

# THE MARITIME ACADEMY OF TOLEDO



## Employee Handbook

*Welcome ABOARD!*

*It is our vision at The Maritime Academy of Toledo to shape future leaders by developing strong character and innovative minds.*



## WELCOME TO THE MARITIME ACADEMY OF TOLEDO

Dear Staff Member,

It is my pleasure to welcome you to The Maritime Academy of Toledo. You have become a part of an organization that prides itself on its commitment to our students, families, and staff. With the commitment of hardworking staff like you, we are able to successfully serve our students, referred to as cadets. Our teachers, administrators, and support staff are the school's most valuable assets. This staff handbook is your guide to understanding how you, administration, staff, students and families can together work towards the common goal of educating our cadets with 21<sup>st</sup> century knowledge, skills and dispositions, and ready for the challenges they will face in their futures. Please take time to carefully read through your handbook and familiarize yourself with our school philosophy, policies, procedures, and practices. If anything in this handbook is not clear to you or if you need more information, please ask the Principal. Thank you for joining our team. We hope your experience here will be challenging, fun, and rewarding. Welcome ABOARD!

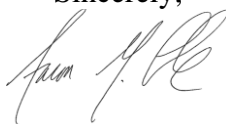
### ABOUT THIS HANDBOOK

In your best interest as a new employee of The Maritime Academy of Toledo, we have designed this handbook to answer questions regarding your job and make you aware of the school rules, procedures, policies, fringe benefits, and other matters of interest. The information expressed in this handbook, or any future additions or revisions, does not constitute an agreement and/or any contractual rights in favor of employment for any specified period or definite duration. The employment relationship may be established pursuant to a contract. The only person authorized by *The Maritime Academy of Toledo* to enter into any agreement or assurances to the contrary of this handbook is the Superintendent of The Maritime Academy of Toledo and any such agreement or assurance must be in writing and signed by the Superintendent. The policies, procedures, benefits, and matters contained in this book are subject to revisions at any time by *The Maritime Academy of Toledo Board of Education*. You must read this handbook thoroughly so that you understand all its contents. You are required to sign the *Signature Form* on the last page and return it to the Principal. You are encouraged to bring questions regarding any policies, procedures, or benefits to administration. We want you to enjoy your job and we sincerely hope that you find your employment at The Maritime Academy of Toledo to be enjoyable, personally challenging, rewarding, and profitable.

THE MARITIME ACADEMY OF TOLEDO SCHOOL BOARD MEMBERS	
Chairperson	Dr. Bill Davis
Vice- Chairperson	Keith Jordan
Director	Robert Lucas
Director	James Hartung
Director	Barb Pinter
Director	Linda Stacy
Director	Jack Sculfort

The Maritime Academy of Toledo School Board meetings are open to the public. The meetings are held at 5:00 p.m. on the second Monday of each month at the Academy. The staff is welcome to attend school board meetings.

Sincerely,



Aaron Lusk  
Superintendent

## **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. The Academy is a public school authorized by the State of Ohio to serve students in grades 5-12. Students enrolled in the Academy are required to take Ohio Department of Education state assessments as well as any other examinations as prescribed by Ohio law. Additionally, every student must fulfill the State of Ohio prescribed requirements for graduation.

Students 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.

## **MARITIME ACADEMY TERMINOLOGY**

Deck:	Floor
Quarterdeck:	Deck 1 - Entrance Foyer where the Helm is located
Helm:	Deck 1 - Front Desk
Galley	Deck 1 - Kitchen
Ladderwells	Stairs
Bulkheads	Walls

## **THE VISION AND MISSION OF THE MARITIME ACADEMY OF TOLEDO**

It is our vision at the Maritime Academy of Toledo to shape future leaders by developing strong character and innovative minds.

It is our mission to:

- develop Students with strong character and creativity through hands-on learning.
- teach positive character traits including Accountability, Buoyancy, Observant, Altruism, Respect, and Discipline.
- develop skills for college and career readiness.
- involve all stakeholders in the educational process.
- incorporate nautical/maritime themes into the general education curriculum.
- provide innovative and challenging career tech programs.
- create a safe and welcoming learning environment.

### Our Values:

The Maritime Academy of Toledo supports student's interests, strengths, and emerging academic needs using individualized and small group instruction methods and hands-on, life-based learning experiences across the curriculum.

### Our Philosophy:

WE BELIEVE in the education of the whole child-nurturing the child's development.

WE BELIEVE every child is entitled to a personalized, individualized education plan that supports the child's present level of knowledge, skills, and dispositions, and at the same time challenges the child to grow, develop, and learn to his or her maximum potential.

WE BELIEVE all children are gifted and all children can learn.

WE BELIEVE it is the responsibility of adults to support children's learning by seeking out the best methods and resources to meet the needs of the child.

WE BELIEVE good teaching practices support children's emerging interests, strengths, and talents.

WE BELIEVE it is critically important to plan for children's intellectual and personal growth based upon what they already know and can do.



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# US AND OHIO LAW

## FERPA

### Student Records:

The release of student records by schools is governed by both state and federal statutes. At the federal level, all school districts receiving federal funds are subject to the Family Educational Rights and Privacy Act of 1974 ("FERPA"). FERPA regulates the use and access to student education records, provides procedures for correcting faulty information, and assures parent and student access. At the state level, the Ohio Student Records Privacy Act, R.C. § 3319.321, similarly restricts the release of student records.

### Parent Access:

As a starting point, FERPA requires that parents have access to their child's education records, and conditions federal funding on making these records accessible for students and their parents. FERPA states in part that, "no funds shall be made available under any applicable program to any. . . institution which has a policy of denying, or which effectively prevents, the parents of students. . . the right to inspect and review the education records of their children." 20 U.S.C.A. § 1232g.

Education records include "those records, files, documents, and other materials which (i) contain information directly related to a student; and (ii) are maintained by an educational agency or institution." FERPA requires schools to establish procedures related to granting parental requests for records within a reasonable time, but in no case more than 45 days after the request by the parent.

### E-Mail:

Because e-mail is not secure, student behavior and academic information should not be sent through e-mail. Students' name should never be placed as the subject of an e-mail. Anything read on an e-mail becomes student record and cannot be shared.

## TITLE IX

For information concerning Title IX roles and procedures please visit [www.maritimeacademy.us](http://www.maritimeacademy.us) or contact the Maritime Academy of Toledo Title IX coordinator:

Aaron Lusk- Superintendent

## HARASSMENT POLICY

For purposes of this policy, harassment is defined as unwelcome **or unwanted conduct of an offensive nature** (whether verbal, visual, or physical) when: 1) submission to or rejection of this conduct by an individual is used or threatened to be used as a factor in decisions affecting hiring, evaluation, promotion, and/or other aspects of employment; or 2) this conduct has the purpose or effect of unreasonably interfering with an individual's employment performance or creating an intimidating, abusive, hostile, or offensive work environment. Examples of harassment include, but are not limited to: *unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; repeated jokes which include offensive references to age, disability, national origin, race, religion, or gender; unwelcome flirtations, advances, or propositions; verbal abuse of a sexual nature; graphic, verbal commentary about an individual's body, sexual prowess, or sexual deficiencies; leering; whistling; touching; pinching; assault; coerced sexual acts; suggestive, insulting, threatening, or obscene comments or gestures; dissemination or display in the workplace of objects, written materials, or pictures which include offensive references to age, disability, national origin, race, religion, or gender; asking questions about sexual conduct; racial or ethnic slurs or epithets.*

Harassment is unacceptable in the workplace itself and in other work-related settings, such as business trips, meetings, or business-related social events. This policy protects all employees. The school will not tolerate, condone, or allow harassment, whether engaged in by fellow employees or other non-employees who conduct business with the school. The school encourages reporting of all incidents of harassment, regardless of who the offender may be.

#### Reporting a Complaint

The school encourages all individuals who believe they are being harassed to firmly and promptly notify the offender that his or her behavior is unwelcome. The school does, however, recognize that, in some instances, power and status disparities between the alleged harasser and the individual may make such a confrontation impossible. In the event that such informal, direct communication between individuals is either ineffective or impossible, the following steps should be followed in reporting a harassment complaint. A complaint may be filed by one experiencing or witnessing harassment.

1. Notification of Appropriate Staff
2. Individuals who believe they have been subjected to harassment should report the incident to the Principal or his/her designee. When appropriate, the Principal or his/her designee will immediately consult with the Board. If the Principal or his/her designee is allegedly involved in the incident, then the individual should report the incident directly to the President of the Board. The school encourages prompt reporting of complaints so that rapid response and appropriate action may be taken, but no limited time frame applies. Late reporting of complaints will not in and of itself preclude the school from taking remedial action.
3. Protection Against Retaliation
4. The school will not in any way retaliate or permit retaliation against any individual who makes a good faith report of harassment or who assists or cooperates in an investigation thereof. Retaliation is a serious violation of this harassment policy and should be reported immediately. Any person found to have violated this policy by retaliating against another individual for making a report of harassment or for assisting or cooperating in the investigation thereof will be subject to the same disciplinary action provided for harassment offenders.
5. Investigating the Complaint
6. Any allegation of harassment brought to the attention of the school will be thoroughly and promptly investigated. Confidentiality will be maintained where possible throughout the investigatory process to the extent practical and appropriate under the circumstances.
7. Resolving the Complaint
8. Upon completing the investigation of a harassment complaint, the school will communicate its findings and intended actions. If the investigation finds that harassment occurred, the harasser will be subject to appropriate disciplinary procedures as listed below. If the investigation determines that no harassment has occurred, this finding will be communicated as appropriate.
9. Sanctions
10. Individuals found to have engaged in misconduct constituting harassment will be disciplined, up to and including discharge. Appropriate actions will be determined by the school. For example, action may include reprimanding the offender, documenting the occurrence in the personnel file, referral to counseling, withholding of a promotion, demotion, reassignment, temporary suspension without pay, or termination of employment.
11. Although the school's ability to discipline a non-employee harasser (e.g., customer, supplier) is limited by the degree of control that the school has over the alleged harasser, any individual who has been subjected to harassment by such an individual should still file a complaint and be assured that the school will take those actions it deems appropriate to end any harassment.

#### **IMMIGRATION LAW COMPLIANCE POLICY**

The Maritime Academy of Toledo is committed to employing only United States citizens and aliens who are authorized to work in the United States. The Maritime Academy of Toledo does not unlawfully discriminate

on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with The Maritime Academy of Toledo within the past three years, or if their previous I-9 is no longer retained or valid.

## NON-DISCRIMINATION POLICY

The Maritime Academy of Toledo is an Equal Opportunity Employer. It is our policy to administer all of our employment practices, including those pertaining to recruitment, hiring, placement, transfer, promotion or compensation, layoff or termination, and selection for training in a non-discriminatory manner without regard to age, color, sex, national origin, disability, race, religion, status of a Vietnam veteran, or on any other basis prohibited by federal, state, or local law. The Maritime Academy of Toledo will also make reasonable accommodation for qualified individuals with known disabilities unless doing so would result in an undue hardship. Any employee with a question or concern about discrimination in the workplace is encouraged to bring their concern to the attention of the Principal or their designee. No reprisal will be permitted for raising concerns or making a report. Anyone determined to have engaged in discrimination or retaliation for a report of discrimination will be subject to disciplinary action, up to and including termination of employment. The school strives for a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in an atmosphere which promotes equal opportunities and prohibits discriminatory practices and harassment based upon age, disability, national origin, race, religion, or gender. Harassment, whether verbal, physical, or environmental, is unacceptable and will not be tolerated.

## WEAPONS IN THE WORKPLACE

The State *Concealed Weapons Law* and school policy prohibit the possession, carrying, or use of prohibited weapons including firearms, illegal knives, and clubs on school-owned and/or controlled properties, in a school vehicle, or at a school sponsored event. Prohibited weapons include any form of weapon and any form of explosive restricted under local, state, or federal regulation. If you have a question about whether an item is covered by this policy, please contact the Principal or his/her designee. Staff will be held responsible for making sure beforehand that any potentially covered item they possess is not prohibited by this policy. **Violation of this policy is a felony offense and grounds for immediate termination.**

Persons subject to the terms of this policy are as follows:

1. All employees of the school.
2. All substitute teachers working in the school.
3. All employees of contractors providing services on behalf of the school.
4. All applicants for employment with the school.
5. All other persons, including visitors, vendors, subcontractors, students, etc.
6. This policy applies to all persons, except law enforcement personnel on official business, regardless of whether the person is licensed to carry a weapon.

### Policy Prohibitions

The school's policy prohibits:

1. Use or possession of weapons on school grounds, on a school vehicle, or at a school sponsored event.
2. Use or possession of weapons while performing any task on the school's behalf.
3. Refusing to submit to a search when requested by the school in accordance with this policy.
4. Refusing to sign a statement agreeing to abide by the school's Weapons in the Workplace Policy.
5. Failing or refusing to report a known violation of this policy.

6. Failing or refusing to cooperate with any investigation relating to a possible violation of this policy.

### Searches

The school reserves the right to conduct searches of any person, vehicle or object on school property at any time and for any reason. Pursuant to this provision, the school is authorized to search lockers, desks, purses, briefcases, baggage, toolboxes, lunch sacks, clothing, vehicles parked on school property, and any other personal effect or item in which a weapon may be hidden. Additionally, the school may search a vehicle owned by it and used by a school employee, a vehicle owned by an employee that is being used to transport students on behalf of the school, and any other vehicle on school grounds or recently on school grounds, regardless of whether the vehicle is located on school grounds at the time of the search or request.

The Principal or his/her designee may conduct searches. To the extent the search is requested by the Principal or his/her designee or his or her designee, the employee may refuse the search provided, however, that such refusal is a violation of this policy and may result in disciplinary action including termination of employment for refusal to cooperate. The school reserves the right to conduct searches on school grounds and to authorize searches by law enforcement on school grounds without the employee present.

### Consequences for Violation of This Policy

1. **Violation of the school's Weapons Policy may result in severe disciplinary action, including discharge, at the school's sole discretion.**
2. Using or possessing a weapon on school grounds in violation of this policy will be considered an act of criminal trespass and will be grounds for immediate removal from school grounds and may result in criminal prosecution. **If you become aware of anyone violating this policy, take no action and immediately report it to your supervisor or to the Principal or his/her designee.**

## WHISTLEBLOWER POLICY

The Ohio Revised Code prohibits employers from taking any disciplinary or retaliatory action against an employee for making a report of a violation of any state or federal statute which an employee believes is:

1. A criminal offense that is likely to cause either an imminent risk of physical harm to persons or a hazard to public safety,
2. Is a felony;
3. An improper solicitation for a contribution.

In order to receive the protection afforded by the Revised Code, the employee must orally notify his or her supervisor of the violation and subsequently file a written report with the supervisor that provides sufficient detail to identify and describe the violation. If the employee is unable to report the violation to his or her supervisor, the oral and written reports must be made to the Board. Employees must make a reasonable and good faith effort to determine the accuracy of any information that is reported verbally or in writing.

If the employer does not correct the violation or make a reasonable and good faith effort to correct the violation within twenty-four hours after the oral notification or the receipt of the report, whichever is earlier, the employee may file a written report that provides sufficient detail to identify and describe the violation with the prosecuting authority of the county or municipal corporation where the violation occurred, with a peace officer, with the inspector general if the violation is within the inspector general's jurisdiction, or with any other appropriate public official or agency that has regulatory authority over the employer and the industry, trade, or business in which the employer is engaged.

The employer will not retaliate or take part in any form of reprisal against the employee bringing the complaint. Employees who believe they may have been subject to retaliation should report suspected

retaliation to the Board President.

An employee may be subject to discipline if it is determined that the report of wrongdoing was knowingly fabricated by the employee or was, knowingly distorted, exaggerated or minimized to either injure someone else or, to protect the reporting party or others. Complaints of harassment will be handled in accordance with the anti-harassment policy.

#### **AVAILABILITY OF PUBLIC RECORDS FROM THE MARITIME ACADEMY OF TOLEDO**

- 1). Any person may inspect or obtain copies of public records maintained by the school during regular business hours of this office.
- 2). No student directory information will be provided to anyone for use in a profit-making activity.
- 3). The school's fee for providing copies of public records is .10 cents per page, which must be paid prior to obtaining the copies.
- 4). If the school denies a request for inspection or copies of public records, the school will provide the requestor an explanation for the denial. The explanation will be provided in writing if the request for public records was submitted in writing.
- 5). Except as required by federal or state law, a request for public records does not need to be submitted in writing, or disclose the requester's identity; however, submitting a request in writing and identifying the requestor frequently makes it more likely that the school will be able to identify, locate, and deliver the public records.
- 6). If the school is unable to satisfy a request for public records because the request is ambiguous, overbroad, or fails to reasonably identify what public records are requested, the school may deny the request and explain to the requestor the manner in which the school maintains and accesses its records.
- 7). This poster is a general description of the public record policy adopted by the school's governing authority. In the event of a conflict between the statements contained in this poster and the school's public record policy, the provisions of the public record policy will prevail.

#### **147 Public Records Policy**

The School will utilize the following procedures regarding the availability of public records.

Any person may inspect or obtain a copy of the public records of the School during the regular business hours of the office in which such records are maintained. An Employee or representative will be present during inspection of the records. Except as required or authorized by state or federal law, the Board shall not limit or condition the availability of public records by requiring disclosure of the requestor's identity or proposed use of the records, or by asking the request to be put in writing, unless it first discloses to the requester that a) none of that information is mandatory and b) whether disclosure of that information or making the request in writing would enhance the ability to identify, locate or deliver the records sought by the requestor. The School may require disclosure of the requester's identity or the intended use of student directory information in order to ascertain whether the directory information is for use in a profit-making plan or activity, and no student directory information, if any has been designated, shall be released to or accessed by any person or group for use in a profit-making plan or activity.

The School maintains a database or list that includes the name and birthdates of all Board Members and employees employed by the School. The database or list shall be made available upon a public records request.

A viewer, or a requester of copies of public records, may purchase copies of the School's public records upon payment of a fee not to exceed the cost for reproduction, supplies, mailing, delivery, transmission and/or handling. When making copies or records available, the preparer shall notify the requester of redactions or make redactions plainly visible to the requester. The current fee for copies shall be set by Board resolution.

If a request for public records is ambiguous, or overbroad, or does not reasonably identify what public records are being requested, the request may be denied so long as the requester is informed of the manner in which records are maintained and accessed by the School. Each ultimate denial, in whole or in part, shall provide the requester with an explanation, including the legal authority, as to why the request was denied, and such reasons shall be put in writing if the initial request was put in writing. The Board does not waive its rights to additional legal authority of reasons for denial by way of its written explanation to a requester.

No public record may be removed from the office in which it is maintained except by a Board officer or employee in the course of the performance of his/her duties.

The Board or its designee shall (1) participate in training concerning public records which is required by the Ohio Attorney General and which is free of charge under section 109.43 of the Ohio Revised Code, (2) erect a poster about its public records policy in a conspicuous place in all locations or branches of operations (See **Appendix 147-A**). (3) require its employee in charge of public records to sign an acknowledgement of receipt of its public records policies, and (4) include its public records policy in its manuals or handbooks of general policies and procedures for all employees. In addition, as of February 1, 2016, all Board members and administrators must attend public records training annually

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Adopted 3/12/2018

#### MARITIME ACADEMY OF TOLEDO BOARD POLICIES

The Board authorizes the Principal or his or her designee to dispose of, on a daily basis, routine messages transmitted by means of voicemail or e-mail, provided the messages do not alter existing School records.

#### Redacting, Encrypting, or Truncating Personal Information

An individual may request that his/her personal information, ( social security number, federal tax identification number, driver's license or state identification number, individual checking account, saving account, or credit card number) which is made available to the general public on the internet, be redacted. The request must be made in writing on the form contained in

**Appendix 147-B**. Within five business days of receiving the request, the School shall redact the personal information requested to be redacted, if practicable. If impracticable, then the School shall the individual with a verbal or written explanation of why the redaction is impracticable.

The School shall redact, encrypt or truncate the social security number of any individual whose social security number is contained in a document which is available to the general public on the internet. If the School becomes aware that an individual's social security number was mistakenly not redacted, encrypted or truncated, the School shall do so within a reasonable period of time. This requirement does not apply to documents that are only accessible through the internet with a password.

# DISTRICT POLICIES

\*All questions or concerns regarding district policies should be addressed with the superintendent or the business manager.

## ACCESS TO PERSONNEL FILES

The Maritime Academy of Toledo (TMAT) maintains personnel files on each employee. These files contain the following information: *application for employment, resume, copies of personal references, job evaluations, professional credentials or certification, background verifications, copies of performance appraisals, disciplinary warning notices, letters of commendation, and any reports related to the employee's employment history at TMAT.*

To ensure that personnel files are up-to-date at all times, it is the responsibility of each employee to promptly notify management of any changes in name, telephone number, home address, marital status, change in legal name, addition or deletion of dependents, change in beneficiaries, change in Federal or State tax deductions, scholastic achievements, emergency contacts, and any other relevant personal information. Personnel files are the property of The Maritime Academy of Toledo and access to this highly confidential information is restricted. Maritime Academy of Toledo administrators who have legitimate reason to review information in a file are allowed to do so. Employees who wish to review their own file should contact the Business Manager. With reasonable advance notice and by appointment only, employees may review their own personnel file.

## BOARD/STAFF COMMUNICATIONS

Staff members report directly to the Principal or his/her designee regarding administrative and instructional issues. The Principal or his/her designee reports to the Superintendent if applicable on all issues that affect the operation of the school and on any other concerns regarding the school. All communications from The Maritime Academy of Toledo staff members to the Board must be submitted through the Principal and forwarded by the Principal to the Superintendent if applicable. This procedure shall not deny any employee the right to appeal to the Board through established procedures. The appropriate forms to initiate a communication or an employee grievance may be obtained from the Principal or his/her designee.

## EMPLOYEE ATTENDANCE POLICY

### Staff Punctuality

All employees of The Maritime Academy of Toledo are expected to maintain a punctual, regular attendance record. It is therefore imperative that all staff members report to work on time. At TMAT, "on time" is defined as being in your place (i.e. classroom, office, station, etc.) prepared to work at the start time of your work day. Being repeatedly late for work and/or absent from work without a doctor's notice is grounds for disciplinary action up to and including termination.

### Staff Sign-In & Sign-Out/Leaving the Building

All staff members must sign in at the helm upon arrival and sign out upon leaving the building. In the event that a staff member needs to leave the building during the school day, the Principal should be notified first and then the employee must sign out and sign back in upon return to the school.

### Absence Due to Illness

#### *Teachers and Instructional Staff (Aides)*

In the event that a teacher/aide must be absent from work, s/he must contact the Principal no later than 6:30

a.m. the morning of the absence. If a teacher/aide is not able to return to work on the day following an absence, the teacher must notify the Principal no later than 2:30 p.m. if possible. Teachers who are absent from work due to sickness or leave must keep the Principal informed as to the expected length of leave or sickness and expected return to work date. When it is necessary for a teacher/aide to take an extended leave of absence, the Principal must be given sufficient time to arrange for a substitute. In this case, staff must complete the *Employee Illness/Leave of Absence Form*.

#### Non-Teaching School Staff

In the event that an employee must be absent from work, the employee must notify the Business Manager and Principal no later than 6:30 a.m. the morning of the absence. If an employee is not able to return to work on the day following an absence and/or every day thereafter, the employee must notify the Business Manager and Principal no later than 2:30 p.m. Employees who are absent from work due to sickness or leave must keep the Superintendent informed as to the expected length of leave or sickness and expected return to work date. When it is necessary for a staff member to take an extended leave of absence, the Principal must be given sufficient time to arrange for a substitute. Staff must complete the *Employee Illness/Leave of Absence Form*. A maximum of 2 sick days may be carried over to the following year.

#### Personal Leave

Refer to employee contract for personal leave days. Use of paid time off should be requested as far in advance as possible. Failure to promptly and properly notify school administrators may result in disciplinary action and a charge of personal time without payment for the time off.

#### Paid School Holidays

Employees receive paid school holidays as determined by the school calendar.

#### Medical Leave of Absence

If an employee is unable to physically or mentally perform his or her job, they may request an unpaid medical leave of absence. This should be done in concert with the recommendations of a physician(s). Medical leaves of absence must be reported to the Board. While on medical leave, the employee shall not accumulate personal leave, health insurance shall not be continued by the Board, and the employee shall not take other employment. Employees may elect to pay the cost of health insurance during a period of approved leave.

#### Child Care Leave

Requests for unpaid leave for pregnancy, childbirth, adoption, or other childcare-related circumstances may be requested without pay for up to twelve weeks or the remainder of the school year, whichever is shorter. With the approval of the Principal or his/her designee, accumulated personal leave may be used in conjunction with childcare leave if the employee so requests. Health insurance will not be paid by the Board during the term of such leaves. Employees may elect to pay the cost of health insurance during the period of approved leave.

#### Jury Duty Leave

Full-time employees who are selected for jury duty will be excused for the duration of the leave and receive their normal pay for each day they serve for up to two weeks. The employee may also keep their jury duty pay.

#### Military Leave

The Maritime Academy of Toledo observes all applicable laws concerning military leave and re-employment rights following military training and service.

#### Family Leave (FMLA)

An employee is eligible under the Federal Family and Medical Leave Act (FMLA) if:

1. The employee has been employed by the school for at least twelve (12) months;



2. The employee has worked a minimum of 1250 hours during the twelve (12) month period before the leave is requested; and
3. The employee is employed at a school worksite which employs fifty (50) or more employees, or the total number of employees within 75 miles of the worksite is fifty (50) or more at the time the request is made.

Even though the school may be a covered employer, employees must meet all three requirements to be eligible.

An employee may take a total of twelve (12) weeks of unpaid leave during the twelve (12) month period described below for any one or more of the following reasons:

1. The birth of a son or daughter of the employee and in order to care for such son or daughter;
2. The placement of a son or daughter with the employee for adoption or foster care;
3. To care for the spouse, son, daughter, or parent of the employee if such spouse, son, daughter, or parent has a serious health condition; or
4. A serious health condition that makes the employee unable to perform the functions of his/her position.

The twelve (12) month period is defined as a "rolling" 12-month period measured backward from the date an employee begins using any FMLA leave.

A "serious health condition" is an illness, injury, impairment, or physical or mental condition which involves:

1. Any period of incapacity or treatment in connection with or consequent to inpatient care in a hospital, hospice, or residential medical care facility;
2. Any period of incapacity requiring absence from work, school, or other regular daily activities of more than three (3) calendar days that also involves continuing treatment by a health care provider; or
3. Continuing treatment by, or under the supervision of, a health care provider for a chronic or long-term health condition that is incurable or so serious that, if not treated, would likely result in a period of incapacity for more than three (3) calendar days, or for prenatal care.

A leave taken by an employee for the birth or placement of a son or daughter must be taken in one continuous segment, up to twelve (12) weeks, and must be taken within twelve (12) months of the birth or placement of the son or daughter. An employee is required to give thirty (30) days written notice of his/her intent to take leave, unless such leave is unforeseeable. In such a case, the employee must give notice as soon as practicable.

Leave taken to attend to the serious health condition of the employee or the employee's family member may be taken in one continuous segment, up to twelve (12) weeks, or may be taken on an intermittent or reduced leave, if medically necessary. The employee must make a reasonable effort to schedule his/her leave so as not to unduly interrupt school operations and must give thirty (30) days written notice of his/her intent to take leave, if practicable.

Intermittent or reduced leave will be allowed only for serious health conditions when medically necessary and properly validated or certified. An employee is not entitled to take an intermittent leave or a leave on a reduced schedule for the birth or placement of a child.

If an employee chooses to take intermittent or reduced leave, the school may require the employee to transfer temporarily to another position in the school for which he/she is qualified, and which would provide equivalent pay and benefits and a better accommodation for the employee's recurring periods of leave.

The employee will remain covered by the school-sponsored health care benefits while on leave. However, he/she is required to continue payment of any required contribution for insured benefits. If the employee does not return to work after the leave period, the school will require the employee to repay the health care premiums paid by the school during the leave period, unless the employee does not return due to a serious health condition as defined in this policy or due to other circumstances beyond the employee's control.

An employee on leave does not lose any benefit which has accrued prior to the first day of leave and the leave period will be treated as continued service for purposes of determining vesting and eligibility to participate in pension, 401(k), and other school retirement plans. However, an employee does not accrue any other benefits during the leave period, nor does the leave period entitle the employee to any greater rights than he/she would have had if he/she had remained in the workplace.

If an employee takes any under this policy, accrued paid time will be applied to the leave period until such paid time off is exhausted. The remainder of the leave will be unpaid.

An employee returning from leave will be reinstated to the same position or an equivalent position, with equivalent pay, benefits, and other terms of employment, unless the employee would not otherwise have been so employed at the time reinstatement is requested. Any employee returning from a medical leave, whether under this policy or not, may be required to present certification of the employee's fitness to return to work and identifying any restrictions relating to the leave of absence. Certain higher level employees may be denied reinstatement and the Superintendent should be consulted if the employee is believed to be within the highest paid 10% of workers employed within 75 miles of the employee's workplace.

An employee who requests leave to care for his/her own serious health condition or the serious health condition of a family member must provide a certification by his/her care provider which justifies the leave. This certification must be provided by the employee within fifteen (15) days of the request for leave, unless it is not practicable to do so. Failure to provide the required certification on time may affect the employee's ability to take leave as requested. The school also may require an employee on leave to check in periodically with management to inform them of his/her status and intent to return to work. A check-in schedule should be arranged between the employee and the Principal before leave is taken.

The school may also require a second opinion as to a serious health condition at its own expense. This opinion shall not be given by a medical professional regularly used by the school. In the event of a conflict between the two opinions, the school may, at its own expense, require a third opinion from a medical professional jointly designated by the school and the employee whose decision shall be binding on the school and the employee. Finally, an employee returning from leave taken for his/her own serious health condition must provide certification from his/her care provider that he/she is able to resume work.

## EMPLOYMENT CONTRACT

Employment contracts or letters are issued to all salaried employees. Supplemental contracts are issued to employee's who perform duties in addition to their regularly contracted services. Hourly employees are not issued annual contracts, and they are considered to be casual employees and are paid on a time sheet basis. All contracts are subject to final approval by the Board and are "at cause" contracts.

### Salaries

The annual salary of each employee will be paid in 24 equal twice-monthly payments unless they begin their service after the start of a new year and in that instance the salary will be paid in equal installments through the end of the year. Paydays shall be on the **15<sup>th</sup>** and **30<sup>th</sup> day** of each month. When payday falls on a weekend or a holiday, the payday will be the last regular workday before the weekend or holiday.

### Full-Time Employee

By definition, a full-time employee is one who is expected to regularly work an average of no less than 40 hours per week.

### Part-Time Employee

By definition, a part-time employee is one who is expected to work less than 40 hours per week on average. However any person who works more than 20 hours per week is entitled to medical benefits.

Based upon scheduling needs and fluctuating work demands, The Maritime Academy of Toledo may employ temporary or seasonal employees. While all policies and procedures will apply equally to temporary and seasonal employees, no fringe benefits are offered unless specifically indicated upon hire.

## EMPLOYMENT STATUS

TMAT Employees will be under an “at cause” contract. (See contract for more information.) No one at The Maritime Academy of Toledo has authority to make a contrary agreement with any employee except the Superintendent his/her designee. Any such contrary agreement must be in a formal written document and signed by the Superintendent or his/her designee.

## GENERAL SAFETY RULE

1. The school has written and posted fire, tornado, and lockdown safety procedures. These procedures must be reviewed and practiced with students by all staff members on a regular basis.
2. **Students shall not, under any circumstance, be left unattended.** If a teacher leaves the classroom, even for a short time, either an adult teacher aide, another staff person, a cadet officer, and/or the Helm staff using constant camera monitoring must be verified—**no exceptions.**
3. In-class projects, experiments, and/or similar activities, which could have some measure of potential danger, must first be approved by the Principal or his/her designee. If approved, the teacher must provide intensive close supervision of the project.
4. Chemicals and chemical products shall be secured and placed in locked storage units (*see school procedure manual for further specific actions to be taken regarding hazardous chemicals*).

## HOUSEKEEPING AND FACILITY USE

- A. Daily Classroom Housekeeping: Vacuuming: Please assign one student to “carefully” vacuum your classroom floor once per day. There is a vacuum located on each floor of the building.
- B. Floors 5-6 are off limits to all staff and students unless an adult staff member needs access to the School Storage room on 6.
- C. Galley: The Galley is open for lunch from 11:26 to 1:26 p.m. The cost of each lunch is \$3.75 and does not include drink. The only way to pay for lunch is to keep an account at the Helm. At the end of the cafeteria line please sign the Lunch Tally.
- D. Mariner I: Mariner 1 reservations must be made using the Mariner I Reservation Form.
- E. Keys to the building and to areas in the building
  1. Teachers will only have access to the key needed for their room.
  2. No staff member is permitted to have a key for anyone else’s room.
  3. Keys are distributed by the Business Manager.
  4. Keys are under the direction of the Principal and/or Business Manager.
- F. Mail: All incoming mail is received by helm staff and is distributed into staff mailboxes.
- G. The following guidelines for restrooms are as follows:
  1. Students may use bathrooms in classrooms. Students should sign out with the time when using restrooms outside of the classrooms.
  2. Bathrooms in classrooms cannot be used for any storage.
- I. Staff Lounge: The staff lounge and its surfaces and floors must be kept clean at all times.
  1. The microwave must be cleaned after each use by the user.
  2. The paper must be removed from all trays, especially confidential documents such as IEP

information.

3. The table must be washed and dried after each use in consideration of your peers who will be using the table.

## INSURANCE

### Health Insurance and Annuities

The Board provides health insurance for all full-time employees. Hourly employees are offered health insurance with a percentage of employee contributions. There is a 30-day probationary period for health insurance for all new employees. The amount contributed by the Board is determined annually prior to the start of a new school year. An employee may use their FSA money for these costs. From time to time, the Board may have several contracts with companies who provide tax-sheltered annuities to employees who wish to contribute. These are paid entirely by the employee. Employee contributions shall be made through payroll deductions. If an employee is given a leave of absence for a period of time, the Board will not pay the employee's health insurance except as required for eligible parties under the FMLA (*see FMLA policy*). The employee may elect to pay the premiums for such time as they are on an approved leave. An employee who resigns prior to the end of their contract year will have Board paid health insurance only through the end of the month in which their resignation is effective. If a teacher or teacher aide resigns at the end of their contract year the Board will continue to pay their health insurance premium through the month of August. Other staff members who resign at the end of their contract will have their health insurance paid through the end of the month immediately following the end of the contract.

## KEYS AND CLASSROOM SECURITY

**The security of our school and campus is very important.** Teachers must always be sure to lock their classrooms, desks, and cabinets when leaving for the day. Staff must never lend keys to students and/or other unauthorized people. Fees are charged to employees who lose keys in order to replace the key and/or the entire lock cylinder.

Staff members are assigned numbered keys for classrooms, storage units, and desks. Lost or stolen keys must be reported to the office immediately. Laptops must be under lock and key whenever the teacher is out of the classroom. Under no circumstance should keys or computer codes be left in open view or given to students. Securing your computers and the contents of the classroom is the teachers' responsibility. All classroom and office doors must be locked before leaving school.

## LEASES AND CONTRACTS

All leases and contracts must be initiated by a school administrator and approved by the Board. No staff member, school administrator, consultant, parent, or any other person has the authority to sign a lease or contract without Board approval.

## ORDERING MATERIALS AND SUPPLIES

Teachers may submit orders for educational equipment, materials, and supplies at any time throughout the school year. Orders must be written on the *Requisition Form*, which can be retrieved from the Business Manager.

## PURCHASE OF SUPPLIES AND MATERIALS, EQUIPMENT

Staff members may request the purchase of supplies and materials provided the Principal or his/her designee approves the purchase and there are adequate funds in the budget to cover the cost. All staff members must follow the following rules, regulations, and procedures when making a purchase:

1. Verbal approval by itself is never acceptable to make a purchase or place an order. A requisition must first be completed, signed by the Principal or his/her designee, and then sent to the Treasurer. The Treasurer will determine if there are adequate funds available in the budget for the transaction. If so, the Treasurer will issue a written purchase order and send it to the vendor.
2. Upon receipt of the supplies and materials, the staff member who made the request will be responsible to verify that all items ordered have been received and are acceptable for use. If there are any problems with the items received, contact the Treasurer/Business Manager for advice on how to resolve any concerns.
3. The Treasurer has the authority to approve up to \$2,500 for any one purchase, subject to any budget Constraints, before having to have Board approval.

## SCHOOL-RELATED EMPLOYEE ACCIDENT

If a teacher has a work-related accident the following should be done:

1. Get immediate medical attention
2. Inform the Principal and Business Manager
3. Complete the Accident Report Form

## SCHOOL SAFETY PLAN

Teachers must ensure that every student knows and can respond to the school's four Safety Plan Drills: *Fire Drill, Tornado Drill, and Code Red*. Periodically, the school will practice these drills for timing and effectiveness. Teachers will not always be notified in advance when a practice drill will occur; therefore, students/staff should frequently review these procedures in order to be ready in the event of a practice drill and/or actual emergency.

### Fire Drill Evacuation Procedures

A fire drill will be held once per month, initiated by administration or the City of Toledo Fire Department. Teachers must review the following procedures with students. Exit routes are posted at each classroom door, in the hallways, bathrooms, and common areas. Once the Fire Drill Signal is given:

1. The teacher secures his/her *Student Attendance Record* and a pencil.
2. Upon hearing the alarm, students are to form a line at the door and wait for instructions from the teacher.
3. Books, coats, book bags, boots, and any other belongings and/or materials must remain in the classroom. Purses should be taken. **STUDENTS MAY NOT GO TO THEIR LOCKERS**, even if the weather is cold and/or rainy.
4. All windows and doors should be closed, but not locked. All electrical and gas equipment should be turned off.
5. In silence and in an orderly manner, students exit the building and report to their designated area of safety in the parking lot.
6. Once outside, the teacher must take attendance. If a student is missing, the teacher must immediately report the student's name to an administrator.
7. Each teacher is responsible for his/her class and must maintain order throughout the drill.
8. The teacher must wait for the signal indicating return to the building and return in the same silent and orderly manner.

In preparation for Fire Evacuations the following policies should be understood by all school employees:

1. Every time the fire alarm is activated, the fire department must be notified.
2. Teachers/administration must assist in evacuating the school according to the pre-approved fire-drill plan.
3. Teachers must familiarize students with the fire evacuation plans for all areas of the building.

4. All occupants must be removed 500 feet (approximately 175 paces) from the building.
5. All roadways, driveways, and paths must be kept free for use by fire-fighting personnel.
6. Ensure that evacuation is complete and that all fire doors are closed.
7. Utility companies must be notified of any break that might become a hazard.
8. Staff and students may return to school only following an all-clear signal from the fire department officials and/or Principal (if a drill).
9. The secretary must complete the fire drill report and keep it on file in the office.

#### Dangerous Weather (Tornado) Drill Procedures

In the event of a tornado or storm with high winds, the Principal and/or his/her designee may announce that **Dangerous Weather Procedures** are in effect. As recommended by the National Weather Service, Dangerous Weather (Tornado) Drills will be held at least three (3) times a year, preferably during periods of thunderstorm activity. The following procedure should be carried out in case of possible thunderstorm and/ or tornado activity in the vicinity:

Once it has been announced that *Dangerous Weather Procedures* are in effect:

1. All students should immediately be told to get away from any windows or doorways.
  2. All students should be guided to the interior of the building and into the designated safe areas.
  3. All window shades should be lowered and drawn.
  4. All lights should be turned off.
  5. When exiting any classroom, doors should be closed.
  6. All personnel in the stair towers shall lie down or be seated with their heads covered
  7. All personnel in designated classrooms shall get under desks or lay down covering their heads and faces and near interior wall intersections.
  8. Silence should be maintained throughout the procedure.
9. Once the coded all-clear announcement is given, doors can be opened and teachers/students may return to class.

#### Inside/Outside Lockdown

In the event of an emergency that involves strangers/possible intruders into the school or for any event that is deemed a dangerous or threatening situation, the Principal and/or his designee may announce that Inside/Outside Lockdown Procedures are in effect.

##### *Inside Lockdown*

If a suspicious person and/or dangerous situation have been identified inside the school, an *Inside Lockdown* shall be announced via codeword/phrase. Once the Inside Lockdown **codeword/phrase** (*changed monthly and given to staff*) is announced, teachers should ensure that:

1. All students should be in the classroom (or immediately brought into the classroom).
2. If the situation allows, teachers should check the hallway for additional students or strangers (possible intruder) before closing the door. If students are still in the hall, teachers should inform them to enter the closest monitored classroom. If a stranger is sighted, the door should be immediately closed and locked.
3. The door should be closed and locked.
4. Desks, chairs, or cabinets may be used to further barricade the door.
5. All lights should be turned off.
6. All window shades should be lowered and drawn.
7. All personnel in the classroom shall try to get under desks or lay down covering their heads and faces
8. **Silence** should be maintained throughout the procedure.
9. Once the coded all-clear announcement is given, doors can be opened and teachers/students may return to their correct class, if applicable.

##### *Outside Lockdown*

If a suspicious person and/or dangerous situation have been identified outside the school, an *Outside*

Lockdown shall be announced via codeword/phrase. Once the Outside Lockdown **codeword/phrase** (*changed monthly and given to staff*) is announced, teachers should ensure that:

1. All students in classrooms, halls, or rooms that have windows or can be seen through a window should be taken outside of their classroom area.
2. All window blinds should be closed.
3. All doors in the classrooms should be closed.
4. All lights should be turned off.
5. All students should be led into the center pod, cafeteria, or areas that are away from all windows and entrances to the school.
6. Silence should be maintained throughout the procedure
7. Once the coded all-clear announcement is given, doors can be opened and teachers/students may return to class.

Joint Safety Responsibility—Identifying unfamiliar adults and/or students

Please note that is the joint responsibility of all staff (and students) to be alert and report any suspicious/non-authorized persons in the building and/or suspicious/dangerous activity; therefore, staff members have the right to question unfamiliar adults and/or students in the building. If this occurs, staff members should:

1. Look for their **Guest Pass** or **TMAT Student I.D.**
2. Politely question them as to why they are in the school
3. Try to determine if the person is by themselves or with others
4. Note their general appearance including:
  - Height & Weight (*overall description*)
  - Facial hair
  - Facial structure
  - Scars/ Tattoos
  - Clothing & shoes (*color, style*)
  - Physical handicap
5. Note if they are carrying a backpack, purse, briefcase, bag, etc.
6. If they depart area, determine if they left anything behind, if so:
  - Determine by observation if it appears dangerous and/or unusual
  - Do not touch the item; do not allow others in the area of the object
  - Notify the Principal and/or his/her designee
  - Call 911 and report what you have observed
7. If the person flees on foot, observe (write down):
  - What direction they were headed in
  - If they were running, walking, etc.
8. If in a car, observe (write down):
  - a description of car
  - the License plate number
  - What direction the vehicle was headed in

Bomb-Threat Procedure:

In the event of a bomb threat, the Principal and/or his/her designee shall announce that Bomb Threat Procedures are in effect. Once the Bomb Threat Procedure **codeword/phrase** (*changed monthly and given to staff*) is announced, the following procedures should be followed:

1. Teachers and/or staff must line up students and prepare to evacuate the building quickly and quietly.
2. All windows and doors *must* remain open.
3. Teachers **must not** turn off lights, computers, TVs, and/or any music device as an electrical spark

- can set off a bomb.
4. Teachers must take their *Student Attendance Record* with students' family contact information and phone numbers.
  5. Teachers must evacuate students to the Port Authority Parking lot or building (depending on weather) to Street via the walkway under the Martin Luther King Jr. Memorial Bridge.
  6. Students and staff may only return to the building once administration has received an all-clear signal from responding law enforcement authorities.
  7. If it takes more than two hours for authorities to inspect and clear the building, the administration will make provisions for students to be picked up and/or taken home.

#### *Alternative Pickup Point*

In the event that students cannot return to re-enter the school building, they will be picked up from the alternative pickup point. Teachers must remain with students until all parents have been contacted and all children are picked up.

1. Teachers must always have their *Student Attendance Record* and *Residential Family Roster* with family contact information and home phone numbers for each student.
2. Teachers must line up students in rows in the Fifth Third Plaza at the rear of the Fifth Third Building on Summit Street.
3. Teachers must remain with students until all parents/guardians have been contacted and all students are picked up.
4. Medical emergencies will be transported to St. Vincent's Hospital.

#### *Emergency Evacuation Guide for Persons with Disabilities*

Staff will wheel, carry, or guide students with disabilities. Staff must follow the procedures for the above-mentioned Safety Plans in addition to the following:

##### *Visually Impaired*

1. Tell the person where they are.
2. Tell the person the nature of the emergency.
3. Make sure their assigned guide is accompanying them, if possible.
4. Describe where they are.
5. Advise of obstacles.
6. Advise of conditions.
7. When you reach safety, orient the person to their surroundings.
8. Offer further assistance.
9. Stay with the person.

##### *Hearing Impaired*

1. Hearing impaired persons may not perceive emergency alarms.
2. Switch lights on and off to gain attention or gesture what is happening or what to do.
3. With simple direct gestures or sign language, point them to safety.
4. If you know sign language, communicate with the person. You may also write directions on paper.

*For students with disabilities who need assistance, teachers must create an emergency KIT. This KIT should include the following items:*

1. List of people with mobility, vision, or recovery problems
2. Name cards posted by the door way
3. Current significant medical information
4. Agreements to include medical treatment if necessary
5. Medications as required
6. Picture cue cards for neurologically involved or significantly delayed students
7. American Sign-Language cards

#### *Individualized Evacuation Plan*



Teachers must devise Individualized Emergency Evacuation Plan for each individual student with disabilities. The plan should:

1. Identify where the student will be at any time and how the student is to be evacuated from each location.
2. A copy of the plan should be kept in each classroom the student attends as well as the appropriate administrative offices.
3. Details of the plan need to show emergency response, assisting personnel, routes of evacuation and methods of evacuation.
4. The individualized plan needs to be followed during drills and modified if necessary.

Parents/guardians should be encouraged to discuss the evacuation plan with their student's doctor since he/she may be aware of problems that may complicate evacuation. It may be necessary to administer medicine, respond to a medical emergency, respond to an emotional emergency, or move the student to a second safer location. Staff should be aware of these possibilities.

## STAFF REDUCTION IN FORCE

The Board reserves the right to eliminate positions and reduce staff as deemed necessary. The Principal or his/her designee shall make recommendations for staff reduction and report them to the Board.

## STAFF RESIGNATION

If a teacher resigns or does not return or report to work, or, leaves during the contract period, the employee shall pay a penalty of **\$3,500.00** immediately. The employee agrees that this sum is not a penalty and is enforceable upon such breach, as due consideration for holding their position and as damages for the immeasurable breach of trust and responsibility, disruption to students, unknown substitute and recruiting costs of School, the often lack of ability to find high quality licensed individuals outside of the normal hiring cycle and after the spring of each year, and to mitigate a breach of the responsibilities of the resignation.

## TECHNOLOGY AND INTERNET ACCEPTABLE USE

The use of technology and computer resources at the school is a revocable privilege. Failure to abide by this policy may render you ineligible to use the school's computer facilities and may bring additional disciplinary action.

The Maritime Academy of Toledo has an extensive amount of technology in place. Every teacher has an email account and internet access. Software is networked and available for teacher and student use. Please make the office aware of any glitches in your technology in your classroom by sending a note in writing to the office.

Students are expected to use the technology available at the school in a manner appropriate to the school's academic and moral goals. Technology includes, but is not limited to, cellular telephones, beepers, pagers, radios, CD/MP3/DVD players, video recorders, video games, personal data devices, computers, other hardware, electronic devices, software, Internet, e-mail and all other similar networks and devices. Students are expected to be responsible and use Technology to which they have accessed appropriately. Obscene, pornographic, threatening, or other inappropriate use of Technology, including, but not limited to, e-mail, instant messaging, web pages, and the use of hardware and/or software which disrupts or interferes with the safety and welfare of the school community, is prohibited, even if such uses take place after or off school property (i.e., home, business, private property, etc.). **Failure to adhere to this policy and the guidelines below will result in disciplinary action.**

Unacceptable uses of Technology/Internet include but are not limited to:

1. Violating the conditions of federal and Ohio law dealing with students and employees' rights to privacy. Trespassing in others' folders, work, or files; copying other people's work or attempting to intrude onto other people's files; using other users' e-mail addresses and passwords.
2. Using profanity, obscenities, or other language that may be offensive to another user; sending messages with derogatory or inflammatory remarks about an individual's race, sex, age, disability, religion, national origin, or physical attributes via the Internet or Technology; bullying, insulting, intimidating, or attacking others; transmitting any material in violation of federal or state law.
3. Accessing profanity, obscenity, abusive, pornographic, and/ or impolite language or materials, accessing materials in violation of the Student Code of Conduct. A good rule to follow is to never view, send, or access materials that you would not want your instructors and parents to see. Should a student encounter any inappropriate materials by accident, he/she should report it to his/her instructor immediately.
4. Violating copyright laws by illegally downloading or installing music, any commercial software, shareware, or freeware. You are required to strictly comply with all licensing agreements relating to any software. All copyright laws must be respected.
5. Plagiarizing works through the Internet or other Technology. Plagiarism is taking ideas of others and presenting them as if they were original to the user.
6. Damaging Technology devices, computers, computer systems, or computer networks (for example, by the creation, introduction or spreading of computer viruses, physically abusing hardware, altering source codes or software settings, etc.).
7. Using the Technology or the Internet for commercial purposes or activities, which is defined as offering or providing goods or services or purchasing goods or services for personal use, and includes, but is not limited to, the following:
  - a. any activity that requires an exchange of money and/or credit card numbers;
  - b. any activity that requires entry into an area of service for which the school will be charged a fee;
  - c. any purchase or sale of any kind; and
  - d. any use for product advertisement or political lobbying.
8. Neither the Internet nor any other Technology may be used for any purpose which is illegal or against the school's policies or contrary to the school's mission or best interests.

All users are expected to be responsible, courteous and thoughtful when using Technology and the Internet. Common sense should prevail. The use of the school computer network system should be in support of education and research, consistent with the educational mission or objectives of the school and in accordance with federal law, Ohio law, and the Student Code of Conduct.

Students have no expectation of privacy with respect to the use of Technology, the Internet, intranet or e-mail. Maintenance and monitoring of the school network system may lead to the discovery that a student has or is violating school policy or the law. Violations of school policy, the Student Code of Conduct or the law may result in severe penalties, up to and including expulsion.

The school makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the school technology system will be error-free or without defect. The school will not be responsible for any damage users may suffer, including but not limited to, loss of data, interruptions of service, or computer viruses. The school is not responsible for the accuracy or quality of the information obtained through or stored on the school system. The school will not be responsible for financial obligations arising through the authorized use of the system.

In accordance with the Children's Internet Protection Act ("CIPA"), the school has placed a filter on its Internet access as one step to help protect its users from intentionally or unintentionally viewing inappropriate material. The school blocks the categories that are determined to be potentially inappropriate. However, families must be aware that some material accessible via the Internet contains illegal, defamatory, inaccurate, or potentially offensive language and/or images. While the goal of the School is to use Internet resources to

achieve educational goals, there is always a risk of students accessing other materials. Parents should be aware of these risks.

#### Email Accounts

Students are not permitted to have a student email account on The Maritime Academy of Toledo's email system, unless specifically assigned as part of a course curriculum. Should an email account be assigned, students must have a computer Usage Agreement on file, and must strictly follow the agreement guidelines. Students who violate any computer agreement guideline will lose all computer privileges and disciplinary action may be taken.

#### Communications

Students and employees are responsible for the content of all information that they transmit over the School's equipment. All electronic communications must correctly identify the student or employee responsible for the communication. Any information sent to an individual outside of the school via the school's equipment is a statement that reflects upon the school. All communications sent by students and employees via the school's equipment must comply with this and other school policies.

#### Software and Copyright Issues

To prevent computer viruses from being transmitted through the school's equipment, there will be no downloading or copying of any software onto the school's equipment without prior approval of the school. No files of any kind will be downloaded from the Internet without prior approval of the school. License agreements relating to any software, whether individually owned or owned by the school, will be strictly complied with. Any student or employee desiring to reproduce or store information of any sort downloaded from the Internet should contact the Principal or his/her designee to determine whether the intended use is permissible. Copyright laws are very complex and can apply even to information that appears to be freely available for any use. No copyrighted material will be copied illegally on the school's equipment or transmitted through the school's Equipment.

The Board encourages teachers and staff assigned to the school to make judicious use of appropriate printed materials, sound recordings, and electronic programs in the curriculum but recognizes that Federal law, applicable to public school districts, protects authors and composers from the unauthorized use of their copyrighted work.

The copyright law of the United States (Title 17, USC) governs the making of photocopies or other reproductions of copyrighted materials. According to the copyright law, it is illegal to copy or reproduce on disk or paper, by use of school equipment or any other means, materials for which the person reproducing or the school does not own the copyright, unless the written permission of the copyright owner has been obtained, or unless the activity is within some of the limited exceptions to the copyright laws. Copyright infringement carries with it serious civil and criminal penalties under law. Title 17, Section 107, regarding the Fair Use of copyrighted work, reads in pertinent part:

. . . [T]he fair use of a copyrighted work, including such use by reproduction in copies or photo-records or by any other means specified by that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use the factors to be considered shall include the following:

1. the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. the nature of the copyrighted work;
3. the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. the effect of the use upon the potential market for or value of the copyrighted work.

#### Security

No student or employee may use a pass code or voicemail access code that has not been issued to that employee by the school. The school has the technical means, and the legal right, to monitor all office electronic mail and Internet communications sent to or from the school's equipment. The school will exercise this right as deemed necessary by the school. There are several legitimate business reasons for the school monitoring the use of its equipment including: (1) ensuring that the sole use of the equipment is to further its business purposes; (2) preventing inappropriate and unprofessional comments, or even illegal activity, via its equipment; (3) preventing and controlling the spread of viruses in its equipment; (4) the need for supervision, control, and the efficient operation of the workplace; and (5) controlling costs.

In some respects, communication via the Internet is not completely private. For instance, certain information with regard to sender's name, receiver's name, and subject matter is tracked and recorded automatically at various stages of the transmission process. In addition to these automatic tracking features of Internet communications, the school has the added capability, as well as the right, to monitor and record all information with regard to Internet communications into and out of the school, as well as all internal e-mail communications. Despite certain equipment features that may give the appearance of creating privacy, such as passwords and the ability to delete and purge messages, students and employees have no expectation of privacy with regard to any communications or data transfer utilizing the school's Equipment. **By using the school's equipment, students and employees consent to the monitoring of their activities on the school's equipment and forfeit any expectation of privacy.**

#### Violations

Any student or employee who abuses the privilege of using the school's Equipment will be subject to appropriate disciplinary action. The school also reserves its right to advise appropriate authorities of any illegal use of the school's equipment.

### TELEPHONE AND FAX MACHINE USE

Efficient and courteous service delivered via the telephone is one of the most important means by which students, visitors, and coworkers increase the quality of service at the school. If an employee's position requires answering the telephone, it is required that s/he be courteous.

**Personal cell phone usage including phone, text, and internet, are not permitted during teachers' instructional time or during non-teaching staff work hours. Cell phone and email communications must be during break times only.** Personal use of school telephones and/or fax machines or placing personal long distance telephone calls and/or faxes that result in additional billable cost to the school is prohibited and is grounds for disciplinary action.

### VISITOR POLICY

Parents and other visitors must enter through the main doors. All visitors must ring the doorbell for admittance into the building. If the visitor cannot identify himself/herself as having business with TMAT, the visitor will be denied entrance. If permitted to enter, the doors will automatically open. The visitor is to go directly to the front desk (helm) to sign in and secure a visitor's pass. Solicitors will be turned away without an appointment.

# SCHOOL POLICIES

\*All questions or concerns regarding school policies should be addressed with the principal

## ADMINISTRATIVE APPROVAL

Prior Administrative approval is required for the following:

1. Activities that take place outside of the regularly assigned classroom areas (on and off campus)
2. Grade changes after grades have been posted
3. Equipment, supplies, and/or materials, moved or removed from one's classroom or from the building
4. Professional Days off
5. Personal Leave days
6. Sick time off (upon return to work)
7. School-wide letters or official parent communications including those communicated using the automated phone system. Non-teaching support staff must have at least one TMAT administrator approve all classroom and/or individual correspondence sent home, mailed, or communicated using the automated phone system
8. School-wide Announcements/Flyers
9. Parents/Visitors coming to observe and/or visit a classroom or students
10. Field Trips
11. Fundraisers
12. Reimbursable Purchases
13. Re-entry of Suspended Student
14. In-School Suspensions
15. Students leaving the campus prior to dismissal
16. Changes to TMAT Policies and Procedures

## CUSTODIAL STAFF

Requests for building and/or classroom repairs must first be recorded in the Work Order Binder at the helm. Be sure to make administration aware of any classroom maintenance issues.

## DAILY/WEEKLY SCHEDULE

At the beginning of each school year, teachers will be given a school calendar detailing important dates throughout the year. This calendar will also be posted on *PowerSchool* and available for viewing by staff, parents, and students. Teachers will also be sent updates, reminders, and other pertinent information via electronic mail and/or the *Daily Bulletin* function on *PowerSchool*. Teachers are responsible for checking these resources on a daily basis. The calendar is also updated on the school website.

### Emergency Plans For Use By Substitute Teachers

**Under no circumstances should a substitute be expected to teach a class without a detailed PLAN.** It is the regular teacher's responsibility to provide such plans giving as much detail as necessary. Every teacher must maintain an emergency sub folder.

## EMERGENCY SCHOOL EVACUATION

The school has a written and posted set of procedures which ensure the health and safety of students and

employees in the event an evacuation of the school is necessary.

## EMERGENCY SCHOOL CLOSING/INCLEMENT WEATHER

The school will follow the decisions of the Principal and Superintendent regarding weather-related closings. Information about the school closing will be posted on the school telephone system. The Principal, Superintendent, or their designees may close the school, delay the opening of the school, or dismiss school early when such actions are required for the protection of the health and safety of students and employees. In the event school is closed no school-related activities will be held. Staff may be required to come to work even though school may be closed.

## END-OF-YEAR CHECKOUT

All staff members are expected to work through to the end of their contract. Activities at the end of the year include but are not limited to the following:

1. Clean out cabinets, desks, and classroom furniture/storage areas.
2. Wash and disinfect classroom materials and equipment.
3. Count, record, and store textbooks, materials, and miscellaneous equipment by amount, grade level, and storage location.
4. Label and store student computer equipment and printers in locked storage cabinet inside your classroom. Label all wires cords and related supplies.
5. Prepare supply list for upcoming school year and submit to school office personnel.
6. Prepare materials list using the vendor form and submit to office personnel.
7. Return keys to the designated school administrator.
8. Stack chairs and push all furniture against classroom walls under cabinets.

## EQUIPMENT/MATERIALS/SUPPLIES ASSIGNED TO STUDENTS

If the school purchases books, equipment, materials and supplies for individual student use, all such items must be labeled with a class code and student number such as LA9-5 is assigned to a Language Arts 9 student who is assigned the number 5. Every item assigned or used by this student will be assigned the same number consistently throughout the year.

## FUNDRAISING ACTIVITIES AND PROJECT

All fundraising activities conducted at or on behalf of the school must be approved in advance of the proposed activity by the School Board through application to the Principal and then forwarded for the Superintendent's signature. Copies of the forms and rules/regulations are available from the Treasurer. There is a potential personal liability associated with failure to maintain proper and accurate records, safeguarding, and depositing funds and assuming responsibility for conducting and overseeing a fundraising project. Staff members are advised to carefully follow all rules, regulations, and policies governing fundraising activities. Money collected from fundraisers must be directly deposited by the Business Manager into the school's general checking account. A specific fund will be established by the Treasurer for the proper use of these funds. Staff must submit a Fundraising Request Form and Receive Board Approval one month prior to the scheduled fund raising activity. Without board approval no fundraising activities may be scheduled.

## INJURIES

The main office and each classroom has a first aid kit for treating minor injuries. Minor scratches and cuts may be attended to in the classroom or school office. When a student is more seriously injured, the Principal or his/her designee shall contact the parent or guardian. If medical treatment is necessary, appropriate steps

shall be taken. The student's health form should be removed from the file and be available for examination. Teachers shall not, **under any circumstance**, administer medication to students. In the event 911 is called, responding medical personnel have the authority to determine if transport to a hospital is needed. The school will then immediately notify the parent or guardian regarding the accident and the action taken.

## LOCKERS

Students may use their lockers three times each day—upon arrival, during lunch, and at the end of the day just prior to dismissal from school. Students must have written authorization by a teacher or administrator to go to their locker at any other time during the day. Students are to keep their lockers clean and free from items other than schoolbooks and articles used in connection with the school program. Lockers must be cleaned out at the end of each quarter. Lockers must be cleaned out, wiped out, and all papers must be thrown away and or taken home.

## LOST AND FOUND

Lost and Found items must be brought to the office. Items not claimed by the end of the year will be given to the Goodwill or put into the *School Uniform Store*, if the article is a TMAT uniform item.

## MEDICAL EXAMINATIONS

Employees may be required to undergo medical examinations from time to time during their employment if, in the judgment of the school, such examinations are shown to be job-related and consistent with business necessity. A school-designated health care provider may perform examinations or the employee may be required to provide results of a medical examination from the employee's health care provider. The school will maintain employee medical records in a file separate from other personnel records, and access to such medical information will be restricted as allowed or required by law.

## OUTSIDE ACTIVITIES

During school hours employees are prohibited from engaging in personal activities and associations that may be in conflict with the interests of The Maritime Academy of Toledo. Examples of such activities include, but are not limited to, private enterprises, campaigning for a candidate for political or elected office, and soliciting fees for private tutoring of students. Staff members who have any question regarding a potential conflict of interest should confer with the Principal or his/her designee.

## REPORTING ACCIDENTS-

All accidents on school property, on school transportation and at school-sponsored events must be reported to the Principal **immediately**. The Accident Report Form must be completed as soon as possible following the accident and turned in to the Principal. These reports will be compiled, summarized, and submitted to the Board quarterly.

## MANDATED TRAININGS

There are several trainings that Maritime Academy employees must complete by state mandate:

What?	Who?	How?	When?
Bloodborne Pathogens	All Staff	Public School Works	Annual
Diabetes Care Training	All Staff	Public School Works	Annual

Heimlich Maneuver	All Staff	AHA Representative	Annual
Career Pathways Training	All Academic Staff	Principal	Annual
Safety Drills Training	All Staff	Principal	Annual
Crisis Management and De-Escalation	Designated Staff	CPI	As Specified
Paraprofessional training	Aides	Principal	As Specified
Assessment Training (State Tests)	Appropriate Staff	Test Coordinator	Annual
Student Confidentiality (FERPA)	All Staff	Principal	Annual
Concussions and Youth Injuries	Coaches	ODE	Every Three Years
Restraint and Seclusion	N/A	N/A	N/A (We do not restrain or seclude students)
CPR and AED	All Staff	AHA Representative	American Heart Association Regulations
Child Abuse, Bullying, dating violence prevention, and School Safety	All Staff	Public School Works	Every Five Years
Youth Suicide awareness and Prevention	All Staff	Public School Works	Every Two Years
Maritime Academy Board Policy on Bullying, Harassment and Intimidation training	All Staff	Superintendent	Annual
Other Trainings (Any training assigned on Public School Works should be completed)	All Staff	Public School Works	As Assigned

## STAFF COMPENSATION

Salaries: The school strives to establish pay levels that are competitive with those of similar schools in our area. The school's goal is to attract excellent staff—one of our school's most valued assets. Adjustments may be made by the Board, taking into consideration past performance, experience, market availability, job responsibilities, etc.

Scheduling: The hours worked will be established and changed as necessary to meet the needs of the school and its students. A general description of school and work hours will be announced at the beginning of the school year. This schedule may change from time to time as necessary.

Recording Work Time: All hourly employees are responsible for keeping accurate time records in accordance with school procedure. Instructions will be given by the Principal or his/her designee as to how to complete your time slip. You are not to complete any other employees' time slip nor permit/direct someone else to complete yours.

Overtime Pay: As defined by law, nonexempt employees receive overtime pay for hours worked beyond 40 in a workweek. Overtime is defined as any hours in excess of 40 hours accumulated during the normal work week, which is Sunday through Saturday. Overtime hours are paid at time and one half. A substantial amount of overtime is available to employees with good attendance and work performance.



Under federal law, exempt employees, generally speaking, salaried executive, professional, and administrative employees, as defined by law, and outside sales persons, as defined by law are exempt from the law requiring payment for overtime work. Exempt employees are responsible for working as many hours as necessary to get the job done and are not offered to overtime pay. At hire you will be notified of your exempt or non-exempt status.

**Salary Deduction Policy:** It is our policy to comply with the “salary basis” requirements of the Fair Labor Standards Act. Therefore, we prohibit the school from making any improper deductions from the pay of exempt employees. We want employees to be aware of this policy and that the school does not allow deductions that violate the FLSA.

Deductions from pay are permissible:

- when an exempt employee is absent from work for one or more full days for personal reasons other than sickness or disability.
- for absences of one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness.
- to offset amounts employees receive as jury or witness fees, or for military pay.
- for unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions. Also, the school is not required to pay the full salary in the initial or terminal week of employment.
- for penalties imposed in good faith for infractions of safety rules of major significance, or for weeks in which an exempt employee takes unpaid leave under the Family and Medical Leave Act. In these circumstances, either partial day or full-day deductions may be made.

If you believe that an improper deduction has been made from your salary, you should immediately report this information to the Principal. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

## STUDENT ABUSE AND NEGLECT

Any employee who knows or suspects child abuse or neglect should report situations to Children Services Bureau (CSB) and shall immediately report the suspicions to the Principal or his/her designee. The Principal or his/her designee shall then investigate and, if necessary, contact the appropriate authorities. The identity of the staff member shall be kept confidential. The identity of the student and any information pertaining to the situation shall be kept confidential.

## USE OF EMPLOYEE’S PERSONAL VEHICLE FOR SCHOOL BUSINESS

An employee may be reimbursed for mileage at the official state rate when a personal vehicle is used for school business whether local or outside the area. To be eligible for reimbursement, a travel request must be submitted in advance. The state mileage reimbursement rate takes into account gasoline costs, wear and tear on the vehicle, maintenance, and insurance.

## USE OF ELECTRONIC EQUIPMENT

To ensure that the school’s electronic equipment is used only for lawful and appropriate purposes and to further its business interests, the school has adopted the following policy, which applies to all employees. Each employee and student having access to the electronic equipment of the school is required to abide by

this Policy. The school will strictly enforce this Policy.

Acceptable Uses of the School's Equipment

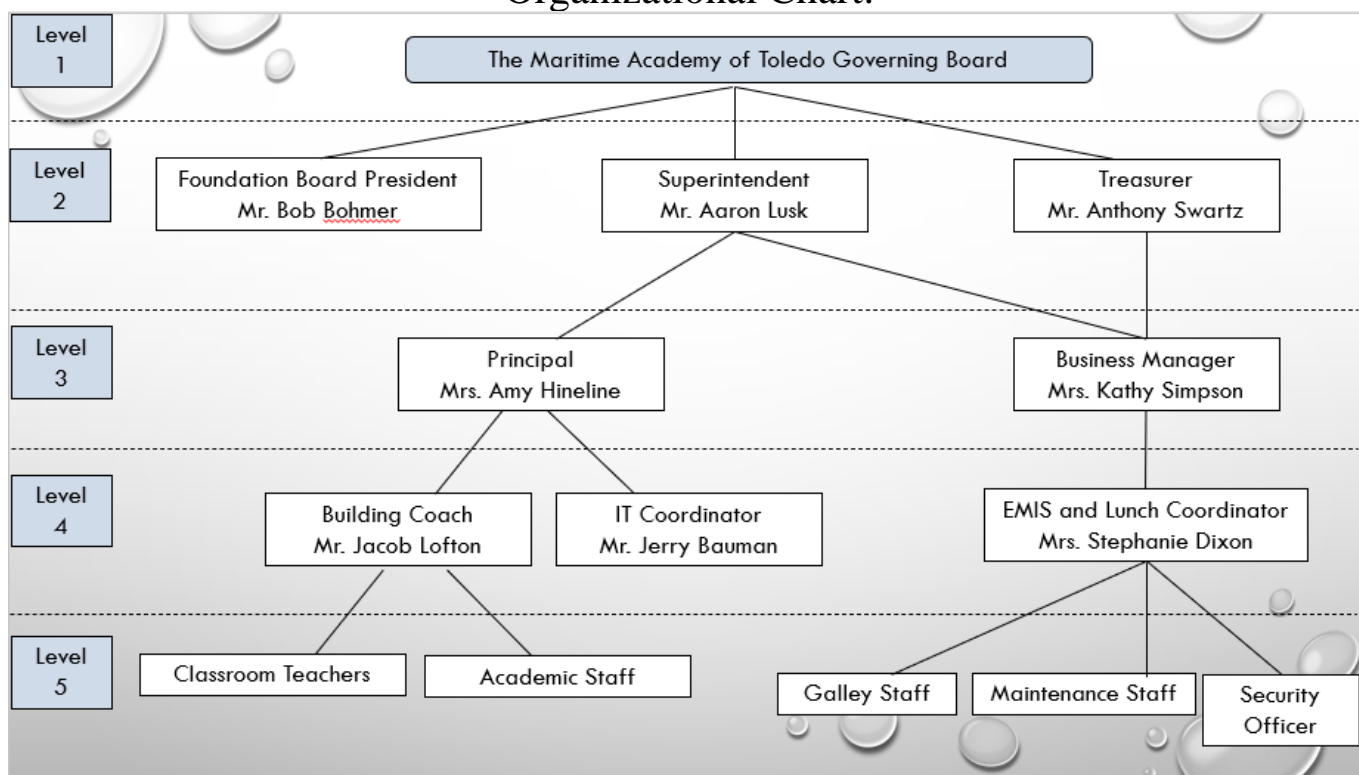
Software and business equipment, including telephones, facsimile machines, computers, the school's electronic mail system, the school's Internet access, and copy machines (collectively, the "Equipment") are intended to be used for business purposes only. The equipment is the exclusive property of the school, and its sole purpose is to facilitate the business of the school. Each student and employee has the responsibility to maintain and enhance the public image of the school and to use the equipment in a productive and appropriate manner.

Unacceptable Uses of the School's Equipment

The school's equipment may not be used for transmitting, receiving, or storage of any communications of a defamatory, discriminatory, or harassing nature, or materials that are sexually explicit, pornographic, or obscene. Harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about an individual's race, sex, age, disability, religion, national origin, or physical attributes shall be transmitted through the school's equipment. The school will not tolerate actions that may create a hostile environment. Equipment may not be used for any purpose which is illegal or against the school's policies or contrary to the school's best interest. Sensitive or confidential information respecting the school or its students or vendors should not be transmitted via the Internet or over facsimile machines without the consent of the school. Solicitation of non-school business, or any use of the school's equipment for personal gain, is prohibited.

# PROFESSIONALISM

Organizational Chart:



## ETHICAL BEHAVIOR

The Maritime Academy of Toledo requires exemplary moral and ethical standards of conduct by its employees. The Board also requires that all employees maintain high standards in interpersonal relationships with other employees, parents, visitors, and with students.

A public school teacher may not: (1) authorize or use his/her position as a teacher to secure authorization of a contract of the Board in which he/she or their family members or business associates have an interest; (2) profit from a school contract he/she authorizes unless it was awarded to the lowest and best bidder after a competitive bid; or (3) have an interest in the profits or benefits of a school contract other than his/her own employment contract.

## MEETINGS

All academic staff are expected to attend mandatory meetings every Monday from 315-415.

1-3<sup>rd</sup> Monday of month: Staff meeting/ Teacher Based Teams

4<sup>th</sup> Monday of month: Professional Development and LPDC meetings

Bi-weekly: 7:15am Maritime Teacher Support Group (Head Teachers will lead)

Bi-weekly: Critical feedback meetings during planning time. (The Building Coach will lead)

Contracted teacher work days are from 7:30 to 3:30 unless otherwise dictated by the Principal.

## PERSONAL APPEARANCE

Employees are expected to use good judgment at all times regarding their personal appearance. Good personal hygiene habits and appropriate dress must be maintained and modeled for the students. Employees are expected to dress modestly and appropriately. Clothing is to be neat, clean, and professional in selection (*see below*). Tight, low cut, revealing, and/or see-through clothing is not acceptable. Sweat pants/shirts, t-shirts, sleeveless tops, tank tops, leggings worn as pants, jeans, short skirts, shorts, skirts, excessively high heels, tennis shoes, and flip flops are not allowed. **Employees who are inappropriately dressed will be immediately sent home to change and their pay will be docked accordingly.** Frequent violations of accepted TMAT standards of cleanliness and/or professional dress may be cause for disciplinary action up to and including immediate termination.

**Examples of appropriate employee dress:**

- **Women**—dress slacks, Dockers (khakis), corduroys, skirts/dresses, collared shirts, blouses, suits, sweaters, vests, suit jackets, and appropriate shoes.
- **Men**—ties are recommended, dress slacks, Dockers (khakis), corduroys, collared shirts, suits, sweaters, vests, suit jackets, and appropriate shoes.

Teachers may “dress down” with Principal approval for in-house teacher meetings (*provided there is no guest lecturer/trainer on campus*), school picnics, and casual field trip days such as the zoo. Even when “dressing down,” however, teachers should always maintain a level of professionalism in their clothing selection. Frayed clothing is not acceptable. Off campus teacher meetings and field trips to locations such as the Challenger Center, the Art Museum, and/or local colleges/universities are considered professional dress days.

## PROFESSIONALISM

### Professional Conduct

Teachers are expected to maintain a high degree of professionalism when interacting with students, parents, fellow staff, administrators, and visitors to the school. **Improper use of English, profanity, verbal abuse or slander of another staff member/student, yelling/screaming at students, degrading speech, racist/sexist comments, and/or violation of student/family privacy rights has no place** and as such, will be dealt with immediately and harshly. TMAT strives to be a school of excellence where we pride ourselves in being good role models for our students and their families. Violations of the above stated standard of professional behavior (*also see Staff Code of Conduct*) may be cause for disciplinary action up to and including immediate termination.

### Social Communication

No staff member should have contact with a student through social media or text messaging on a personal account unless the student has turned 18 or has graduated.

Statuses on social media cannot reference any student or staff member or any event at the Maritime Academy of Toledo. Consequences could result up to and including termination for statuses that violate Maritime policy.

Teachers and staff members at the Maritime Academy of Toledo should never text or message students from personal devices or personal email addresses.

Teachers and staff at Maritime Academy must realize that Social Media pages are considered public and freedom of speech is a consideration for prosecution not, in regards to, professional behavior in a work place. Teachers and staff can face discipline for writing, sharing, or otherwise placing inappropriate posts on social media.

### Interpersonal Relations

Interpersonal relations are a critical component of the success of any organization. For this reason, staff members are evaluated annually on the following:

1. Being sensitive to the needs of students
2. Treating all students fairly and objectively
3. Using technology to enhance instruction
4. Promoting active learning wherever possible
5. Developing a rigorous and challenging curriculum for all students
6. Maintaining required files, reports, and assessments without being asked to do so
7. Being available to students who have concerns or issues they want to discuss
8. Working cooperatively and respectfully with other staff and school administration
9. Working to promote harmony among the school staff
10. Avoiding gossip
11. Upholding Employee Handbook, Student Handbook, and Board Policies and Procedures
12. Maintaining a positive disposition with peers and administration
13. Maintaining on-going communication with parents/guardians of students
14. Listening compassionately to parents' concerns
15. Being open to new ideas
16. Following administrative directives
17. Maintaining confidentiality
18. Keeping current in the field
19. Maintaining professional membership(s)

## STAFF-STUDENT RELATIONSHIP

Professional and support staff members, because of their proximity to students, are frequently confronted with situations which, if handled incorrectly, could result in liability to the school and personal liability to the professional staff member. Compliance with the following guidelines will minimize that possibility.

1. Each staff member shall maintain a standard of care for supervision, control, and protection of students commensurate with assigned duties and responsibilities.
2. A staff member should not voluntarily assume responsibility for duties s/he cannot reasonably perform. Such assumption carries the same responsibilities as assigned duties.
3. A staff member shall provide proper instruction in the safety matters presented in assigned curriculum guides. Each staff member shall immediately report to the Principal or his/her designee any accident or safety hazard s/he detects.
4. A staff member shall not associate with students at any time in a manner which gives the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity that could be considered abusive, sexually suggestive, or involve illegal substances such as tobacco, alcohol, or drugs. This provision should not be construed as precluding a professional or staff member from associating with students in private for legitimate or proper reasons.
5. If a student comes to a staff member to seek advice or to ask questions regarding a personal problem related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, the staff member may help the student make contact with certified or licensed individuals in the community or the facility who specialize in the assessment, diagnosis, and treatment of the student's problem. **Under no circumstances should a staff member attempt, unless properly licensed and authorized to do so, to counsel, assess, diagnose, or treat the student's problem or behavior.**
6. A staff member shall not transport students in a private vehicle without the approval of the Principal or his/her designee.
7. A student shall not be required to perform work or services that may be detrimental to his/her health.
8. Possession of weapons or any device designed to inflict bodily harm by any school employee, student, or visitor while on school grounds, on a school vehicle, or at a school sponsored event is prohibited and shall result in suspension or dismissal of the student and/or the employee.

Pursuant to the Ohio laws, each staff member shall report immediately to the Principal or his/her designee any sign of suspected child abuse or neglect. The Principal or his/her designee shall follow required procedures for reporting suspected child abuse or neglect to proper legal authorities.

## STAFF TRAINING AND DEVELOPMENT

On a regular basis the Principal or his/her designee will review the staffing, training, and organizational needs of The Maritime Academy of Toledo for the purpose of recommending changes, if needed, to the Board.

### Staff Development

The teaching staff of The Maritime Academy of Toledo is encouraged to continue their professional growth through a variety of activities. Teachers and Teacher Aides will attend in-service training, which is conducted throughout the school year. Absence requests must be submitted to the Principal or his/her designee for prior approval.

### Performance Evaluation of Staff

Every certified staff member will receive evaluations as per the Ohio Department of Education approved OTES or OPES evaluation system, which will incorporate all ongoing assessments (observations) made frequently throughout the year. Such assessments will include, but not limited to, the student performance outcomes.

The performance evaluation process is designed to provide the information employees need in order to maintain or improve their performance. The results of the performance evaluation may be used to assess continued employment and the level of compensation for the following year. All evaluation documents shall be dated and signed by the evaluator and the person being evaluated.

### Performance Coaching

Following an employee evaluation, if the Principal or his/her designee determines that the employee's performance does not meet the standards of The Maritime Academy of Toledo, the Principal or his/her designee may engage the employee in the Performance Coaching Process. This process shall not interfere with the school's right to terminate an employee.

1. The Principal or his/her designee will meet with the employee to discuss the performance concern(s) and to identify ways to improve the employee's performance. This discussion must be documented and include specific measurable performance objectives that the staff member must meet within a specified time. The date and time of the next meeting will be established before the meeting is concluded.
2. If the employee does not meet the objectives by the time of the second meeting or if improvement is not sustained, then at the discretion of the Principal or his/her designee, a second plan similar to the first may be devised or the Principal or his/her designee may elect to proceed to step 3 (below). This meeting also must be documented.
3. If the employee's performance still does not improve or is not sustained at a level satisfactory to the Principal or his/her designee, then appropriate action may be taken, which could include termination.

## USE OF ALCOHOL, CIGARETTES, AND DRUGS

Persons subject to the terms of this policy and the testing procedures are as follows:

1. All employees of the school and its subsidiaries.
2. All employees of temporary employee agencies or employee leasing services assigned to perform work for or on behalf of the school or its subsidiaries.
3. All employees of contractors providing services at school locations or at other locations on behalf of the school.

4. All applicants for employment with the school and its subsidiaries.

The policy of the school prohibits possession of, use of, or being under the influence of alcohol or illegal drugs or other controlled substances during working hours, on school property at school programs, or school activities, in any facility maintained by the school, or in school-supplied vehicles.

Employees of the school and its subsidiaries are its most valuable resource and for that reason, their health and safety is of paramount concern. The school will not tolerate any alcohol or drug use which imperils the health and well-being of its employees or threatens its business. The use of illegal drugs and abuse of other controlled substances, on or off duty, is inconsistent with the law-abiding behavior expected of all our employees. Employees who use illegal drugs or abuse other controlled substances, on or off duty, pose a risk to their own health and safety, as well as that of other employees. Such employees also tend to be less productive, less reliable, and prone to greater absenteeism resulting in the potential for increased cost, delay, and risk in the school's business. Employees have the right to work in a drug-free environment. In addition, alcohol and drug abuse inflicts a toll on the nation's productive resources and the health and well-being of American workers. The school is, therefore, committed to maintaining a safe workplace, free from the influence of alcohol and drugs.

Smoking, drinking alcoholic beverages, using illegal drugs, and/or using legal drugs for an illegal purpose, anywhere on the campus, is prohibited. This includes all building and parking areas. Reporting for duty under the influence of alcohol or drugs, thereby impairing an employee's ability to perform assigned duties, is grounds for disciplinary action up to and including immediate termination.

Persons subject to the terms of this policy and the testing procedures are as follows:

1. All employees of the school and its subsidiaries.
2. All employees of temporary employee agencies or employee leasing services assigned to perform work for or on behalf of the school or its subsidiaries.
3. All employees of contractors providing services at school locations or at other locations on behalf of the school.
4. All applicants for employment with the school and its subsidiaries.

The policy of the school prohibits possession of, use of, or being under the influence of alcohol or illegal drugs or other controlled substances during working hours, on school property at school programs, or school activities, in any facility maintained by the school, or in school-supplied vehicles.

Employees of the school and its subsidiaries are its most valuable resource and for that reason, their health and safety is of paramount concern. The school will not tolerate any alcohol or drug use which imperils the health and well-being of its employees or threatens its business. The use of illegal drugs and abuse of other controlled substances, on or off duty, is inconsistent with the law-abiding behavior expected of all our employees. Employees who use illegal drugs or abuse other controlled substances, on or off duty, pose a risk to their own health and safety, as well as that of other employees. Such employees also tend to be less productive, less reliable, and prone to greater absenteeism resulting in the potential for increased cost, delay, and risk in the school's business. Employees have the right to work in a drug-free environment. In addition, alcohol and drug abuse inflicts a toll on the nation's productive resources and the health and well-being of American workers. The school is, therefore, committed to maintaining a safe workplace, free from the influence of alcohol and drugs.

Employees using over-the-counter medication or medication prescribed by a physician are expected to discuss potential side effects with a physician. An employee using any drug that may alter his or her physical or mental ability must report this treatment to the Principal or his/her designee, who will determine whether the school should temporarily change the employee's job assignment during the period of treatment.

#### Prohibitions



The school's policy prohibits the following:

1. Use, possession, manufacture, distribution, dispensation, or sale of illegal drugs, alcoholic beverages, and tobacco products on school premises or school business, in school-supplied vehicles, or during working hours.
2. Unauthorized use or possession, or any manufacture, distribution, dispensation, or sale of a controlled substance on school premises or any facility maintained by the school, in school-supplied vehicles, or during working hours.
3. Use, manufacture, distribution, dispensation, possession, storage, or any sale of alcohol or illegal drugs or controlled substances on school premises or school business, in school-supplied vehicles, or during working hours.
4. Being under the influence of alcohol or a controlled substance or illegal drugs on school premises or school business or at any facility maintained by the school, in school-supplied vehicles, or during working hours.
5. Use of alcohol off school premises that adversely affects the individual's work performance, his own or others' safety at work, or which the school regards as adversely affecting its reputation in the community or with its customers.
6. Possession, use, manufacture, distribution, dispensation, or sale of illegal drugs off school premises.
7. Switching or adulterating any urine, blood, or other sample submitted for testing.
8. Refusing consent to testing or to submit urine, blood, or other sample for testing when requested by management.
9. Refusing to submit to a search when requested by management in accordance with this policy.
10. Failure to adhere to the requirements of any alcohol or drug treatment or counseling program in which the employee is enrolled.
11. Arrest or conviction under any criminal drug law.
12. Arrest or conviction under any law prohibiting driving under the influence of alcohol or other drugs.
13. Failure to notify the school of any arrest or conviction under any criminal drug law or laws prohibiting driving under the influence of alcohol or other drug, within five (5) days of the arrest or conviction.
14. Refusing to sign a statement agreeing to abide by the school's Alcohol and Drug Abuse Policy.
15. Refusing consent or refusing to submit to pre-employment testing.

#### Random Searches

1. Whenever the school has reason to believe that an employee's work performance or on-the-job behavior may be affected by alcohol or drugs, the school may search the employee, the employee's locker, desk, or other school property under the control of the employee, as well as the employee's personal effects or automobile on school property or any facility maintained by the school.
2. Whenever the school has reason to believe that an employee possesses alcohol or drugs on school premises, the school may search the employee, the employee's locker, desk, or other school property under the control of the employee, as well as the employee's personal effects or automobile on school property or any facility maintained by the school.

#### Consequences for Violation of this Policy

1. Violation of the school's Alcohol and Drug Abuse Policy may result in severe disciplinary action, including discharge, at the school's sole discretion.
2. In addition to any disciplinary action, the school may, in its sole discretion, refer the employee to a treatment and counseling program for alcohol or drug abuse. The Principal shall determine whether an employee it has referred for alcohol or drug treatment and counseling should be temporarily reassigned to another position.
3. The school will promptly terminate any employee who tests positive for alcohol or drugs while undergoing treatment and counseling for alcohol or drug abuse, regardless of whether such treatment and counseling is voluntary or required by the school.
4. The results of, or an employee's refusal to submit to, any chemical/drug/alcohol test described herein may,



in addition to any disciplinary action imposed, disqualify an employee from receiving compensation and benefits under Ohio's workers' compensation laws.

### Testing

1. Whenever the school has reason to believe that an employee's work performance or on-the-job behavior may be affected in any way by alcohol or drugs, the school may require the employee to submit urine, blood, or other sample for testing.
2. The school will afford employees subject to testing the opportunity, prior to testing, to list all prescription and non-prescription drugs they have used in the last thirty (30) days and to explain the circumstances surrounding the use of such drugs.
3. Employees subject to testing must sign an approved form consenting to the testing and consenting to the release of the test results to the school. Refusal to sign the consent form will be considered refusal to be tested and will result in discharge and may result in denial of workers' compensation benefits.
4. The school, prior to taking any action, will give all applicants and employees who test positive the opportunity to explain in writing the test results.

### Types of Testing

All employees are subject to the following types of testing:

1. Post-Accident Testing
  - a. Alcohol and drug testing is required of employees whose performance either contributed to an accident or cannot be completely discounted as a contributing factor to an accident. Because alcohol does not remain in the body for extended periods of time, testing will be done as soon as possible.
  - b. Reportable accidents that require testing include:
    - 1) Death of any person.
    - 2) Bodily harm to any person resulting in one or more of the following:
      - (a) Loss of consciousness
      - (b) Necessity to carry person from the scene
      - (c) Necessity for medical treatment (beyond first-aid)
      - (d) Disability which prevents the discharge of normal duties or pursuit of normal activities beyond the day of the accident
    - 1) Explosion or fire.
    - 2) Serious damage to the property of the school or others.
    - 3) Any event that is serious in the judgment of the school requires testing.
  - c. If any employee who is subject to post-accident testing is conscious, and refuses to be tested, that person will immediately be placed on suspension, pending further disciplinary action.
2. Other Testing
  - a. Alcohol and drug testing of employees will be conducted when there is reason to believe the employee is impaired from the use of alcohol or drugs. A decision to test will be based on specific physical, behavioral, or performance indicators of possible alcohol or drug use. For example, repeated errors on the job, regulatory or school rule violations, or unusual time and attendance patterns, could provide evidence to test an employee based on reasonable cause.
  - b. Any employee who is tested will immediately be placed on suspension pending test results.
  - c. The school may conduct pre-employment testing.

# STAFF PROCEDURES

## Pertaining to Staff

### ANNOUNCEMENTS AND MORNING PROCEDURE

Announcements are made in the following ways:

1. During Morning/ Lunch announcements.
2. Colors will be held once a week for each cohort. (Indoor or Outdoor salute the Flag and Pledge of Allegiance).
3. Throughout the day via email or the school phone PA system with Principal or his/her designee permission.
4. After hours using the automated phone system.

Staff must submit special announcements to the Principal or his/her designee, if possible, at least one day prior to the announcement being made. Staff announcements using the automated phone system must be submitted to the Principal or his/her designee before call out.

### ASSESSMENT/PROGRESS REPORT

Baseline Assessments must be administered by ALL TEACHING STAFF and the resulting summary reports will be distributed to the appropriate personnel by the Data Analysis Coordinator every August, November, January, and April. This data will be submitted to the TMA School Board and sponsor bi-annually. Failure to complete baseline assessment will impact teacher evaluations and will be made a permanent part of the teacher's record. These assessments are components of the contract TMA holds with its sponsor and the State of Ohio. Student Assessments/Grade cards are completed every quarter.

Grades will be submitted into PowerTeacher on a biweekly basis no later than the 15<sup>th</sup> or 30<sup>th</sup> of each month. If a cadet is earning a "D" or "F" then a teacher is responsible for contacting parent/guardian no later than the 15<sup>th</sup> and 30<sup>th</sup> of each month with proper documentation of attempts.

### ENTRY YEAR PROGRAM (RESIDENT EDUCATOR TRANSITION PROGRAM)

As defined by the Ohio Revised Code 3319.223 a licensure system for teachers in Ohio. It is titled the Ohio teacher residency program and includes the following:

1. Not later than January 1, 2011, the superintendent of public instruction and the chancellor of the Ohio board of regents jointly shall establish the Ohio teacher residency program, which shall be a four-year, entry-level program for classroom teachers. The teacher residency program shall include at least the following components:
  - a. Mentoring by teachers who hold a lead professional educator license issued under section 3319.22 of the Revised Code;
  - b. Counseling to ensure that program participants receive needed professional development;
  - c. Measures of appropriate progression through the program.
2. The teacher residency program shall be aligned with the standards for teachers adopted by the state board of education under section 3319.61 of the Revised Code and best practices identified by the superintendent of public instruction.
3. Each person who holds a resident educator license issued under section 3319.22 or 3319.227 of the Revised Code or an alternative resident educator license issued under section 3319.26 of the Revised Code shall participate in the teacher residency program. Successful completion of the program shall be required to qualify any such person for a professional educator license issued under section 3319.22 of the Revised Code.

In January 2009, Gov. Ted Strickland introduced a new licensure system for teachers in Ohio. This system includes a *Resident Educator License* for beginning teachers. Recognizing that beginning teachers need additional support and training, the four-year teacher residency program will provide Ohio's newest educators with coaching, mentoring and guidance that is critical to improving their skills and knowledge and student achievement. Because the new license will not be issued before January 2011, Ohio must develop a plan that will allow teachers who hold a two-year provisional license to advance to a five-year professional license during the interim period of July 1, 2009 to Jan. 1, 2011. To ensure that beginning teachers will have a pathway to transition from a provisional teaching license to a professional teaching license, the Ohio Department of Education and Ohio Board of Regents have developed a Resident Educator Transition Program. The **Resident Educator Transition Program** will:

1. Offer beginning teachers a year long program of mentoring and support that is aligned to Ohio's Standards for the Teaching Profession;
2. Assess the beginning teachers' acquisition of knowledge and skills through the use of formative assessments;
3. Require mentor selection based on ODE criteria and mentor participation in ODE-approved training programs; and
4. Provide tools to document beginning teacher growth through evidence.

To participate in the program as a Resident Educator, individuals must meet the following requirements:

- **Possess the appropriate Ohio educator license.** Individuals holding a Resident Educator or Alternative Resident Educator license participate in the Ohio Resident Educator Program. New Ohio teachers holding a one-year out-of-state educator license in Ohio may also participate. Individuals teaching career-technical courses under an alternative resident educator workforce development license are exempt from participating in the local Resident Educator Program.
- **Meet the employment requirements for eligibility.** To participate, Resident Educators must:
  - Be employed by an ODE-chartered educational entity, ODE or ODJFS licensed preschool, Ohio correctional facility or a private educational agency located in Ohio;
  - Teach at least two classes or work at least 25 percent full-time equivalent in their area of licensure or in the area in which they hold a supplemental teaching license during the school year;
  - Be responsible for planning and delivering standards-based, preK-12 curriculum to students and evaluating their progress during the school year;
  - Will work during the school year for a minimum of 120 days as defined in Ohio Revised Code 3319.09, and;
  - Be assigned an ODE-certified mentor or facilitator by their employer.

Advancement to a five-year professional license will require evidence of:

1. Successful completion of a yearlong program of mentoring and support
2. Growth of skills and knowledge(Ohio's Standards for the Teaching Profession) as measured through formative assessments
3. Signatures of the beginning teacher, mentor, and superintendent on the professional license application form

Further clarification about application requirements for transitioning from a provisional to a five-year professional license will be available soon from the Ohio Department of Education. Affected teachers should contact ODE and/or the Principal and/or his/her designee for more information.

## CLASSROOM MANAGEMENT/ENVIRONMENT

Classroom management is synonymous with a well-run classroom. Well-run classrooms enable teachers to engage in effective teaching practices and ensure students' success in a safe and nurturing learning environment. The following are ways you can ensure successful classroom management:

### Procedures

#### General Rapport with Students

1. Engage students in meaningful instructional activities.
2. Vary methods to enable visual, auditory, and kinesthetic learners to succeed.
3. Ensure that the concepts you teach are "understood" by all students. Implement Developmentally Appropriate Practices (DAP) – using hands-on, interactive, experience and discovery-based, and/or project approach learning.
4. Develop clear routines so students know what is expected of them.
  - a. Begin the class daily with a Warm-Up activity.
  - b. End the class daily with a closure activity/ brief assessment.
  - c. Post classroom rules and expectations in a prominent place.
  - d. Plan for transition times by having materials close at hand.
5. Monitor students between classes by taking up your assigned station in the hallways/stairwells.
6. Make instructions clear to all students. Consider each student's learning style when giving instructions. Some students need repetition or chunking of information.
7. Keep students attentive and interested.
8. Vary activities often.
9. Encourage good work habits.
10. Expect high quality work.
11. Use varied authentic assessment techniques.
12. Give students constant feedback on their work.
13. Focus on the positive!
14. Catch students being good and praise them for it.
15. Always deal with students in a professional manner.
16. Do not yell, avoid sarcasm, and avoid humiliation.
17. Discipline in a calm but firm manner.
18. Address a student's behavior, not the student.
19. Never name call or threaten a student with even the slightest level of physical harm.

#### Maintaining Good Discipline:

1. Prepare and establish classroom rules/standards with students on the very first day of class.
2. Communicate your expectations for appropriate student behavior on a regular basis using clear and concise language.
3. Develop a friendly, but professional attitude with students.
4. Set reasonable expectations.
5. Classroom management is the primary responsibility of the classroom teacher. As such, staff members are evaluated on their performance in the area of guidance and discipline as it relates to good practice and school policy.
6. Never permit a student to negatively impact your classroom teaching or your ability to meet the academic needs of the students in your classroom. Report such students immediately to administration using the appropriate discipline procedure.
7. When students continually violate the code of conduct implement consequences that escalate. Always ensure you are complying with TMAT's Code of Conduct Policies and Procedures for written documentation of student behavior. The following are the suggested steps:

- a. Call the student's parent and require student to tell parent over the phone and in your presence, exactly what he or she did to violate the code of conduct.
  - b. Set up meeting with parent and student.
  - c. Discuss student with administration.
  - d. Refer student to Principal and/or his designee for detention.
  - e. Refer student to Principal and/or his designee for suspension.
  - f. Refer student to Principal and/or his designee for expulsion.
8. Teachers do not have the authority to send a student to the training deck for violation of the code of conduct without first contacting the principal. These things must be addressed in the classroom.

1. Whenever classroom or school rules are broken, teachers must follow the consequence matrix.
2. As a teacher, you should always get the facts straight and hear both sides of a conflict. The best way to secure the facts is to ask all of the students to write (anonymously) what they saw and what they heard. Clarify that they must not write what someone told them – only what they themselves saw and heard.
3. Avoid jumping to conclusions before all of the facts are out in the open.
4. Never punish the whole class for the poor behavior of a few students.
5. Align the consequences with the offense.
6. Treat all students in a fair and consistent manner.
7. Support TMAT's progressive disciplinary system regarding detentions, suspension, and expulsions.

### Determining a Consequence

1. Isolate the behavior.
2. Identify the purpose.
3. Determine appropriate consequence.

#### Ask Yourself:

1. Is the consequence going to change or modify this behavior?
2. Does the cadet lack skills that prevent more school-appropriate behaviors or an understanding of the behavior?
3. Is this cadet taking responsibility for their action or this specific behavior?
4. Is a natural or logical consequence more appropriate for this situation?
5. Am I basing my consequence on my emotions?

### Microsoft forms: Discipline Database

Teachers will document discipline referrals using the online forms provided by the administration.

Teachers will remain professional while reporting the incident, writing only what was observable in the classroom. Do not include opinions, sarcasm, or heresy.

## COTEACHING

Coteaching is for the benefit of the students. Coteachers are copartners and equals in the classroom. Intervention specialists are not aides. Co-teachers should plan lessons, grade papers, and write IEPs together. In addition, coteaching does not include pull out intervention or pull out testing. All students in the room are the responsibility of both teachers.

For example: The names of both teachers should be on the door. Anywhere one teacher's name is listed, both teachers should be listed.

## FIELD TRIPS

The Maritime Academy of Toledo believes that educational field trips enhance the student's learning. Therefore, proposed field trips should be selected based on their educational value. This includes year-end field trips that are designed as a reward for student's school-year effort. The following guidelines must be adhered to for all field trip events:

1. All field trips must be pre-approved by the Principal using the ***Field Trip Request Form***.
2. A copy of the completed Field Trip Request Form will be placed in your box upon approval.
3. Transportation should be arranged through the business manager.
4. Field trips will only be approved based upon availability of transportation.
5. Field trips are limited to three per year per class/teacher or field trip times that are equal to three school days.
6. Teachers must supervise all field trips.
7. If the teacher is absent on the day of the trip, then it must be postponed or cancelled.
8. Only eligible students may attend a field trip.
9. The Principal, upon recommendation of staff, reserves the right to deny a student a field trip experience if it is deemed to be dangerous for the student and/or other students/staff.

There is a small budgeted amount for school field trips. Some of the field trip costs must be covered through student fees. Teachers are responsible for collecting and securing money for field trips using a systematic approach and completing a payment form that aligns each student's name with the form of

payment and date of payment. Forms are located in the teacher lunch room. Once collected, field trip monies should be turned to the designated administrator.

#### Field Trip Procedure:

1. Staff member is responsible for receiving all permission slips from guardians.
2. A correct number of student lunch count must be given to the school cook and names to EMIS director at least 3 weeks in advance. A final count should be given at least 48 hours in advance.
3. Students must be lined up and counted before they leave the school grounds, once on transportation, once every 2 hours at sight, and once before leaving on transportation.
4. A designated meeting area should be created and told to all students so that they may check in periodically.
5. If taking a bus, staff member is responsible for creating assigned seats and making sure transportation stays clean.
6. Any injuries or financial issues must be reported to the school immediately.

## UNIT AND LESSON PLANS

#### Staff with Resident Educator Licensure/ on Improvement Plans:

While planning lessons and units, teachers should implement “Backwards Design.” This includes first creating the unit assessment, then creating the lessons and formative assessments that will teach and check for understanding. Due to the nature of “Backwards Design,” units must be submitted and reviewed by the cohort before a unit is to be taught in class. Every Cohort must have a semesters worth of unit plans, goals, objectives, curriculum maps, and areas of focus submitted for the principal/building coach to review by the fourth week of each semester. Daily lessons will be due each Monday on Planbook.

#### Staff with Professional Licensure:

Whereas daily lesson plans are subject to change, they are not required to be turned in **WITH THE EXCEPTION OF OTES AND ESC EVALUATIONS.** Unit Plans will be utilized for collaboration with the cohorts but not checked by administration only for evaluation purposes.

## PARENT – TEACHER COMMUNICATION

#### Open House

At the beginning of the academic year, The Maritime Academy of Toledo holds a series of Parent Orientation/Open House evenings for parents/guardians. It is mandatory that all staff attend these orientations. This event gives teachers the opportunity to introduce themselves to parents and explain their teaching methods and expectations for the upcoming school year.

Parent-Teacher Conferences are held twice during the school year. Prior to a parent conference, the teacher should:

1. Carefully look through the student’s data binder.
2. Check the student’s file and learn as much as possible about the student’s overall academic and personal development.
3. Talk to other teachers and/or tutors who have worked or currently work with the student.
4. Prepare and review all of the student’s assessment data.
5. Recommend that every student attend the conference.

During the parent conference, the teacher should:

1. Start the conference with a positive comment about the student.
2. Make the parent feel welcome and comfortable.

3. Invite the student to share samples of his/her work with his/her parent.
4. Encourage the parent to ask questions.
5. Discuss one issue at a time.
6. Listen carefully to what the parent/guardian is saying.
7. Keep all conversations focused on the emerging “needs” of the student, not on what the student cannot do or has failed to do.
8. Keep all information confidential.
9. Do not say names of other students during a conference.

Conferences with parents to discuss student behavior and/or failed academic progress should be held in separate “*Intervention Conferences*” during teacher planning time or before/after school, but never during class time. If the conference is apt to develop into a difficult or stressful situation, teachers must arrange to have the Principal and his/her designee present. It is important to communicate with parents on a regular basis throughout the year. Teachers should develop positive relations by contacting parents early in the school year.

Here are other examples of ways to communicate with parents/guardians on a regular basis:

Phone calls

1. Interim Progress Reports (within a quarter – perhaps every 4-5 weeks)
2. Comments written on graded assignments
3. Newsletters, letters, cards, and/or notes sent home (*all correspondence is subject to Principal approval before it is sent out*)

All parent communication must be logged and submitted in OTES binder.

## HOMEROOM

Objectives:

- Establish relationships with students
- Build a sense of community among students
- Help students build relationships with each other and improve social skills
- Prepare for state tests (testing strategies, etc.)
- Provide assistance with homework
- Provide RTI
- Improve student morale

Structure:

Mondays: Colors for grades 8-12

- Assemble in lines by 8:10
- Major weekly announcements
- Announce students of the week
- Teacher shout outs
- Touch on monthly character trait or behavior
- Dismiss by 8:25



Mondays: grades 5-7

- Welcome aboard activity
- Test prep

Tuesdays: Colors grades 5-7

- Same as HS

Tuesdays: Grades 8-12

- Welcome aboard
- Test prep

Weds and Thursdays: Study hall

- Students bring homework
- Study for tests
- Silent reading
- ACT prep grades 11-12

Fridays:

- Team building activity
- Math activity
- College/Career Exploration (Ohio Means Jobs)

Welcome Aboard:

- Each month will have an assigned trait we will focus on
- First week of month- video/discussion on what trait means; what it looks like; why it's important
- Rest of month activity that represents that trait
- Ex. November and December will focus on altruism- homeroom food drive and coats/winter clothing drive
- Shout outs at colors for students who exhibit that month's trait

Study Hall:

- Teachers will share with each other when they have tests or projects; students may study together; peer edit projects etc.
- Teachers will share homework
- Silent reading- get subscription to Blade again; Patty has tons of Science News; students could visit library; select book and keep in homeroom
- No cell phones unless they're using it for research

Test Prep:

- Students will get into groups by grade/ subject; given sample problem; work to discuss and solve; teacher will go group by group and share answer and strategy
- 11/12<sup>th</sup> grade- if they owe Points- sample EOC questions; if they don't owe points- get on practiced ACT

## PLANNING TIME

### Resident Educator/ Improvement Plan Staff:

Daily planning time is built into each teacher's schedule at TMAT. This time should be used for instructional planning and assessment practices; however, at least one planning time per week may be used for parent meetings, ETR/IEP meetings, general staff meetings, professional development, and other pertinent types of meetings. Additionally, teachers are encouraged to use before and after school time for planning. If teachers are awarded supplemental contracts for tutoring and/or other activities, it is expected that they establish their own planning time outside of their work hours.

### All Staff

Planning time should be used to meet the needs of students and not for trips out of the building unless preapproved by principal/ and/or his/her designee.

## PROFESSIONAL DEVELOPMENT

The Maritime Academy of Toledo has made a serious commitment to staff professional development. The school provides professional development activities through staff meetings, half-day, and full-day professional development workshops, seminars, and after school workshops. Professional Development CEUs are given for these meetings.

Additionally, our sponsor, Educational Service Center of Central Ohio, offers many professional development opportunities throughout the year. Look for announcements describing workshops.. Professional Development Activities also include conferences, workshops, or other activities that may be approved for reimbursement. To apply for a reimbursable professional development activity, an employee must use the appropriate form and receive prior approval. Staff must complete a *Professional Development Proposal/Travel Expenses Form* and submit it to the Principal for approval.

## PROFILE OF A MARITIME EDUCATOR

The Maritime Academy of Toledo has developed a teacher mentoring program in order to develop and maintain skilled and professional educators.

# Profile of an Educator at The Maritime Academy of Toledo

Vision Statement: *"It is the vision of the Maritime Academy of Toledo to employ and help support teachers to become experts in their content, be compassionate towards all students, confident within the classroom, and to create a community of professionals and colleagues to best support and educate our student body."*

Ohio Standards for the Teaching Profession	"C" Worthy Qualities	Non-negotiables
<b>Standard 1:</b> Teachers understand student learning and development and respect the diversity of the students they teach.	Content and Compassion	<ul style="list-style-type: none"> <li>- Hands-on activities</li> <li>- Project Based Learning</li> </ul>
<b>Standard 2:</b> Teachers know and understand the content area for which they have instructional responsibility.		<ul style="list-style-type: none"> <li>- Curriculum Maps</li> <li>- Unit Plans</li> </ul>
<b>Standard 3:</b> Teachers understand and use varied assessments to inform instruction, evaluate and ensure student learning.		<ul style="list-style-type: none"> <li>- Diagnostic, Formative, and Summative assessments</li> <li>- Data driven instruction</li> </ul>
<b>Standard 4:</b> Teachers plan and deliver effective instruction that advances the learning of each individual student.		<ul style="list-style-type: none"> <li>- Differentiation</li> <li>- Reading and Writing Integration</li> </ul>
<b>Standard 5:</b> Teachers create learning environments that promote high levels of learning and achievement for all students.	Confident	<ul style="list-style-type: none"> <li>- Classroom Management Plans</li> </ul>
<b>Standard 6:</b> Teachers collaborate and communicate with students, parents, other educators, administrators and the community to support student learning.	Community	<ul style="list-style-type: none"> <li>- Parent communication</li> <li>- Kickboard documentation</li> <li>- Honesty and transparency</li> </ul>
<b>Standard 7:</b> Teachers assume responsibility for professional growth, performance and involvement as an individual and as a member of a learning community.	Colleague	<ul style="list-style-type: none"> <li>- Venting (not gossiping)</li> <li>- Collaborative planning time use</li> <li>- Planning across all content areas</li> <li>- Maritime theme integration</li> </ul>

## SCHEDULING SPEAKERS AND COMMUNITY RESOURCES FOR CLASSES

Teachers who wish to schedule guest speakers must complete the Field Trip/Guest Speaker Form and receive prior approval from the Principal. Teachers are then responsible for making the arrangements for the guest speaker. The Principal/ and/or his/her designee must be notified in writing of any changes in the date/time of the guest presentation.

## SUPERVISION OF STUDENTS

All staff are responsible for the supervision of students before and after school. Each floor of the building will be assigned one day per week. Staff are expected to greet students in the morning from 7:30- 7:45 and watch dismissal from 3:00-3:30 (on days of staff meetings from 3:00-3:15) See table below:

Day of Week	Floor
Monday	First floor
Tuesday	Second floor
Wednesday	Third floor
Thursday	Fourth floor
Friday	Maritime 1

**Students shall not, under any circumstance, be left unattended.** If a teacher leaves the classroom for a short time, either a teacher aide or another staff person must be left in charge. If a teacher needs classroom assistance due to a behavioral and/or emergency situation, a trusted student should be sent to another

classroom or the help for help. **Leaving students in the care of others students, regardless of age, is not acceptable.** Teachers who leave students unattended, in the care of other students, and/or fail to accompany their students to and from all-school activities will be subject to disciplinary action up to termination.

#### Traveling to/from All-School Activities

All teachers are required to take their students to and from all-school activities including Morning Colors. It is then the responsibility of all teachers to monitor their students' behavior to and from these activities.

5-7: Always escorted by staff

8-9: Cohort Discretion

10-12: Student Unescorted

#### Leaving the Class

Students may not be sent to a classroom without the permission of the teacher who is to receive the students. Teachers must use the in-house communications system to ensure these procedures are followed. School employees may not allow students to go to their classrooms from gym or other activities without permission from the classroom teacher. No school employee may permit students to be in a hallway or stairwell without a valid hall pass. Violators should be immediately taken to the Principal and/or his/her designee by following the behavior matrix.

#### Bathroom Procedures

**Students in classes with restrooms are not permitted to use restroom facilities outside of the classroom.** If students are in a classroom without restroom facilities, they should be issued a hall pass with their name, the date, the time the student left the classroom, and a staff signature. Students found without appropriate hall passes will be subject to disciplinary action. If their teacher is found negligent, they too may be subject to disciplinary action.

5-7: Scheduled Classroom Bathroom Breaks

8-9: Cohort Discretion

10-12: Individual Teacher Discretion

## COMPUTER USAGE

### Computer Use Policies/Procedures

Laptop Computer Distribution in the Classroom	
Step 1	<i>The teacher</i> should write his/her name, classroom & the date at the top of the next blank Computer Sign-Out Form.
Step 2	<i>The teacher</i> should remove a student computer from the COW, inspects its condition, and records that condition on the Computer Sign-Out Form, along with the unit's corresponding number.
Step 3	<i>The teacher</i> then places the computer on the student's desk <u>after</u> the student is seated (to avoid a desk with a computer already on it from being bumped to the floor during seating).
Step 4	<i>The teacher</i> records the student's name and the time that the student was issued the computer on the Computer Sign-Out Form.
Note	Always keep computer COWs plugged in to ensure charged devices when they are needed.

Laptop Computer Retrieval in the Classroom	
Step 1	<i>The teacher</i> closes, then picks up each computer from the student desks.

Step 2	<i>The teacher</i> re-inspects each computer for any new damage.
Step 3	If new damage is discovered:
Step 3a	<i>The teacher</i> should record it on the Computer Sign-Out Form for the corresponding computer/student.
Step 3b	A <i>Technology Problem Action Report</i> should be completed & submitted to the IT Director.
Step 4	<i>The teacher</i> returns the computers to their corresponding numbered slots.
Step 5	<i>The teacher</i> plugs each computer back in to charge them for their next use.
Note	Typically, students are held responsible for the damage they cause to computers. However, if undocumented damage is found by another teacher, then responsibility for that damage shifts to the last teacher using that unit.

Movement of Computers	
Step 1	To reduce the likelihood of damage to equipment, only staff members are authorized to move computers from one place to another.
Step 2	Students are NEVER to transport computers (to/from a COW, from room to room, a COW from one room to another, etc.)
Step 3	If computers are moved from one room to another, then the teacher is to take the entire COW to that room. Computers that get separated from their designated COW are more likely to get damaged, lost, or even stolen.

Wi-Fi Network Access	
Step 1	The IT Director is the <u>only person</u> authorized to grant access of devices to the school's Wi-Fi network (teachers cannot grant access for themselves, for guests, or for students)
Step 2	Any device gaining unauthorized access to the Wi-Fi network will be permanently blocked from future access to that network

### **Computer Use Policies/Procedures, continued**

Software/Website Usage	
Step 1	The IT Director is <u>the only</u> authorized installer of software.
Step 2	Staff members may not access personal social media during school hours, with the exception of The Maritime Academy of Toledo's Facebook page.
Step 3	Use of streaming services such as YouTube, Netflix, Hulu, etc. may only be accessed by staff members, and only for the purpose of furthering student education.

General Computer Use Guidelines	
Step 1	Teachers will be held responsible for all damaged, lost or stolen technology equipment that is in their charge.
Step 2	Please complete a Technology Problem Action Report in the event of any technology equipment failure.
Step 3	All requests for new technology devices must be approved, and then purchased by the IT Director.

## **TEACHER NOTICES (ANNOUNCEMENTS)**

Staff communiqués may also be posted in the teacher’s lounge, distributed in memo form or delivered through email.

Teachers may distribute memos to students related to their own classes. However, memos that are intended for the whole school must have prior administrative approval from the Principal.

## TEACHER OBSERVATIONS

Please refer to OTES for teacher observations, including a minimum of two classroom walkthroughs. This may be for a few minutes or an hour. At times, the Principal or his/her designee may team teach with you modeling strategies and methods for introducing or teaching concepts, managing the classroom, or implementing learning centers.

## TESTING PROTOCOL

The School shall comply with the Ohio AIR testing requirements of R.C. §3301.0710 and .0711. The Principal or his/her designee shall be responsible for all testing procedures.

The Academy studies and complies with the standards and requirements outlined in the Ohio Statewide Testing Program Rules Book.

When tests arrive they are checked in by Test Coordinator. The Coordinator ensures that all materials on the packing list are accounted for. The tests are then locked behind 2 sets of locked doors in the testing office in room 510. Only administration has a key for these doors.

All students are tested in a room determined by the test coordinator. Students must sign in and then turn in any cell phones, electronic devices, etc. in their possession. Students must have their student ID on them during the testing. Students arriving late are not allowed in the testing session and must come back at a later date to make up the test.

Students have assigned seats for the entire testing session. All students remain in the testing room until everyone has completed the test or the allotted time expires. No one is allowed in the testing room while testing is in session. There is always at least one adult present during all aspects of testing. If allowed, students may only use the calculators provided as directed in the testing instructions.

Whenever a question arises regarding testing protocol, TMAT references ORC and the Rules Book for compliance. Finally, the District Administrators and School Test Coordinator will sign the ODE Test Agreement Form. The Principal and/or Superintendent has final decision making authority in regards to all testing decisions.

## USE AND CARE OF MATERIALS, EQUIPMENT, AND SCHOOL PROPERTY

When materials and equipment are issued for use in the classroom, the staff member is responsible to assure the items are not misused or mistreated. If an item is damaged, the staff member shall be responsible for reporting the condition to the Principal or his/her designee. If an item is stolen, the staff member shall notify the Principal or his/her designee that the item is missing and the Principal or his/her designee shall, with information supplied by the staff member, make a formal police report. When the report has been made it shall be turned over to the Principal or his/her designee for appropriate action regarding inventory adjustments as well as determining if an insurance claim should be filed.

Staff members shall report school cleanliness needs and school maintenance needs in writing on the appropriate form and submit the form to the Principal or his/her designee with a copy being sent to the Principal or his/her designee. The Principal or his/her designee shall forward the form to either the custodian or maintenance staff for appropriate action.

## Pertaining to students

### STUDENT ABUSE AND NEGLECT

Any employee who knows or suspects child abuse or neglect shall immediately report the suspicions to the Principal or his/her designee. The Principal or his/her designee shall then investigate and, if necessary, contact the appropriate authorities. The identity of the staff member shall be kept confidential. The identity of the student and any information pertaining to the situation shall be kept confidential.

All calls to CSB should be reported:

- 1). To a principal or counselor as soon as possible after class.
- 2). A call to CSB should be made during a planning period or right afterschool unless it is an emergency.

It is not necessary to report a call made to CSB to the Principal but it is a good practice.

### STUDENT ATTENDANCE/TARDY POLICY

Teachers are required to maintain accurate attendance/tardy records. The school is accountable by Ohio law to provide all necessary governing parties with accurate attendance records.

Attendance Taking Procedures	
Step 1	Teacher establishes procedures for students to enter the room and complete a warm up or bell ringer assignment.
Step 2	Teacher should either A). print a roster or B). use online PowerSchool to take attendance. (All attendance should be inputted into PowerSchool, however.)
Step 3	Students should be completely silent while teacher is taking attendance.
Step 4	Teacher should call each student's name in the order of the roster.
Step 5	Students must verbally answer "here" and nothing else.
Step 6	If a student is not present in the classroom follow the procedures below.

Not Present: Tardy	
Step 1	A student late to class should stand next to the door in an established spot and wait for the teacher to address them so as not to disrupt learning. **The student should never be reprimanded in front of other students.**
Step 2	A student should have a signed pass from a staff member.
Step 3	If a student does not have a signed pass they will need to report to the helm and obtain a pass. The helm will document and track the tardies.
Step 4	The teacher should document the tardy and provide a consequence if the tardy is not excused.
Note	At no time will a student be permitted to not be in class or excluded from being in an assigned class due to being tardy.

Not Present: Missing or Skipping Class	
Step 1	The teacher should cross reference their attendance list with the master attendance list sent out through email to determine which students are absent from school.
Step 2	If a student is absent from class but not absent from school the teacher should send an MA teacher email as per the example: <b>Subject Line:</b> Absent from Class  <b>Body of Email:</b> John Doe Jane Doe Wilma Flintstone
Step 3	If a student absent from class is not claimed by a staff member then the student should be written into and an email should be sent to the Dean of Students. The Dean of Students will investigate the cause of missing class.
Step 4	A student missing from class, either excused or unexcused, will be given a “No Grade” and will be required to make up the classroom work.
Note	A student should not be given a zero when a class is missed because a zero is a measurement for academic learning not behavior.

#### Homeroom Attendance Policy

1. After the homeroom bell sounds, teachers should use *TMAT Homeroom Attendance Slip* to indicate absent students.
2. The *Homeroom Attendance* should be brought to the helm at the end of homeroom.
3. Office staff will then compile a dated master *Absentee Roster* for 5<sup>th</sup>-8<sup>th</sup> and 9<sup>th</sup>-12<sup>th</sup> grade.
4. Teachers will receive a copy of the master attendance list **BEFORE** the start of 2<sup>nd</sup> period.

#### Period Attendance Policy

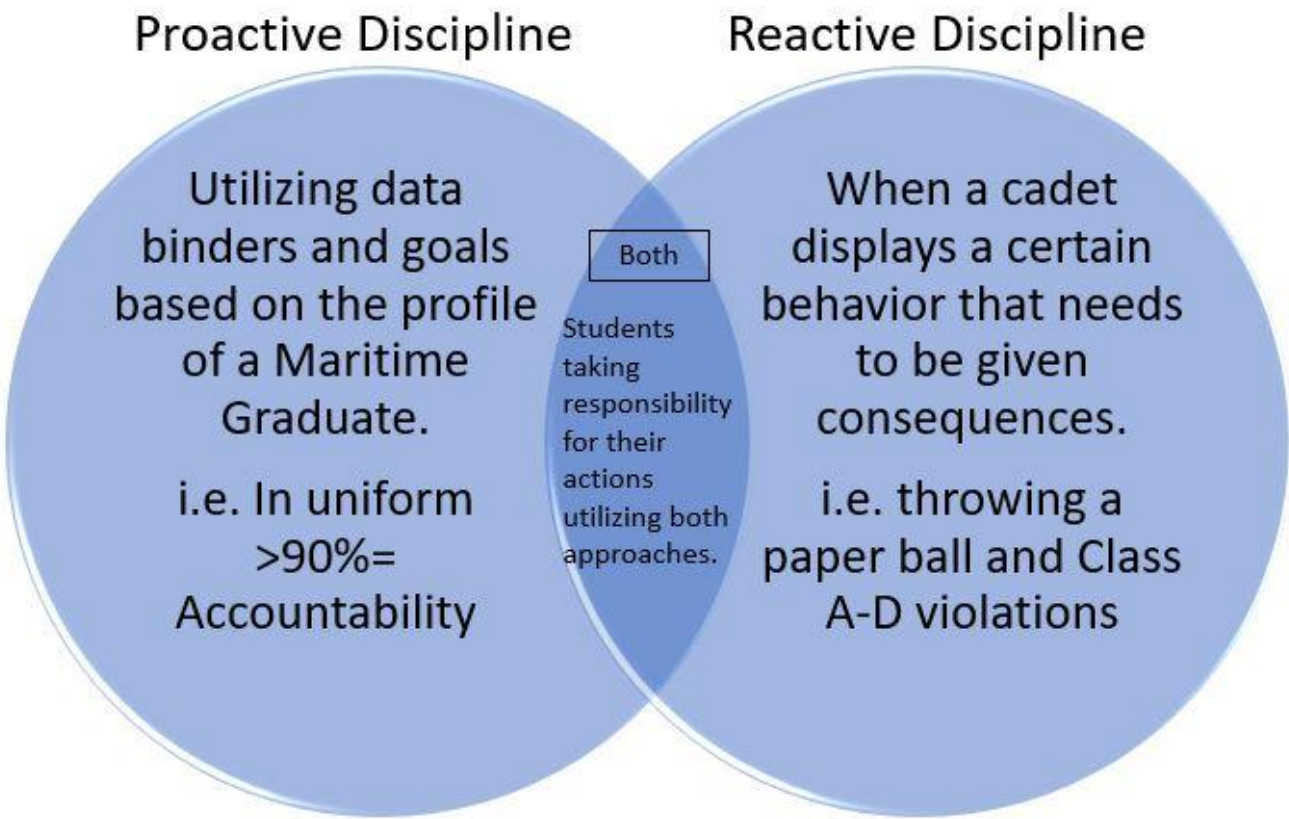
1. After taking attendance teachers should **immediately** notify the helm of any student who **IS NOT** present in class, but who was present for the 1<sup>st</sup> period (Homeroom) Master attendance.
2. Students more than 15 minutes late will be marked **ABSENT** in POWERSCHOOL in compliance with TMAT policy.
3. After taking attendance, teachers should **immediately** notify the office of any student who **IS NOT** present in class, but who was present for the Homeroom Master attendance.



4. Students more than 15 minutes late should be marked **ABSENT** in POWERSCHOOL in compliance with TMAT policy.

## STUDENT DISCIPLINE PROCEDURE—WRITE-UPS

The Maritime Academy of Toledo employs a proactive and reactive discipline system.



It is the responsibility of the classroom teacher to maintain discipline in the classroom. If a student is consistently misbehaving in class, teachers should contact his/her parent or guardian for assistance in redirecting the student's behavior. At times, however, it will become necessary to refer a student to administration for disciplinary reasons using the *TMAT Student Discipline Procedure*.

### 1. Class A & B Violation:

- Teachers/Designated staff should complete the electronic referral form as soon as possible.
- Students who are written up should remain in class for the remainder of the instructional time.
- All involved parties including the teacher will receive a copy of the disciplinary action.

### 2. Class C, or D Violation:

- Teachers/Designated staff should complete the electronic referral form.
- Teachers should call the helm for a student escort; depending on the severity of the incident, the main office should be notified first.
- The student(s) will be immediately removed from the environment and will not return for the remainder of the class/activity.

- d. Disciplinary action will be issued and/or the proper authorities will be called.
- e. All involved parties including the teacher will receive a copy of the disciplinary action.

## DISCIPLINE PROCEDURES

### STUDENT DRESS CODE

Teachers must become familiar with the student dress code and **assist in enforcement of the code**. Dress code violations include, but are not limited to, out-of-uniform, shirts/blouses not tucked in, wearing scarves, hats, bandanas, “loud” jewelry, coats, sweatshirts, jackets, or non-uniform sweaters, blouses, shirts, and shoes.

The main venue of enforcement will be during homeroom by keeping track of cadet uniforms and requiring cadets out of uniform to go to the uniform closet to receive a borrowed uniform to wear. If a cadet is out of dress code it will be marked on the attendance sheet in the appropriate column. Each cadet will track their own dress code achievements in their data binders.

### STUDENT ILLNESS OR INJURY

If a student becomes ill or is injured during the school day, the teacher must seek medical attention for the student and write out an Incident Report which may be secured at the Helm and/or teacher lunch room.

Student can only be sent to sick room by the helm and if they are waiting for a parent/guardian to pick them up.

### STUDENT SPECIAL MEDICAL NEEDS

Parents are responsible for notifying school officials if a student has any special medical needs. The Maritime Academy of Toledo personnel will not address any needs requiring the services of a trained professional. In most instances, the special medical needs will result in limited participation in certain activities and classes rather than any treatment being administered. In all instances, the Principal or his/her designee will make the final decision as to how the school will handle any special needs requests.

### STUDENT TRANSPORTATION BY PRIVATE VEHICLE

Employees may only transport The Maritime Academy of Toledo students in their private vehicles if a consent and waiver has been signed by the parent and authorized by the Principal or his/her designee. Students may never drive a staff vehicle or go retrieve an item from a personal vehicle for a staff member.

- 1). Get permission from parent/guardian
- 2). Get permission from principal
- 3). Should only be an emergency and not a daily occurrence.

### STUDENTS LEAVING CAMPUS

Students are not permitted to leave a classroom or campus for *any* reason during school hours. Students who leave a classroom without permission are considered “out of place” and are subject to immediate disciplinary action which could include suspension from school depending upon the frequency and severity

of the problem. In certain situations students with “Senior” status may be given approval to leave the school campus early.

## STUDENT USE OF COMMUNICATION & BATTERY-OPERATED EQUIPMENT

With the exception of cell phones, which may not be turned on in the school building, should not bring other handheld devices electronic devices into the building.

# WELCOME ABOARD CADET MATRIX

(See Next Page)

	Arrival	Lining up	Outside	In the Hallways	In the Galley	In the Restrooms	During Guest Speakers	At Dismissal	Classroom
<b>Accountable</b>	Eat breakfast before 8:10 AM  Come to school in uniform  Arrive at school after 7:45	Listen and follow directions  Respect others space and property  Be polite and wait quietly	Be responsible for all your own materials including bags, coats, school supplies	Walk quietly and go directly to your destination	Always use good manners  Respect other's personal space  Follow instructions	Clean up any mess or report problems to adults  Use bathroom time efficiently	Self- Monitor your own behavior  Respond appropriately (example: clapping, asking questions, participating, etc. )	Make after school arrangements before school begins  Remember to take your homework and belongings with you	Arrive before tardy bell  Bring writing utensil, paper, and other necessary belongings  Turn in your assignments when they are due
<b>Buoyancy</b>	Keep a positive attitude!								
<b>Observant</b>	Report outside Mariner's Hall as soon as you come on campus	Line up in single file line quickly and quietly  Stay in your class line	Stay away from vehicles and the road	Walk in line facing forward on the right side of the hall	No talking after the bell rings  You must eat in the galley unless you have a pass	Wash hands  Enter and exit cautiously	Sit in assigned area and stay seated	Remind parents of pick up procedures  Walk on sidewalks and use cross walks	Come to class prepared  Be in proper uniform  Pay attention to what the teacher says
<b>Altruism</b>	Give food you are not eating to others who will	Be kind to whoever you are standing by in line	Allow everyone to participate in games	Say hello to guests in the building  Walk through hallways and watch out for younger cadets	Sit by people who normally sit alone  Clean up messes even if you did not make them	Be kind to others  Wait your turn	Give others a chance to participate	Watch out for younger cadets	Be mindful of other cadets while learning  Talk during group work quietly  Give other cadets a chance to answer  Include new cadets in your groups/ activities

<b>Respectful</b>	Be prompt and arrive at school in time for homeroom	Line up at first bell  Take all of your belongings with you	Be respectful of other's properties  Do not throw anything	Be considerate of others and their belongings, including anything on the walls	Ask permission before leaving cafeteria  Clean up after yourself, including wiping down table	Give privacy to yourself and others  Use quiet voices  Let teachers know ahead of time if you are going between classes	Listen quietly and politely  Use appropriate voice volume	Listen to adult directions	Respect yourself, cadets, and teachers  Show respect with your words and actions  Do not vandalize, destroy, or steal
<b>Discipline</b>	Keep a low volume in homeroom. Use time to finish assignments	Keep hands, feet, and belongings to yourself	Walk on the sidewalks and cross in the cross walks  Run only on the grass	Keep your hands and feet to yourself	Stay in a seat and keep a low volume	Use everything in the bathroom for its intended purpose	Walk quietly to and from guest speaker	Keep hands and belongings to yourself	Use your time well  Remain on task  Follow directions  Stay seated unless given permission to do otherwise

# Profile of a Maritime Graduate

