.

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. A cadet may not participate in school-related activities during the period of suspension while awaiting suspension and/or if the student has been expelled. Students may be expelled from the Academy for certain severe and/or continuous infractions of the code of conduct and/or for violation of the Ohio Safe School Act. Cadets may be expelled using the emergency removal board approved policy and procedure and/or the "Intent to Expel" policy and procedure.

Code of Conduct Violations and Related 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, expulsion, and/or other alternatives deemed appropriate by the Commodore/Captain. The following 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 Ship's Brig

Third Offense: Full Day Detention in the Ship's 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 **MUST** be followed:
 - a. The school uniform is navy blue pants (no jean material, knit pants, leggings, or corduroy material) and uniform tops with the school logo (See Uniform Flyer for details).
 - b. ALL SHIRTS must be completely tucked inside pants at all times.
 - c. **Pants must be worn at waste level. Pants may not sag.** Pants may **NEVER** be worn below the waist. Administration reserves the right to determine the area of the waist.
 - d. UNIFORM CLOTHING MUST BE CLEAN AND FREE OF ALL TEARS AND HOLES AT ALL TIMES. This includes patched uniform items.
 - e. White uniform shirts must be "white" or be replaced. Graying "white" shirts will result in demerits being given.
 - f. Sweaters (Navy or White with NO HOOD) must be uniform regulation.
 - g. Uniform Shoes (**all white or all black**) must be worn at all times.
 - h. Shoe laces may only be the white or black, the same color of the shoe.
 - i. Uniform hats may only be worn when designated.
 - j. Socks must be worn. Socks, tights, etc. must be solid white, black, or navy.
 - k. Boys and girls undergarments must be solid white with no logos, words, symbols, etc.
 - l. Pants with belt loops require a uniform regulation belt. **Cut off belt loops are not acceptable.**
 - m. Approved jewelry for all cadets consists of one wrist watch.
 - n. Female cadets may wear one simple post earring in each ear and one ring on each hand.
 - o. Male students may not wear earrings or bracelets but may wear one ring on each hand.
 - p. All unapproved jewelry will be confiscated and must be redeemed by a parent/guardian for a \$10.00 fee per item per occurrence.
 - q. **Facial, Tongue, or body piercings are not allowed.** Band-aids may not cover piercings. All piercing jewelry will be confiscated and must be redeemed by a parent/guardian for a \$10.00 fee per item per occurrence.
 - r. Hair combs, bracelets, rubber bands, elastic articles, etc are not permitted to be worn on any part of the body.
 - s. Unnatural hair color is not permitted (streaking or otherwise).
 - t. Under no circumstances may hooded garments be worn in the building. Remove hood before entering.
 - u. Coats, gloves, and sunglasses may not be worn in the building. Remove before entering.
 - v. 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.
 - w. Gang attire and/or articles that can be construed as gang attire may **NEVER** be worn in school, on school property, or at school events.
 - x. Doo rags, skull caps, and/or bandannas may **NEVER** be worn in school, on school property, or at school events.
 - y. Additional requirements may be imposed for reasons of health and safety.

- z. 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.
 - Pants that hang or sag are not permitted.
 - All clothing must be clean and free of holes, tears, and/or patches.
 - Certain Slop Days are designated Fundraiser Days and may allow students additional clothing and jewelry options that are typically not dress code approved.
- t. Outer clothing, uniforms, and slop day clothing may never:
 - depict physical harm or graphic violence
 - refer to drugs, alcohol, tobacco
 - have sexual connotations
 - 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 Ship's Brig for the entire day if for any reason they fall out of uniform during the day.

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 Brig. Repeated violations of the dress code will result in suspension and eventually expulsion from the Academy.

2. **Cell Phones:** Cell phones may be carried on the person of the cadet but must be kept in the "Off" position at all times. Cell phones that are used as a camera, phone, or internet connector by any cadet while in the building will be immediately confiscated. **All cell phones turned on while a cadet is in the building will be confiscated by administration and will only be returned to the cadet's parent/guardian for a \$10.00 fee per item, per occurrence. Finally, the Academy is not liable for any lost and/or stolen electronic devices.**
3. **Other Electronic Devices:** Electronic devices including but are not limited to a personal laptop, pager, IPOD, PDA, GPS, beeper, portable radio, CD/MP3/DVD player, tape player, electronic game, laser beam, playing cards or any other such product may not be brought to school. If brought to school, these items will be confiscated from the cadet. With permission of the Commodore, there may be times when a personal laptop computer, hand held calculator, and/or GPS may be used for educational purposes in a classroom. **All unauthorized electronic devices will be confiscated by the school and will only be returned to the cadet's parent/guardian for a \$10.00 fee per item per occurrence. Finally, the Academy is not liable for any lost and/or stolen electronic devices.**
4. **Gum Chewing**
5. **Identification of Self:** All cadets must, upon request, correctly identify themselves to proper school authorities in the school building, on the school grounds, or at school-sponsored events.
6. **Identification Badges:** Cadets are required to wear their school I.D badge 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 I.D. badge to school-sponsored events and to furnish the I.D. badge whenever requested by school staff. Cadets who deface their I.D. badge in any way including writing on it, cutting it, or chewing it will receive demerits and will be required to purchase a replacement I.D. for **\$5.00 within 24 hours** or serve brig time until a replacement is purchased. Cadets who lose their ID badge will be required to pay **\$5.00 within 24 hours** for a replacement ID or serve brig time until one is purchased.
7. **Signed Parent/Guardian Correspondence:** There will be times when certain correspondence sent home will need a parent/guardian signature. Failure to secure this signature will result in a Class A violation.
8. **Unprepared for Class:** Students must carry their planners with them and keep them current at all times. Students must come to class with all necessary paper, pencils, and pens, etc that enables them to be ready to learn.
9. **Sleeping In Class**
10. **Late to Class:** Students who are not in their appropriate class by the 2nd bell will be locked out of class and will receive a demerit for tardiness in addition to a "0" for all class work missed. Any student more than 15 minutes late to class will be considered "absent" and will also be subject to TMAT Absenteeism Consequences (See Attendance Policies)

Class B Violations

First Offense: Three to five or more detention days in the Ship's Brig

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

1. **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 Ship's Brig, suspended, and/or recommended for expulsion depending on the seriousness and frequency of this violation. Referral to law enforcement may also occur. **Arguing with a staff member for any reason is subject to severe penalties.**
2. **Collusion:** The Commodore may discipline a cadet who knowingly assists or aids another person, in any way, in violating school rules, and/or regulations concerning school policy. This includes inciting other cadets to violate the behavior code.
3. **Dangerous Act:** No cadet shall behave in a manner that endangers the safety of another cadet, staff, or visitor.
4. **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.
5. **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.
6. **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.
7. **Profanity:** There is ZERO tolerance for profanity. Cadets using profanity will be subject to severe disciplinary consequences.
8. **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.
9. **School Transportation:** Cadets shall obey all directives given by transportation drivers and comply with basic safety regulations. Failure to do so will result in severe disciplinary action.
10. **Throwing objects:** Cadets may not throw books, pencils, or any school property for any reason playful or not.

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

All Class C violations require immediate removal from the school building by either a parent/guardian and/or the 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 and 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. **Verbal Assault, Bullying, Harassment, Play Fighting, and Making Threatening or Obscene Gestures Toward Peers:** NO cadet may verbally assault, bully, harass, play fight, or make a threatening or obscene gesture towards a fellow cadet in the school building, on school grounds, or at any school-sponsored function. Cadets will be suspended for a period of up to ten (10) days and/or may be recommended for expulsion and/or immediately expelled depending upon the severity of the incident. **Obscene gestures, verbal assault, and bullying are as serious in nature as physical contact and as such will not be tolerated.** Obscene gestures and verbal assault will result in an assignment to the Ship's Brig for an extended period of time, suspension, and/or expulsion depending on the seriousness and

frequency of the offense. Additionally, cadets will also be referred to law enforcement for any form of verbal assault, threatening, and/or bullying.

4. **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.
5. **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.
6. **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 for any damage to school property. Violators will be referred to law enforcement if retribution is not made to the school for damages sustained.
7. **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.
8. **Smoking and Tobacco:** Possession of tobacco, smoking, evidence of smoking, use of snuff, chewing tobacco, tobacco look-a-likes, 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.
9. **Theft and Unauthorized Use of Others' Property:** Theft of property, whether it is a fellow cadet, staff member, 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.
10. **Threats:** Any verbal or written threat to the safety of a cadet, staff member, or other person 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.
11. **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.

Class D Violations:

First Offense: Expulsion up to 80 days and referral to proper authorities.

All Class D violations will result in **immediate expulsion** from school for up to 80 days. All Class D violations require immediate removal from the school building by either a parent/guardian and/or the proper authorities depending upon the severity of the incident.

1. **Fighting or Physical Assault of a Peer:** Fighting with and/or physical assault of a peer in school, on school grounds, or at school sponsored events will be severely and swiftly dealt through **immediate expulsion** for up to 80 days from school and immediate referral to the proper authorities—*NO exceptions*. Additionally, the student who has been physically assaulted has the option of filing charges with proper civil authorities.
2. **Physical Assault, Verbal Assault or Abuse, Profanity, Threats, and Obscene Gesture Toward a Staff Member or Other Adult:** In order for our school to function effectively, our staff must maintain a position of respect and leadership with cadets. Any cadet's physical assault or verbal assault or abuse of a staff member or any adult, or a cadet's use of profanity or obscene gestures toward a member of the staff or any other adult has the effect of lessening that respect plus presenting a threat and physical danger to the person. Any cadet who assaults, abuses, profanes, or uses an obscene gesture toward any member of the school staff will be **immediately be expelled** from school for up to 80 school days. The person who has been physically or verbally assaulted or threatened has the option of filing charges with proper civil authorities.

3. **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 or use any other object as a 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 expulsion** from school and referral to law enforcement.

Due to the nature of any offense, TMAT Administration reserves the right to assign any disciplinary action deemed necessary for violations of the code of conduct as noted above.

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 call messages will be delivered to a cadet in writing at the end of the school day.
5. Cadets may not use the school phones because we only have two incoming lines and cannot tie up the lines. Please do not ask your child to call you from our school phones.

CREDIT FLEXIBILITY

It is new state legislation that enables students enrolled in grades 9-12 to earn units of credit based on a demonstration of subject area competency instead of, or in combination with, completing hours of classroom instruction.

1. **Credit Flexibility Program Implementation**
2. Students will be given the option to submit their applications for credit flexibility plans starting in June, 2010 using the Credit Flexibility Planning Form. If approved, students will be eligible to start earning credits in the fall of 2010.
3. **Different ways students can earn credits using credit flexibility:** Listed below are the ways students can use credit flexibility to earn credits at The Maritime Academy:
 - successfully completion of a college level course using a post-secondary enrollment option
 - successfully completion of an independent study
 - successful completion of a research project
 - testing out of a required or elective course by earning a grade of 83% or higher
 - testing out of a required or elective course
 - demonstrating mastery through portfolios or internships
4. **Number of credits earned through the credit flexibility program**

There is no limit to the number of credits allowed. The only stipulation the district mandates is that students will not be able to create a plan which would allow students to take the same course for which credit has already been granted.
5. **Credit Flexibility Program Contact Information**

Information about credit flexibility will be posted on The Academy’s website (www.maritimeacademy.us) by no later than June 1, 2010. Electronic copies of the adopted policy and Credit Flexibility handbook which includes the detailed procedures and application forms will be available. Please call The Academy Office at 419-244-9999 if you have questions.
6. **Credit Flexibility Timeline and Deadlines**

All parents of students in grades 8 – 11 are notified each May about two June Credit Flexibility Meetings. Meeting announcement letters are given to students to take home to their parents/guardians.
7. **Grading System and Grade Posting for Credit Flexibility Program Credits**

Designated teachers will assign the same grading system as noted in the Parent-Student Handbook. Quarter grades for these Flex courses will be part of the normal grade reporting that takes place each quarter and each semester as reported in PowerSchool. Courses taken through the credit flexibility program will be included in the calculation of students’ Grade Point Average (GPA) and will appear on student transcripts.

8. **High School Ranking, High School Athletic Eligibility, and College Acceptance Criteria related to Flexible Credit**
 - a. Students earning credits through the Demonstrated Mastery Option (portfolios, internships) are given a grade at the end of each quarter and semester.
 - b. Flex credits are reflected on a daily basis as “live” data in PowerSchool and on grade cards for all reporting periods. As such, live grades, quarter grades, and semester grades are used to determine athletic eligibility and subsequent participation.
 - c. All grades earned through the credit flexibility program are used in the calculation of class rank and GPA.
 - d. Class Rank and GPA calculations that include Flex Credits are reported on transcripts that are sent to colleges. Credits earned in school year 2010-2011 through the credit flexibility program receive a weight no higher than the “advanced” level.
 - e. The Academy will work throughout the 2010-2011 school year to develop rubrics and tests to determine learning mastery at levels higher than the “advanced” level for the options provided in the credit flexibility program.
 - f. The Ohio Department of Education has given districts extra time to develop high quality procedures and processes to meet the needs of varying students who will eventually earn credit through these plans.
9. **Testing Out Option Criteria**
 - a. Students are given an opportunity to take an exit exam before ever taking a course. These exams will contain a comprehensive set of questions and assignments that measure the essential learning outcomes contained within the approved graded courses of study for courses currently offered in the high school curriculum. Students who meet or exceed the minimum score of 83% will be given the choice to opt out or take the given course during the school year.
 - b. Only students in grades 9-12 are eligible to participate in the district’s credit flexibility program.
 - c. Students who have successfully completed the 8th grade are eligible to participate in the testing out option.
 - d. Curriculum specialists and teachers are currently working to develop comprehensive exit exams for Math, English, Social Studies, and Science.
 - e. TMAT will work to develop exit exams throughout the 2010-2011 school year to offer this option and better meet the needs of our students. Students will only be allowed to test out of courses if exit exams are available. These will be a very limited number of courses that students will be given the opportunity to test out in 2010-2011 until additional exams are designed.
 - f. Only students who meet and exceed the criteria listed directly below will be allowed to use the Testing Out option:
 - The student maintained a “B” or better average in previous 2 years in the content area he/she is seeking credit.
 - As part of the approval process, the student provided an explanation describing their prior experience/knowledge of the learning objectives in the course they seek credit.
 - The student applied to take the test by June 15th of the preceding school year.
 - Students will only be allowed to test out of courses during the first three weeks of June each year.
 - Only students who earn a score of 83% or better on the test will be allowed to opt out of a class and be given credit.
10. **Demonstrated Mastery Option Criteria**
 - a. Students must complete and submit a Credit Flexibility Program Form to TMAT administration by the deadline date of the last day of school for the current year.
 - b. Credit Flexibility Program Form must be turned in during the scheduling process month of April in subsequent years.
 - c. Program Forms will be reviewed by the program coordinator and the district’s Supervisor of Accountability. Each plan will be approved or denied.
 - d. Only students with approved plans will be allowed to participate in the credit flexibility program.
11. **Student Attendance As It Relates to Credit Flexibility Plans**
 - a. Student attendance at school can be altered when credit flexibility plans are used. In essence, each plan represents one course which equals the same as one bell in a 6 bell day. Students with approved plans can work with the designated school administrator to shorten his/her school attendance to match the number of approved plans. However, students with approved credit flexibility plans can choose to stay at school and schedule a full day of courses.
 - b. Students taking only one credit flexibility course through an approved Demonstrated Mastery plan may work with administration to schedule first or sixth period classes and/or secure approval for late arrival or early dismissal privileges.
 - c. Students taking credit flexibility courses through approved Demonstrated Mastery plans assigned to classes during bells 2 through 5 will be assigned to a study hall and may not leave the school during these times.

12. Costs Associated With Credit Flexibility Courses

Parents/Guardians of students taking credit flexibility courses will be responsible for any fees incurred by The Maritime Academy that are outside of a typical classroom expense. Conversely, students and parents will not be charged fees for the courses the credit flexibility program replaces.

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 being required to leave the dance and in the cadet not being permitted to attend future dances. Cadets are excluded from dances if they are serving Brig detention and/or school suspension or expulsion.

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.

DITTY BOX LOCKS

Cadets in grades 9-12 may lease a school lock for \$5.00 per year. The Academy will conduct locker searches and use a master key to unlock all locks at its own discretion.

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 to cover the costs of uniform shirts, name badges, and planners. All fees must be paid in full prior to the start of the school year and/or upon enrollment in the Academy. **ALL FEES AND DUES ARE SUBJECT TO CHANGE.**

FIELD TRIPS

Field trips are an important part of the learning process. Field trips are a privilege! Every parent/guardian signs a generic field trip permission form at the beginning of the school year. However, parents/guardians are notified in writing of each individual field trip. If a parent/guardian does not wish a cadet to attend a specific field trip, the parent/guardian must notify the Ship's Helm as early as possible. At the discretion of the teacher, a student with excessive demerits 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. **PLEASE NOTE** that students assigned to the Brig or serving an out-of-school suspension at the time of the field trip **will not** be allowed to attend—there will be **NO** refund for field trips fees paid by these students.

FUNDRAISING 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 course requirements. The grading scale for all courses taught at the Academy is as follows:

Grade	Description	Grade Pts	Counts in GPA	Grade	Description	Grade Pts	Counts in GPA
<u>A</u>	Superior	4	Yes	<u>C</u>	Average	2	Yes
<u>A-</u>	A-	3.67	Yes	<u>C-</u>	C-	1.67	Yes
<u>B+</u>	B+	3.33	Yes	<u>D+</u>	D+	1.33	Yes
<u>B</u>	Good	3	Yes	<u>D</u>	Poor	1	Yes
<u>B-</u>	B-	2.67	Yes	<u>D-</u>	D-	0.67	Yes
<u>C+</u>	C+	2.33	Yes	<u>F</u>	Fail	0	Yes

No cadet is permitted to graduate or to participate in the commencement exercise without first having fulfilled all of the requirements for graduation as 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 full 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 full credit requirement.

COLLEGE VISITATIONS

Junior and 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. The form, which must be signed by the parent /guardian and Captain (Principal), must be presented to the Ship's Helm at least one week prior to the scheduled visit. The day will be counted as an unexcused absence until the cadet brings official verification of the college visit on college stationary. Verification must be submitted to the Ship's Helm upon return to school. Once the proper documentation has been provided, the cadet's absence will be marked as a school-approved absence.

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 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 ASSESSMENT (OGA)

Ohio Graduation Assessment is 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 is 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: TMAP does not permit cadets to park on school grounds.

POST-SECONDARY ENROLLMENT OPTIONS PROGRAM

The Post-Secondary Enrollment Options Program was created to enable high school students in grades nine through twelve to earn college and high school graduation credit through the successful completion of college courses. See **Credit Flexibility Program for enrollment information.**

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 Captain (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), 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 the 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, 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 wear a visitor's badge during the entire length of stay.

WORK PERMITS

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 with a parent/guardian signature and complete the OHIO Form III-PLEDGE OF EMPLOYER with employer signature before submitting the Ohio Form IV-SCHOOL RECORD OF APPLICANT FOR EMPLOYMENT CERTIFICATE to the 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 TMA official and/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.

ACCEPTABLE USE AND INTERNET SAFETY POLICY
FOR THE COMPUTER NETWORK OF THE
THE MARITIME ACADEMY OF TOLEDO SCHOOL DISTRICT

The Maritime Academy of Toledo School District is pleased to make available to students access to interconnected computer systems within the District and to the Internet, the world-wide network that provides various means of accessing significant educational materials and opportunities. In order for the School District to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the School's teachers and other Staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access. Below is the Acceptable Use and Internet Safety Policy ("Policy") of the School District and the Data Acquisition Site that provides Internet access to the School District. Upon reviewing, signing, and returning this Policy as the students have been directed, each student will be given the opportunity to enjoy Internet access at School and is agreeing to follow the Policy. If a student is under 18 years of age, he or she must have his or her parents or guardians read and sign the Policy. The School District cannot provide access to any student who, if 18 or older, fails to sign and submit the Policy to the School as directed or, if under 18, does not return the Policy as directed with the signatures of the student and his/her parents or guardians. Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the person that your School has designated as the one to whom you can direct your questions. If any user violates this Policy, the student's access will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action.

I. PERSONAL RESPONSIBILITY

By signing this Policy, you are agreeing not only to follow the rules in this Policy, but are agreeing to report any misuse of the network to the person designated by the School for such reporting. Misuse means any violations of this Policy or any other use that is not included in the Policy, but has the effect of harming another or his or her property.

II. TERM OF THE PERMITTED USE

A student who submits to the School, as directed, a properly signed Policy and follows the Policy to which she or he has agreed will have computer network and Internet access during the course of the school year only. Students will be asked to sign a new Policy each year during which they are students in the School District before they are given an access account.

III. ACCEPTABLE USES

- A. Educational Purposes Only. The School District is providing access to its computer networks and the Internet for only educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the School to help you decide if a use is appropriate.
- B. Unacceptable Uses of Network. Among the uses that are considered unacceptable and which constitute a violation of this Policy are the following:
1. uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the School District's Student Discipline Policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.
 2. uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "trojan horse," "time bomb" or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
 3. uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others; don't impersonate another user; don't connect wireless devices to the computer network or attempt to intercept wireless communications.
 4. uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.
- C. Netiquette. All users must abide by rules of network etiquette, which include the following:
1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
 2. Avoid language and uses which may be offensive to other users. Don't use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
 3. Don't assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.
 4. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can open.

IV. INTERNET SAFETY

- A. General Warning; Individual Responsibility of Parents and Users. All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guide to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the School..
- B. Personal Safety. Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parent's permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.

- C. "Hacking" and Other Illegal Activities. It is a violation of this Policy to use the School's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
- D. Confidentiality of Student Information. Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by Ohio law, for internal administrative purposes or approved educational projects and activities.
- E. Active Restriction Measures. The School, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The School will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors. Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older. The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that – taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; -depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; -taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

V. PRIVACY

Network and Internet access is provided as a tool for your education. The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

VI. FAILURE TO FOLLOW POLICY

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this Policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the School District may refuse to reinstate for the remainder of the student's enrollment in the School District. A user violates this Policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The School District may also take other disciplinary action in such circumstances.

VII. WARRANTIES/INDEMNIFICATION

The School District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy. By signing this Policy, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the School, the School District, the Data Acquisition Site that provides the computer and Internet access opportunity to the School District and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the School in the event of the School's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a School computer or on another computer outside the School District's network.

VIII. UPDATES

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new Policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardian) or such new Policy must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the School to receive such information.

PARENT'S OR GUARDIAN'S AGREEMENT

_____ (Student's Name)

As the parent or legal guardian of the above student, I have read, understand and agree that my child or ward shall comply with the terms of the School District's Acceptable Use and Internet Safety Policy for the student's access to the School District's computer network and the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the School to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the Policy.

I am therefore signing this Policy and agree to indemnify and hold harmless the School, the School District and the Data Acquisition Site that provides the opportunity to the School District for computer network and Internet access against all claims, damages, losses and costs, of whatever kind, that may result from my child's or ward's use of his or her access to such networks or his or her violation of the foregoing Policy. Further, I accept full responsibility for supervision of my child's or ward's use of his or her access account if and when such access is not in the School setting.

I hereby give permission for my child or ward to use the building-approved account to access the School District's computer network and the Internet.

Parent / Guardian (s) Print Clearly) _____

Home Phone _____

Date _____

I have read, understand and agree to abide by the terms of the foregoing Acceptable Use and Internet Safety Policy. Should I commit any violation or in any way misuse my access to the School District's computer network and the Internet, I understand and agree that my access privilege may be revoked and School disciplinary action may be taken against me.

I am under 18 _____ or _____ I am 18 or older (Please "X" the correct blank)

Student Signature _____

Date _____
