

**2015-2016**

**Student/Parent**

**Handbook**

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 | 4 **Independence Day** |  | 1— No School Winter Break4— School Resumes15- End of 1st Semester18 **– No School M.L. King Day** |

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| JANUARY 2016 |
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 | **13-19 Teacher Workdays****20 1st Day of School** |  | **10- 2 Hour Delay/Professional**  **Development****24-No School/Professional**  **Development** |

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| FEBRUARY 2016 |
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 | 7 **Labor Day****16 2 Hour Delay-**  **Professional**  **Development** |  | **23-24 No School Parent**  **Teacher Conferences****25 No School Good Friday** **28-31 Spring Break** |

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| MARCH 2016 |
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 | **21 1st Quarter ends****22-23 No School Parent**  **Teacher Conferences** |  | **1-Last Day of Spring Break****4- Classes resume** |

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| APRIL 2016 |
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| NOVEMBER 2015 |
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 | 4 No School Professional  Development11 **Veterans Day**25-27 No School **Thanksgiving**  |  | **30 Memorial Day** |

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| MAY 2016 |
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| DECEMBER 2015 |
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 | 21-31—No School Winter Break25 **Christmas Day** |  | **3—Last Day for Students** |

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| JUNE 2016 |
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**Dear Parent/Guardian:**

**Welcome aboard!** Thank you for choosing The Maritime Academy of Toledo (TMAT) for your student’s education. From this day forward, your student will be referred to as Cadet. If you are re-enrolling, I do hope your Cadet has earned one or more ranks with us each year by fulfilling the requirements for advancement in rank. It is our desire that every cadet advance in rank each year.

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

**Career Tech Education:** The Academy is the first and only Marine Career Tech Education program in Ohio and in the U.S. Cadets in this program are able to choose careers in maritime-related industries on freighters, ferries, oil rigs and tug boats, as well as in ship yards and other intermodal industries using their welding, culinary, steward, and maritime skills. In addition, we offer a Culinary Career Tech program that begins in the 10th grade. Students have the opportunity to graduate with national industry standard credentials upon completion of the program. We have also built relationships with the local trades unions.

**21st Century After School Enrichment Program:** TMAT is focused on cadets achieving proficiency in their core subjects so they are ready for college and the world of work. For this reason, cadets who have not passed prior year state assessments are encouraged to attend Monday through Thursday from 3-4 p.m**.** Students that need assistance with classwork and who are at risk for failing courses are also encouraged to attend. There are a variety of enrichment activities offered from 4-6.

**How Can You Help Your Cadet Succeed At TMAT:** We are certain that without your help your cadet will not be successful in school. Here is what you can do: check your child’s homework daily; ensure that your child comes to school every day and on time; ensure that your child receives proper nutrition and rest every day; and encourage your cadet to read daily. Without your attention to these critical parenting skills, your cadet will not have the needed support to reach his/her maximum potential. So please join us in this cooperative venture to provide the highest quality educational experience for your child which impacts your child’s future forever.

**Dear Cadet:**

The Parent-Teacher Handbook is your guide to your rights and responsibilities as a cadet of The Maritime Academy. It is intended to help you make the best of your school experience at The Academy. It will provide you information about every phase of your educational program. It will also give you very helpful information about the school’s policies and procedures as they affect you.

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

**SCHOOL BOARD MEMBERS**

Chairperson: James Hartung Vice-Chairperson: Robert Lucas

Director: Jack Sculfort Director: Barb Pinter

Director: Linda Stacy

Treasurer: Michael Troper

The Maritime Academy of Toledo School Board meetings are open to the public. The meetings are held at

5 p.m. on the second Monday of every month in the Paul C. Lamar Jr. Board Room. Parents of cadets enrolled in The Maritime Academy of Toledo are welcome to attend school board meetings.

# PUBLIC 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. Mr. Michael Troper, License School Treasurer is its fiscal agent. The Maritime Academy is a public school authorized by the State of Ohio to serve students in grades 5-12. Cadets enrolled in The Academy are required to take all state assessments as well as any other examinations as prescribed by Ohio law. Additionally, every cadet must fulfill the State of Ohio prescribed requirements for graduation.

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

# THE MARITIME ACADEMY OF TOLEDO MISSION STATEMENT

The purpose of The Maritime Academy of Toledo is to provide cadets in grades 5-12, an individualized, national standards-based, education that infuses nautical/maritime themes into traditional subjects and implements "best practices" including hands-on, interactive, experiential learning and the Marazon Approach. The mission is further defined through the Academy's Maritime Career Tech Education Program that fully equips cadets for maritime employment and/or maritime colleges and universities.

# THE MARITIME ACADEMY PARENT ORGANIZATION

The Maritime Academy’s motto is “Sailing Into the Future, Powered by Knowledge and Skills!” We are certain that your student can only sail into the future with your direct involvement in our Academy. That is why The Maritime Academy of Toledo is committed to building strong partnerships with families. The Academy offers several parent education opportunities throughout the year and we invite you to be an active member of the Maritime Academy Parent Organization (MAPO), which has an important role to play in supporting the mission of the School. The MAPO is authorized to engage in the following activities:

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

# SEXUAL DISCRIMINATION/HARASSMENT POLICY

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

# THE MARITIME ACADEMY SAFE SCHOOLS PARENT/GUARDIAN CONDUCT POLICY

In compliance with state law, any parent who exhibits abusive behavior (*using profanity, screaming, yelling, engaging in disruptive, unruly conduct)* on school property and/or at school-sponsored meetings or events and/or makes verbal, gestured or physical threats towards any administrator, teacher, staff member, board member, volunteer, or student at The Maritime Academy, whether in person, by phone or electronic communication, will be asked to leave school property, will be prohibited from attending **any** school event (*e.g., awards programs, sports events, and graduations*), and may be referred to the proper law enforcement authorities. **In such situations, TMAT reserves the right to seek a restraining order and/or order of protection.**

# PARENT/GUARDIAN CONCERNS

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

# CHILD ABUSE OR NEGLECT POLICY

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

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

#

# ATTENDANCE OFFICER

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

#

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

# AND USED BY STAFF AND STUDENTS THROUGHOUT THE DAY

|  |  |
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| **Staff and Student Titles/Roles**  | **Rank** |
| President | Retired Admiral |
| Superintendent  | Admiral |
| Treasurer | Admiral |
| Program Directors  | Commander  |
| Maritime Instructor  | Lieutenant |
| Principal  | Captain |
| Assistant Principal | Commander |
| Business Manager | Commander |
| Teacher  | Lieutenant |
| Teaching Assistants  | Lieutenant JG |
| School Staff | Ensign |
| Building Operations | Ensign  |
| Maritime Student Grade 5 | Cadet Recruit to Seaman 2nd Class |
| Maritime Student Grade 6 | Cadet Apprentice to 2nd Class Petty Officer  |
| Maritime Student Grade 7 | Cadet Seaman 2nd Class to Chief Petty Officer |
| Maritime Student Grade 8 | Cadet Seaman 1st Class to Master Chief Petty Officer |
| Maritime Student Grade 9 | Ensign to Lieutenant |
| Maritime Student Grade 10 | Lieutenant JG to Lieutenant Commander |
| Maritime Student Grade 11 | Lieutenant to Rear Admiral |
| Maritime Student Grade 12 | Commander to Cadet Admiral |

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| **Building Area** | **Nautical Terms** |
| Admiral’s Office  | Commandant’s Quarters |
| Bathrooms | Heads |
| Classrooms | Squad Bays |
| Dining Hall | Mess Deck |
| Door | Hatch |
| Entrance Foyers | Gangways |
| Floors | Decks |
| Front of Building | Bow |
| Front Entrance | Helm |
| Hallway | Passageway |
| Interior Walls | Bulkhead |
| Kitchen | Galley |
| Learning Centers | Workstations |
| Parking Lot | Dry Dock |
| Principal’s Office  | The Bridge  |
| Rear of the Building | Stern |
| Small Meeting Room  | Stateroom |
| Staff Lounge | Ward Room |
| Stairway | Ladderwell |
| Research/Education Boat | Mariner I |

**Class Rank History / Notes**

**DRESS CODE**

* 1. Pants Must be Regulation Dress or Docker-Style Only.
1. Pants must be worn at waist level and NEVER lower than the top of hip bone.
2. Pants must be properly fitted for length and waste- no more than 1 size larger than the correct size.
3. Pants may not be gathered in the front or back when belted and may not sag.
4. TMAT reserves the right to regulate the fit of the pants.
5. Pants may not be modified or altered in any way, except to in regards to waist size or length.
6. Shirts for Boys and Girls in Grades 5-12.
7. Logo Polo Shirt must be completely tucked in at all times. Shirts may not be pulled out – covering belts.
8. Belt must be visible at all times. Shirts may not be pulled over belts.
9. Gym/Dress Down Shirts, Sweaters & Sweatshirts must be regulation and issued by Ship’s Store (Lucky Bag).
10. One Grey/Blue Trim Gym/Dress Down.
11. Navy or White (Maritime Logo sweaters only)
12. Hooded garments of any type are never permitted inside or on field trips!

4. Belt: Regulation belt must be purchased from The Maritime Academy of Toledo .

1. ID Badge Lanyard is included with Registration Fee.
2. Additional ID’s Badges and Lanyards are $5.00 each.
3. School ID, TARTA bus pass, and/or house key are the only times permitted to be attached to the lanyard.
4. Shoes
5. Regulation shoes must be all black Athletic, Tennis, or Oxford.
6. Laces must be ALL black.
7. Shoes may NOT have any patterns or stripe designs of any kind in a different color.
8. Shoes must be laced to the top eyelets and tied or Velcro’d at all times.
9. Socks & Undershirts
10. Socks must be BLACK and must be worn at all times.
11. Undershirts must be white, grey, navy, or black.
12. If an undershirt is worn, it must be plain with NO DESIGNS, logos, or words on it.
13. Hair
14. Unnatural hair color or streaking color is NEVER permitted. This includes unnatural reds and oranges, blues, greens purples, and any other unnatural color.
15. Long hair or bangs may NEVER cover the eyes. Long hair MUST be tied back so the full face is visible.
16. Hair clips and bands may only be worn by girls and MUST be navy blue or white. Hair beads are NOT permitted.
17. Male Cadet hair MUST be tied back, off of the face at all times
18. Jewelry: Non regulation jewelry may be confiscated. Jewelry will only be returned to the parent/guardian.
	1. One wrist watch may be worn on the wrist.
	2. Bracelets, elastic or rubber, MAY NEVER be worn.
	3. One ring per hand may be worn.
	4. For Female Cadets Only: One simple post earring per ear may be worn. Hoops are NOT permitted.
	5. One purse no larger than 8½” x 11” may be carried to class.
	6. Body piercing rings of any nature may NEVER be worn.
	7. Tattoos MUST be covered at all times.

# REQUIREMENTS TO PASS A GRADE LEVEL

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

In order to hold high school grade level status, students must have earned the following number of credits: Sophomore-6 (4 core subjects), Junior-12 (8 core subjects), and Senior-18 (16 core subjects).

# HIGH SCHOOL DIPLOMA GRADUATION REQUIREMENTS AND WORKSHEET

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| **Graduation Course Requirements** | Required Units | Grade 9 | Grade 10 | Grade 11 | Grade 12 | Total Units Earned |
| English Language Arts | 4 units |  |  |  |  |  |
| Health  | ½ unit |  |  |  |  |  |
| Mathematics  | 4 units |  |  |  |  |  |
| Physical education  | ½ unit |  |  |  |  |  |
| Science  | 3 units |  |  |  |  |  |
| Social studies  | 3 units |  |  |  |  |  |
| Electives  | 5 units |  |  |  |  |  |

Other Requirements:

* Mathematics units must include 1 unit of algebra II or the equivalent of algebra II.
* School districts may adopt a policy that would exempt students who, during high school, participate in interscholastic athletics, band or cheerleading for two full seasons or an approved Junior Reserve Officer Training Corps (JROTC) program for two years from the physical education requirement. Students must take another course of at least 60 contact hours in its place.
* Science units must include 1 unit of physical sciences, 1 unit of life sciences and 1 unit advanced study in one or more of the following sciences: chemistry, physics, or other physical science; advanced biology or other life science; astronomy, physical geology, or other earth or space science.
* Social studies units must include ½ unit of American history and ½ unit of American government.
* Electives units must include one or any combination of foreign language, fine arts, business, career-technical education, family and consumer sciences, technology, agricultural education or English language arts, mathematics, science or social studies courses not otherwise required.
* All students must receive instruction in economics and financial literacy during grades 9-12 and must complete at least two semesters of fine arts taken any time in grades 7-12. Students following a career-technical pathway are exempted from the fine arts requirement

**ACTIVITIES/ATHLETICS/CLUBS/COMMITTEES**

A full complement of activities, clubs, committees, and sports are offered at The Maritime Academy of Toledo. These activities/athletics/clubs vary each year depending upon interest and staffing, but may include some of the following:

|  |  |  |
| --- | --- | --- |
| Chess Club | Drum Corps | Galley Committee |
| Knot Tying Club | Farm To School Club | Leadership Corps |
| ROV Club (Remote Operated Vehicle)  | Yearbook Committee | Newspaper Club |
| Kayak Club | Steel Band  | Prom Committee |
| Basketball Team | Flag Football Team | Volleyball Team |

Every cadet is encouraged to become involved in school activities, athletics, clubs, committees, and sports. Club eligibility depends upon behavior and grade reports. The Cadet Code of Conduct is in effect during all school activities, athletics, clubs, and sports. Cadets who violate rules may be denied participation for a period of time or permanently. A cadet must be present in school to participate in practices and/or participate in an extracurricular activity that same day.

The eligibility of cadets participating in interscholastic activities at The Maritime Academy of Toledo is determined by the by-laws of the Ohio High School Athletic Association and The Maritime Academy of Toledo Board Policy. All assemblies, after school social activities, dances, etc. must be approved by the administrator and scheduled on the school calendar.

**ANNOUNCEMENTS**

Announcements are communicated during morning “Colors” (assembly). Cadets are expected to be in ranks and in full uniform. Afternoon announcements are broadcast as needed.

**ARRIVAL AND DISMISSAL**

 **ARRIVAL**

1. CADETS must enter The Academy from the lower level glass double doors on Water Street Entrance beginning at 7:45 a.m. and ending at 7:55 a.m. After 7:55 a.m., ALL CADETS must enter The Academy through the front entrance on Walnut Street. Upon entering after 8:00 a.m., ALL CADETS must report immediately to the HELM where they will be given a TARDY slip.
2. The DROP OFF area is at the corner of Water and Walnut at the lower level school entrance. PARENTS dropping off their cadets must enter the drop off area by turning right onto SYCAMORE Street from SUMMIT and then turning right onto Water Street. By Order of the City of Toledo Traffic Safety Department cadets arriving by car may only be dropped off on the school side of Water Street or Walnut Street. This means parents MAY NOT drive down Walnut street to drop students off on the WTOL side of Walnut or the River side of Water Street. The City of Toledo, Department of Transportation **demands** that Academy traffic patterns for drop off and pick up follow the regulations set forth by the Department as a condition for granting The Academy its “special use permit.” Deviation from this traffic pattern may result in consequences to both families and The Academy.

 **DISMISSAL**

1. Students must exit The Maritime Academy facility immediately upon dismissal at the end of the school day unless they are participating in after school enrichment programs.
2. ALL STUDENTS are dismissed through the lower level double glass doors on Water Street.
3. PARENTS must pick up cadets on the school side of Water Street **ONLY.**
4. Students may not loiter on or near school property. This includes the surrounding area businesses.
5. Every parent/guardian is bound by the Parent/Guardian Cadet Release Contract: As per the contract, failure to pick up a cadet more than ten minutes past the assigned dismissal time will result in a **$25.00 late fee. This fee must be paid within 24 hours, to the teacher who was inconvenienced and had to stay on the job beyond regular work hours. T**his policy is intended to ensure that all staff are able to end their work day on time and resume their personal family lives. **Thank you for your cooperation in this matter.**

**SCHOOL ASSEMBLIES**

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

1. Be seated as quickly and quietly as possible.
2. Do not save seats.
3. Do not block aisles.
4. Come to attention as soon as the speaker steps to the front of the platform/stage.
5. Do not talk during the performance/presentation.
6. Leave the event quickly and quietly. Follow assigned exits paths. Return immediately to your class.
7. Guests in our school often judge the school by the conduct of the cadets. The impression that the speaker takes away from our building is an important reason for good audience behavior.
8. Suspended or expelled cadets may not attend assemblies, field trips, sports events or any related school functions.

**ATTENDANCE /TARDINESS POLICIES**

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

1. Call the Helm during the morning of the absence. The Helm phone number is (419) 244-9999.

2. Send in a note signed by a parent/guardian to the Helm the following day which includes:

a. Student’s first and last name

b. Date(s) of the absence

c. Explanation/reason for the absence

d. Phone number where the parent/guardian can be contacted

**Excused Absence:**

The parent or guardian must provide an explanation for the absence, which shall be recorded by the approving authority of the school and shall include the date and time of the absence. Emancipated youth and married children under the age of eighteen may provide the explanation for their absence from school to the approving authority.

An excused absence from school may only be approved on the basis of one or more of the following conditions:

1. Illness of the child provided there is a written statement from a physician/mental health professional submitted to TMAT.
2. Illness in the family necessitating the presence of the child provided there is a written statement from a physician/mental health professional submitted to TMAT, with an explanation as to why the child's absence was necessary and then, only if the superintendent deems it to be appropriate.
3. Quarantine of the home as determined by the proper health officials.
4. Death of a relative for a period not to exceed three days unless reasonable causes may be shown by the applicant child for a longer absence.
5. Medical or dental appointment provided a written statement of a physician/dentist is submitted to TMAT.
6. Observance of religious holidays consistent with the child’s and or family’s truly held religious beliefs.
7. College visitation provided verification of the date and time of the visitation by the college, university, or technical college official is submitted to TMAT.
8. Emergency or other set of circumstances in which the judgment of the superintendent of schools constitutes a good and sufficient cause for absence.
9. Other circumstances as deemed appropriate by administration.

**Unexcused Absences are absences without a reason as noted above in 1-9.**

**Absenteeism Consequences**

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

1. **More Than Five Days Absent In A Quarter:** A student with more than five (5) days of **unexcused** absences in a quarter will not receive a passing grade for that quarter.

The school will attempt to notify the child’s parent, guardian, or custodian when the student's absences reach three in a quarter. This quarter limit also applies to absences in individual class periods. Tardiness and leaving school early will count as absences in individual classes. Should the student reach more than five (5) unexcused absences in any class period, the student will not receive a passing grade for the quarter in the class/courses in question.

**More Than Ten Days Absent In A Semester:** Any student absent more than ten (10) days in a semester, **unexcused,** will fail the semester and will be reported to a juvenile truancy officer.

**Students with excused absences** will be given an opportunity to make up work and may be awarded a passing grade for the semester, at the discretion of the teacher and/or superintendent.

1. **More Than Fifteen Days Absent In A Year:** Any student absent more than fifteen (15) days within a school year, **unexcused,** will fail the entire school year and will be reported to the county juvenile court for truancy and to the Department of Motor Vehicles for suspension of a temporary driving permit/driving license or the revocation of the student’s right to apply for a permit/license.

The school will notify the student and student’s parent, guardian, or custodian, in writing, that the truancy/attendance information has been provided to the superintendent, and that as a result of that information the student’s temporary instruction permit or driver’s license may be suspended or the opportunity to obtain such a permit or license in the future may be denied by the Ohio Department of Motor Vehicles.

**Students with excused absences** will be given an opportunity to make up work and may be awarded a passing grade for the year and may not be reported to the authorities.

1. **Bell Tardiness To Class:** A cadet who arrives to any class after the second bell is considered Bell Tardy and will receive a “0” for all class work missed. Any student found out of place will be considered tardy. There will be no opportunity to make up missed work. Forgiveness of tardy consequences will be determined by a review of special circumstances and the cadet’s tardy record. Cadets who are tardy will be issued a write-up for a Class A violation in accordance with the Discipline Code of Conduct.
2. **School Tardiness:** Sections 3321.18 through 3321.22 of the Ohio Revised Code discusses the consequences of a cadet arriving to school later than 15 minutes. Tardy to school is considered truancy.
3. **Make-Up Work:** It is the responsibility of the student to contact his/her teachers and obtain make-up assignments as a result of excused absences. Cadets who know in advance when they will be out of school for an extended period of time due to unusual circumstances must obtain assignments from teachers before their extended absence. Students may receive credit for work missed during an excused absence as long as the work is made up in a timely manner as prescribed by the teacher. Work missed due to unexcused absences will be given “0” credit. **Students may not make up work due to unexcused absences or suspensions.**
4. **Appeal Process:** The parent/guardian and student may appeal the failing grade/loss of credit to the Superintendent/Principal in situations of excused absences due to unusual circumstances, hospitalization or court subpoena. The appeal may be granted at the discretion of the Superintendent/Principal.
5. **Withdrawal Due to Excessive Absenteeism:** A cadet will be automatically withdrawn from the school if the student misses 105 consecutive hours (15 consecutive days) of learning opportunities as per the Ohio Revised Code.
6. **Eighteen Year Old Cadets:** All cadet attendance issues must be reported by the cadet’s parent/guardian, even if the cadet is 18 years old or older. Cadets in grades 5-8 are not permitted to write their own absence notices or to sign themselves in or out of school. High School cadets are permitted to sign themselves in and out of school with written consent from a parent/guardian. A cadet who has a legal emancipation agreement on file with the Academy may sign in and out of school without parent/guardian consent.

**BELLS**

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

**CODE OF CONDUCT**

**Expectations for Cadet Behavior:**

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

**Guidelines Governing Cadet Behavior:**

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

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

**Cadet Rights and Responsibilities**

The Board recognizes that students possess not only the right to an education but the rights of citizenship as well. In granting students the education to which they are entitled, the Board shall provide them with the nurture, counsel, and custodial care appropriate to their age and maturity. At the same time, no student shall be deprived of the basic right to equal treatment and equal access to educational programs, due process, a presumption of innocence, free expression and association, and the privacy of his/her own thoughts. Attendant upon the rights guaranteed to each cadet are certain responsibilities, which include respect for the rights of others, obedience to properly constituted school authority, and compliance with the rules and regulations of the school.

The Board realizes that as cadets differ in age and maturity, so to they differ in ability to handle both the rights of citizens and the associated responsibilities. The exercise of each right shall be granted, therefore, with due regard for the degree of responsibility possessed by the cadet and the cadet's need for the continuing guidance and control of those responsible for his/her education. Nothing in this statement of cadet rights shall be held to limit the due process rights of educators or classified school personnel nor their use of the district grievance procedure.

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

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

**Cadet Due Process Rights**

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

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

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

**Promotion System**

All promotions require the signature of the Captain or Admiral. The following information gives an overview of the procedures governing the promotion of a cadet within The Maritime Academy of Toledo. The ultimate goal is to provide a fair and equitable system whereby those who strive for the betterment of the Academy and themselves will be promoted using the promotion criteria noted in the chart below.

**Cadet Ranks**

Entry ranks for each grade level as shown in the chart below, are given upon entry into the corresponding grade. Ranks above the grade level must be earned.

|  |  |
| --- | --- |
| **Grade** | **Rank** |
| Grade 5 | Cadet Recruit to Seaman 2nd Class |
| Grade 6 | Cadet Apprentice to Perry Officer  |
| Grade 7 | Cadet Seaman 2nd Class to Chief Petty Officer |
| Grade 8 | Cadet Seaman 1st Class to Master Chief Petty Officer |
| Grade 9 | Ensign to Lieutenant |
| Grade 10 | Lieutenant JG to Lieutenant Commander |
| Grade 11 | Lieutenant to Rear Admiral |
| Grade 12 | Commander to Cadet Admiral |

**Earning Rank Above Grade Level:** To earn rank above grade-level rank, cadets must meet the following criteria including but not limited to:

1. “C” average or higher
2. Regular school attendance and “on-time” to classes
3. Homework and Assignment completion
4. Service to the Academy and/or Community
5. Teacher Recommendation
6. Compliance with the Academy Code of Conduct
7. Final recommendation of the Captain or Admiral

**Detailed Protocol for rank advancement in addition to the grade level:**

1. For those seeking promotion beyond cadet grade level, each cadet is expected to ensure that s/he receives proper credit and recognition for promotable actions and/or activities. Ultimately, each cadet is responsible for his/her promotable status and record keeping with appropriate staff/admin signatures for documented promotable actions.
2. Cadet Promotion Criteria:
	1. Maintain zero (0) unexcused absences ninety (90) days prior to the date shown on the Promotion Form. Excused absences do not affect this policy.
	2. Maintain zero (0) unexcused late arrival/early dismissal – school or class days.
	3. Accumulate no more than two detentions in a given quarter.
	4. Maintain a Grade Point Average (GPA) no lower than 2.5.
	5. Wear the cadet uniform appropriately
3. Other means of promotion
4. Recommendation of the Admiral, Captain, and Lieutenants.
5. Successful participation in the Leadership Corps.

**Continuously Enrolled Cadets**: Cadets who remain enrolled from year to year are automatically advanced to the next grade level rank at the beginning of each school year. If a cadet’s rank is higher than that of the corresponding grade, cadets are automatically advanced to a higher rank at the first Rank and Promotion Ceremony of the school year.

**Returning Cadets:** Cadets who leave TMAT and then return are automatically assigned the rank that corresponds to their grade level. Cadets who left and return with a higher rank than their corresponding grade level may apply for a higher rank by meeting the criteria for advancement but only upon the recommendation of the Superintendent.

**Cadet rank is recognized by staff and fellow cadets through pins added to the school uniform.**

**Cadet awards for accomplishment, service, and activities through ribbons added to the school uniform.**

**Types of Disciplinary Actions**

**After School Detention**

Cadets may be assigned to After School Detention for failure to complete classroom work, homework, and/or violations of the code of conduct. When assigned to the detention, Cadets must remain in detention under direct adult supervision for the assigned period of after school days and times. TMAT will make every attempt to notify parents/guardians the day of the violation and the ensuing disciplinary action. Cadets will not be permitted to participate in any extracurricular activities if they are scheduled for the after school detention. Cadets will receive additional time, up to and including suspension, if while they are in detention, they fail to complete their assigned work, talk, sleep, are insubordinate, or otherwise engage in disruptive or disrespectful conduct. Cadets who are disruptive or sleep in detention may be required to stand every fifteen minutes for a fifteen minute time period. **Detention is not intended to be a pleasant environment. It is intended that cadets assigned to detention will serve their time, behave properly, and earn time off for good behavior whenever possible.**

Finally, cadets who do not comply with detention rules will be given out-of-school suspension time. More than five days of detention assignments may result in either in-school or out-of-school suspensions for future code of conduct violations. This in turn may result in failing the quarter, semester, and /or entire school year if out of school suspensions exceed five in a month, ten in a semester, or fifteen in a year.

Any student, who fails to report to After School Detention at the assigned day and time, may be subject to immediate suspension from The Maritime Academy unless prior approval is given by administration. Chronic failure to report to the detention may result in expulsion.

**Suspension/Expulsion**

Cadets may be suspended for a period of up to ten (10) school days. In all cases, every attempt will be made to notify the parent/guardian. A cadet may not participate in school-related activities during the period of suspension while awaiting suspension and/or if the student has been expelled. Students may be expelled from the Academy for certain severe and/or continuous infractions of the code of conduct and/or for violation of the Ohio Safe School Act. Cadets may be expelled using the emergency removal board approved policy and procedure and/or the “Intent to Expel” policy and procedure.

**Code of Conduct Violations and Related Consequences**

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

**Class A Violations**

 **First Offense:** Warning

 **Second Offense:** One-Day After-School Detention.

 **Third Offense:** Two-Day After-School Detention.

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

1. **Dress Code Violations:** Any cadet not wearing a proper uniform in proper fashion will be disciplined**.** The Maritime Academy of Toledo believes that the primary function of the school is to educate the cadets. The major responsibility for the dress and appearance of the cadet rests with the parents and cadets themselves. Cadets are required to wear the school uniform with pride, cleanliness, and neatness at all times. Failure to do so will result in disciplinary action. Please refer to the school uniform information in the Enrollment Packet and the Dress Code *Guidelines* in this handbook for detailed information regarding the proper regulation uniform. In addition to the Dress Code Guidelines the following uniform/clothing rules **MUST** be followed:

* 1. Facial, Tongue, or body piercings are not allowed. Band-aids may not cover piercings.
	2. Coats, jackets, gloves, hats and sunglasses may not to be worn to class.
	3. All totes/purses larger than 8 ½ x 11 must be kept in student lockers.
	4. Gang attire and/or articles that can be construed as gang attire may NEVER be worn in school, on school property, or at school events.
	5. Doo rags, skull caps, and/or bandannas may NEVER be worn in school, on school property, or at school events.
	6. Additional uniform requirements may be imposed for reasons of health and safety.
	7. Dress Down Days as deemed appropriate by school administrators. During dress down days, themes will be announced and followed. All attire must be school appropriate. School administrators maintains the right to send students home for inappropriate dress down attire.

**Students will not be permitted to enter the building unless they are in proper uniform.** Parents will be called to pick up their cadet or bring the proper clothing to school.

Students who, after arriving at school in proper uniform and later found to be out of uniform, will receive a warning and if repeated, will lead to after school detention, suspension, and eventually expulsion.

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

**The Maritime Academy of Toledo is not responsible for any cadet’s personal property brought onto the school premises or at school events.**

1. **Cell Phones, All Electronic Devices, And Telephone Usage**
2. Cell phones must be turned off upon entering the building for the duration of the school day.
3. This policy is designed to safeguard the education of all students while at the same time, not limit home/school communications. In emergency situations, a student may be given permission to use a school telephone to contact a parent/guardian. In the case of an emergency, a student may be called out of class to receive a telephone call from parents/guardians.
4. If a student is found to have used a cellular phone or other electronic device without authorization, the phone or device will be confiscated by the staff member and given to an administrator. The device will be returned to the student at the end of the day.
5. **On the second offense**, the phone or device will be confiscated, the parent/guardian will be called, the student will be assigned detention and the device will be returned, by an administrator, to the parent/guardian**.**
6. **On the third offense,** the same procedures as above will be followed with possible multiple days of detention.  A parent/guardian conference will be arranged.
7. **Failure to relinquish the cellular phone or electronic device to a requesting staff member may result in a three (3) day after-school detention. Failure to relinquish the cellular phone or electronic device to an administrator may result in a three (3) day In school or Out of School Suspension.**
8. No image of any student may be reproduced by means of pictures, video, or any other electronic means unless the teacher has gained permission from the parent and respective student.
9. **Students who bring cellular phones or electronic devices to school, do so at their own risk.**  The Maritime Academy of Toledo will not assume any liability for any lost, stolen or damaged cellular phone and/or any other electronic devices either in school or in their possession.
10. TMAT reserves the right to change the policy regarding cadet use of cell phones and electronic devices as needed.
11. Due to our school being fully carpeted and the potential damage to floors and the school dishwasher, gum chewing is forbidden and will result in escalating disciplinary action.
12. **Identification of Self:** All cadets must, upon request, correctly identify themselves to proper school authorities while in the school building, on the school grounds, and/or at school-sponsored events.
13. **Identification Badges:** Cadets are required to wear their school I.D badge on the outside of their uniform, in full view, upon entry into the building through to the time cadets leave the building. Cadets MUST wear their lanyard around the neck and NOT IN A POCKET. Cadets are expected to bring their I.D. badge to school-sponsored events and to furnish the I.D. badge whenever requested by school staff. There will be a $5.00 replacement fee for lost or damaged I.D.s.
14. **Signed Parent/Guardian Correspondence:** There will be times when certain correspondence sent home will need a parent/guardian signature. Failure to secure a required parent/guardian signature will result in a Class A violation.
15. **Unprepared for Class:** Students must carry their planners with them and keep them current at all times. Students must come to class with all necessary paper, pencils, and pens, etc that enables them to be ready to learn.
16. **Sleeping In Class:** Students are not permitted to sleep in class. Please be sure your cadet received adequate sleep each night in order to perform at his/her maximum potential during class.
17. **Late to Class:**  Students who are not in their appropriate class by the 2nd bell will receive a write-up for tardiness in addition to a “0” for all class work missed. Any student more than 15 minutes late to class will be considered “absent” and will also be subject to TMAT Absenteeism Consequences (See Attendance Policies).
18. **Not Following Directions:** Not doing as told by the instructor or other authority.
19. **Excessive Talking:** Talking when directed to be quiet or silent or when the instructor is talking is not allowed.
20. **Out of Place:** Being tardy or otherwise not where assigned or directed.
21. **Misuse of School Equipment:** For example, being on non-approved web sites – Facebook, My Space, Twitter, and other sites listed by instructors and the school electronic use policy.

**Class B Violations**

**First Offense:** Two-Day After-School Detention in the Ship’s Brig.

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

1. **Disruptive Conduct**: A cadet may not materially and substantially interfere with the educational process, including all curricular and extracurricular activities. Cadets interfering with the educational process will be sent home, suspended, and/or recommended for expulsion depending on the seriousness and frequency of this violation. Referral to law enforcement may also occur. **Arguing with or disputing a staff member’s corrective actions is considered disruptive and is subject to the same penalties.**
2. **Collusion:** Administration may discipline a cadet who knowingly assists or aids another person, in any way, in violating school rules, and/or regulations concerning school policy. This includes inciting other cadets to violate the behavior code.
3. **Dangerous or Destructive Acts:** No cadet shall behave in a manner that endangers the safety of another cadet, staff, or visitor or destroys Academy property.
4. **Forged or Altered Passes or Excuses:** The signing of another person’s name, altering, or knowingly using a note or pass with an unauthorized signature is considered to be forgery. Cadets who forge documents and/or alter passes or excuses will be subject to disciplinary consequence.
5. **Insubordination:** The act of refusing to obey orders or submit to authority. A cadet will comply with reasonable directives of school personnel during any period of time the cadet is properly under the authority of the school. Cadets found to be insubordinate will be subject to a disciplinary action.
6. **Plagiarism/Cheating/Lying/Stealing:** Plagiarism, the act of taking the work of another as your own, cannot be tolerated. Plagiarism or cheating will result in loss of credit for the work for the grading period and/or removal from the course. The Maritime Academy of Toledo may use resources such as [www.turnitin.com](http://www.turnitin.com), which scans papers over the Internet to determine if part or all of a paper has been plagiarized. Cheating, lying, and stealing are all code of conduct violations that may result in detention up to and including suspension.
7. **Profanity:** There is ZERO tolerance for profanity. Cadets using profanity will be subject to severe disciplinary consequences.
8. **Public Display of Affection:** Any public display of affection between and/or among cadets is prohibited. This includes close body contact, hugging, kissing, and similar actions.
9. **School Transportation:** Cadets shall obey all directives given by transportation drivers and comply with basic safety regulations. Failure to do so will result in severe disciplinary action.
10. **Throwing objects:** Cadets may not throw books, pencils, or any school property for any reason, playful or otherwise.

**Class C Violations**

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

**Second Offense:** Up to Ten-Day Out-of-School Suspension with Intent to Expel or Emergency Expulsion and referral to proper authorities. **All Class C violations could require immediate removal from the school building by either a parent/guardian and/or the proper authorities.**

1. **Counterfeit Drugs:** State law makes it unlawful to possess, pass, sell, or offer to sell any substance represented to be or appearing to be a controlled substance (drug) or over the counter medications.
2. **Drugs and Alcohol Usage and Drug Testing Policy:** The Maritime Academy of Toledo Board of Education Drug Testing Policy was formed to ensure that our cadets are drug free. This policy applies to all cadets. Types of testing include: team testing and random testing. A cadet shall not possess, transmit, conceal, offer for sale, consume, show evidence of having consumed or used any alcoholic beverages, illegal drugs, over the counter medications, look-alike drugs or any mind-altering substance while on school grounds or facilities; at school-sponsored events; in other situations under the authority of the District or in school-owned or school-approved vehicles. Included in this prohibition are any substances represented as a controlled substance, the abuse or misuse of prescribed and over the counter medications, nonalcoholic beers, steroids, and drug paraphernalia. Persons violating this code of conduct regulation shall be subject to immediate suspension from school and possible expulsion as well as referral to law enforcement. Whenever a cadet is suspended or expelled from school in accordance with O.R.C. 3313.66 for the possession of alcohol or drugs, the Superintendent may notify the Registrar of Motor Vehicles and the juvenile judge of the county of the suspension or expulsion.
3. **Verbal Assault, Bullying, Harassment, Play Fighting, and Making Threatening or Obscene Gestures Toward Peers:** NO cadet may verbally assault, bully, harass, play fight, or make a threatening or obscene gesture towards a fellow cadet in the school building, on school grounds, or at any school-sponsored function. Cadets may be suspended for a period of up to ten (10) days and/or may be recommended for expulsion and/or immediately expelled depending upon the severity of the incident. **Obscene gestures, verbal assault, and bullying are as serious in nature as physical contact and as such will not be tolerated.** Obscene gestures and verbal assault will result in an assignment to the detention for an extended period of time, suspension, and/or expulsion depending on the seriousness and frequency of the offense. Additionally, cadets may also be referred to law enforcement for any form of verbal assault, threatening, and/or bullying.
4. **Gambling:** No cadets shall gamble on school premises or at school activities. This includes but is not limited to games involving card playing and/or the use of coins or any other devices used for gambling.
5. **Hazing:** Hazing activities of any type are inconsistent with the educational process and will be prohibited at all times. No administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities. No cadet, including leaders of cadet organizations, may plan, encourage, or engage in any hazing. Administrators, faculty members, cadets, and all other employees who fail to abide by this policy may be subject to disciplinary action, and may be liable for civil and criminal penalties in accordance with Ohio law.
6. **Property Damage/Vandalism:** Marking, defacing, or damaging school or personal property of others is forbidden. Violators of this rule will be required to pay for repair or replacement according to the laws of the State of Ohio and may face other disciplinary action, including suspension and/or expulsion from school. If the cadet is a minor, his/her parent(s)/guardian(s), by law, are financially responsible for any damage to school property. Violators will be referred to law enforcement if retribution is not made to the school for damages sustained.
7. **Sexual Harassment:** Cadets are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Sexual harassment includes among other things: unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature including epithets, derogatory comments, slurs, or suggestive jokes. Violation of this policy may result in removal of cadets from class, suspension, and/or expulsion. For additional information, please see the district policy posted in the Captain/Commander’s Office.
8. **Smoking and Tobacco:** Possession of tobacco, smoking, evidence of smoking, use of snuff, chewing tobacco, tobacco look-a-likes, or other tobacco products on school property, in the school building, or on campus is not permitted. Obvious possession, smoking, chewing tobacco, using snuff or tobacco look-a-likes, exhaling of smoke, or tobacco in hand or mouth shall be sufficient evidence of tobacco usage or possession. Consequences for smoking and/or possession of tobacco will result in suspension and/or expulsion from the Academy. This includes e-cigarettes or any other vapor producing apparatus.
9. **Theft and Unauthorized Use of Others’ Property:** Theft of property, whether it is a fellow cadet, staff member, or property owned by The Maritime Academy of Toledo Board of Education, may result in the cadet(s) being suspended from school and/or a recommendation for expulsion. The unauthorized use of property, whether it be another person’s or Board of Education-owned, may result in suspension from school. The length of the suspension (1 to 10 days) will be determined by the Captain. Violators may be referred to law enforcement.
10. **Threats:** Any verbal or written threat to the safety of a cadet, staff member, or other person will be taken very seriously. Any threat, including hoax threats, will result in disciplinary action, which may include suspension with a recommendation for expulsion and referral to law enforcement.
11. **Gang Affiliation and/or Activity:** Use of gang signs, gang language, either audible or written, and recruiting for gang membership is not allowed.
12. **Chronic Discipline Problems: Cadets who compile a continuing record of code of conduct violations will be suspended. With escalating discipline problems the cadet may be given notice of expulsion. Should the cadet continue with chronic misbehavior, the cadet will be expelled. Cadets who are serious chronic discipline problems may also be expelled without suspension.**

**Class D Violations:**

**First Offense:** Up toan **e**xpulsion for a period of 180 days and referral to proper authorities.

 All Class D violations may result in immediate expulsion from school for up to 180 days. All Class D violations require immediate removal from the school building by either a parent/guardian and/or the proper authorities depending upon the severity of the incident.

1. **Fighting or Physical Assault of a Peer:** Fighting with and/or physical assault of a peer in school, on school grounds, or at school sponsored events will be severely and swiftly dealt with. This may include immediate expulsion for a period of up to 180 days. Law enforcement may be contacted and a safe schools violation may be filed. Additionally, the student who has been physically assaulted has the option of filing charges with proper civil authorities.
2. **Physical Assault, Verbal Assault or Abuse, Profanity, Threats, and Obscene Gesture Toward a Staff Member or Other Adult:** In order for our school to function effectively, our staff must maintain a position of respect and leadership with cadets. Any cadet’s physical assault or verbal assault or abuse of a staff member or any adult, or a cadet’s use of profanity or obscene gestures toward a member of the staff or any other adult has the effect of lessening that respect plus presenting a threat and physical danger to the person. Any cadet who assaults a staff member will be immediately expelled for a period of 180 days. Any student who abuses, uses profanity, or uses an obscene gesture toward any member of the school staff may be expelled from school, The person who has been physically or verbally assaulted or threatened has the option of filing charges with proper civil authorities.
3. **Firearms, Weapons, Dangerous Instruments, Dangerous Substances, Fireworks:** Section 2923.11 & 12 of the Ohio Revised Code states that no person shall knowingly carry or have concealed on his person or concealed ready at hand any weapon or dangerous instrument or any “look-alike” weapon or use any other object as a weapon. The state law affects all persons and therefore it must be understood that cadets at The Maritime Academy of Toledo shall not possess, handle, or transmit weapons or dangerous instruments on school grounds before, during, or after school hours or at school functions, activities or events. This includes fireworks. Persons violating this section of the law and the Cadet Handbook regulation shall be subject to **immediate expulsion** from school and referral to law enforcement.

**Due to the nature of any offense, TMAT Administration reserves the right to assign any disciplinary action deemed necessary for violations of the code of conduct as noted above. Regardless of where violations occur, a cadet may be suspended or expelled if the misconduct is directed at a TMAT official and/or employee or the property of The Maritime Academy of Toledo official or employee. A cadet may be suspended or expelled if the cadet’s misconduct occurs off of property that is owned or controlled by the school district, but is connected to school activities.**

# CARE OF SCHOOL PROPERTY

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

# CREDIT FLEXIBILITY

Ohio law enables students enrolled in grades 9-12 to earn units of credit based on a demonstration of subject area competency instead of, or in combination with, completing hours of classroom instruction. Please see the following website for information:

<http://education.ohio.gov/Topics/Quality-School-Choice/Credit-Flexibility-Plan>

# DANCES

Dances are scheduled for the enjoyment of the cadets. Cadets are required, however, to exhibit appropriate behavior and are expected to follow all school rules. Failure to follow school rules/dress code or specific instructions may result in a cadet being required to leave the dance and in the cadet not being permitted to attend future dances. Cadets are excluded from dances if they are serving a suspension or expulsion.

# DELIVERIES

The Maritime Academy of Toledo discourages deliveries on behalf of cadets. Items like flowers, balloons, and candies will be held by staff members until the end of the school day. All gift items brought by cadets should be kept in the cadet’s locker during the school day. Latex balloons are strictly prohibited for health reasons.

**LOCKER**

Every cadet will be assigned a locker at the beginning of the school year. Lockers are the property of The Maritime Academy of Toledo Board of Education and are subject to inspection at any given time. Cadets should use only their assigned locker, as they are responsible for the contents. Cadets are cautioned not to bring important and/or valuable personal items from home. The school is not responsible for a cadet’s personal property. Cadets are required to keep their locker clean and orderly. Food and drink are not permitted in the Locker.

# EMERGENCY SCHOOL CLOSINGS

It may be necessary for the school to close or have delayed openings during the school year because of weather conditions or unsafe driving conditions. Radio/TV stations will broadcast school closing information if weather warrants closing. The school will send telephone messages to phone numbers on file with the school whenever possible. Cadets should not call school personnel to request this information.

**FEE SCHEDULE**

There is a yearly fee to cover the costs of specific uniform items, ID badges, planners and supplies. All fees must be paid in full prior to the start of the school year and/or upon enrollment in the Academy. All fees are subject to change**.**

# FIELD TRIPS

Field trips are an important part of the learning process. Field trips are a privilege! Every parent/guardian signs a generic field trip permission form at the beginning of the school year. However, parents/guardians are notified in writing of each individual field trip. If a parent/guardian does not wish a cadet to attend a specific field trip, the parent/guardian must notify the Helm as early as possible. At the discretion of the teacher, a student with excessive discipline issues may not be permitted to go on a field trip for safety reasons, especially when boating and/or water is a part of the field trip experience. **PLEASE NOTE** that students serving a suspension at the time of the field trip **will not** be permitted to attend—there will be **NO** refund of field trips fees. All Field Trip Request Forms must have Superintendent approval.

**FUNDRAISING SALES**

Any school organization wishing to conduct a money-raising activity must complete the **Fundraising Project Form** and must obtain prior school board approval and/or approval of the Admiral and Treasurer, complete the Purchase Order Request Form and have a copy of this form with signature approval. All monies collected and disbursed by any school club or organization must be managed by the Business Manager. Cadets may not sell any items for their own profit whether for personal profit or for a non-profit organization. The school board and Superintendent approve all fundraisers at least one month prior to their start.

# GRADING SYSTEM

Each teacher will provide cadets with a course outline at the beginning of each semester. The grading scale for all courses taught at the Academy is as follows:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Grade** | **Description** | **Grade Pts** | **Counts in GPA** | **Grade** | **Description** | **Grade Pts** | **Counts in GPA** |
| [**A**](https://maritime.powerschool.com/admin/marks/editgradescaleitem.html?frn=09019) | Superior | 4 | Yes | [**C**](https://maritime.powerschool.com/admin/marks/editgradescaleitem.html?frn=09021) | Average | 2 | Yes |
| [**A-**](https://maritime.powerschool.com/admin/marks/editgradescaleitem.html?frn=090173) | A- | 3.67 | Yes | [**C-**](https://maritime.powerschool.com/admin/marks/editgradescaleitem.html?frn=090177) | C- | 1.67 | Yes |
| [**B+**](https://maritime.powerschool.com/admin/marks/editgradescaleitem.html?frn=090174) | B+ | 3.33 | Yes | [**D+**](https://maritime.powerschool.com/admin/marks/editgradescaleitem.html?frn=090178) | D+ | 1.33 | Yes |
| [**B**](https://maritime.powerschool.com/admin/marks/editgradescaleitem.html?frn=09020) | Good | 3 | Yes | [**D**](https://maritime.powerschool.com/admin/marks/editgradescaleitem.html?frn=09022) | Poor | 1 | Yes |
| [**B-**](https://maritime.powerschool.com/admin/marks/editgradescaleitem.html?frn=090175) | B- | 2.67 | Yes | [**D-**](https://maritime.powerschool.com/admin/marks/editgradescaleitem.html?frn=090179) | D- | 0.67 | Yes |
| [**C+**](https://maritime.powerschool.com/admin/marks/editgradescaleitem.html?frn=090176) | C+ | 2.33 | Yes | [**F**](https://maritime.powerschool.com/admin/marks/editgradescaleitem.html?frn=090223) | Fail | 0 | Yes |

**A Cadet IS NOT permitted to graduate or to participate in the commencement exercise without first having fulfilled ALL of the requirements for graduation as established by the State Department of Education and The Maritime Academy of Toledo. A Cadet MAY NOT graduate from The Maritime Academy of Toledo unless s/he has earned at least two full credits from The Maritime Academy of Toledo during the academic year of his/her graduation. Summer school classes will not be applied to the two full credit requirement.**

# COLLEGE VISITATIONS

Junior and Senior cadets are permitted to visit a college or university campus up to three times per school year. The cadet must complete the College Visitation Form. The form, which must be signed by the parent/guardian and Captain (Principal), must be presented to the Helm at least one week prior to the scheduled visit. The day will be counted as an unexcused absence until the cadet brings official verification of the college visit on college stationary. Verification must be submitted to the Helm upon return to school. Once the proper documentation has been provided, the cadet’s absence will be marked as a school-approved absence.

# FOOD SERVICE, MESS DECK (DINING HALL) AND THE PRIVILEGE OF RANK

Food from restaurants or stores may not be delivered to cadets at any time throughout the day.

Lunch periods are assigned and cadets are expected to display proper dining habits and behaviors in the Mess Deck. Screaming and inappropriate behavior is not permitted. Mess Deck rules are explained at the beginning of the school year. **Cadets who hold the rank of Petty Officer, Chief Petty Officer, Master Chief Petty Officer or any rank above their high school grade-level rank may** enjoy the privilege of dining on the patio, weather permitting.

# OHIO GRADUATION TEST (OGT) (up to the class of 2017)

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

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

# COLLEGE CREDIT PLUS

The College Credit Plus Program was created to enable high school students in grades seven through twelve to earn college and high school graduation credit through the successful completion of college courses. **See the following website for information:**

<https://www.ohiohighered.org/ccp>

# POSTERS & DISPLAYS

Posters/displays may be placed only in authorized areas. Posters/displays may only be displayed for school-related activities and must be pre-approved by the Captain (Principal). It is the responsibility of the sponsoring organization to remove all posters/displays within 24 hours following the activity. Any poster/display not meeting these requirements will be removed.

# SEARCH AND SEIZURE

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

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

# SECURITY CAMERAS

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

**TEXTBOOKS AND REFERENCE BOOKS**

The following rules apply to all schoolbooks:

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

Fines:

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

1. Textbooks that are destroyed, lost, or significantly damaged (defaced book, torn pages, broken/torn/bent cover, etc.) shall be paid accordingly based on the age of the book.
	1. 1 – 2 years: full replacement cost
	2. 3 – 4 years: 2/3 replacement cost
	3. 5 or more years: 1/3 replacement cost
2. Cadets (including seniors) refusing to pay fines will not receive progress reports, report cards, transcripts, and/or diplomas until all fines are paid in full.

# VISITORS

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

**WORK PERMITS**

In order to obtain a work permit, cadets must:

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

**TECHNOLOGY POLICY**

The Maritime Academy of Toledo ("Academy") is pleased to provide computer and Internet Access ("Network") to students ("users") who agree to abide by this agreement. In exchange for the use of the Network resources, either on-site or by remote access, the user understands and agrees to the following:

1. **Privilege** — The use of the Network is a privilege, which may be revoked by the Academy at any time and for any reason.
2. **Scope Of Acceptable Use** — The Network shall be used for educational purposes only, including:
	1. to assist in the collaboration and exchange of information;
	2. to facilitate personal growth in the use of technology; and
	3. to enhance information gathering and communication skills.

The Academy periodically may make determinations on whether other incidental non-educational uses of the Network are consistent with this Agreement. Uses that interfere with normal Academy business or educational activities are prohibited and may be cause for disciplinary action at the discretion of the Academy. It is within the rights of the Academy to periodically modify the list of acceptable use. The Academy, in combination with the Information Technology Center (ITC) providing Internet access, will utilize filtering software or other technologies designed to restrict users from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to, or in any way exploitative of minors, as these terms are defined and interpreted by the Children’s Internet Protection Act [47 U.S.C. § 254 (h) and (1)] and applicable state and federal law. As it is impossible to limit access to all materials that may be considered to be inappropriate, users are responsible for their use of the Network and are required to avoid sites that are inappropriate for the educational setting. Users are prohibited from taking any measures to override the filtering software. The Academy shall monitor the user’s online activities, through direct observation and/or technological means, to endeavor to ensure that users are not accessing such depictions or any other materials that are inappropriate for the educational setting. To the extent practical, steps shall also be taken to promote the safety and security of users when utilizing e-mail, chat rooms, instant messaging and other forms of direct electronic communication.

1. **Access** — Selected Network resources are intended only for the use of their registered users who agree to abide by this Agreement. Users shall not share their password(s) with others or otherwise allow anyone unauthorized access to the Network. A user is responsible for any violations of this agreement committed by someone who, with the user’s express or implied permission, accessed the Network with the user’s password.
2. **Supervision** — All use of the Network by a User must be done with supervision by an Academy staff member.
3. **Network Etiquette** — Use of the Network has great potential to enhance productivity of the users. The Network, however, could also be abused. Each user must abide by generally acceptable rules of Network etiquette, which include but are not limited to:
	1. Users shall not obtain copies of or modify files, other data, or passwords belonging to other users without express authorization by the Academy’s ITC.
	2. Users shall not misrepresent themselves on the Network.
	3. Users shall not use the Network in any way that would disrupt the operation of the Network; abuse the software and/or hardware; or excessively consume limited computer, paper or telephone resources, such as through spamming, creating or forwarding mass e-mails, sending chain letters, or extensively using the Network for non-curriculum-related communications or other purposes exceeding the Scope of Acceptable Use under this agreement.
	4. Users shall not create or transmit harassing, threatening, abusive, defamatory or vulgar messages or materials.
	5. Users shall not reveal any personal information beyond directory information about themselves, other students, or Academy employees, including social security numbers, passwords, etc.
	6. Users shall not create, transmit, or download any materials
		1. that are in violation of Academy Policies or any state or federal law, including but not limited to confidential information, copyrighted materials, material protected by trade secrets, and any materials that would violate the Academy’s Harassment Policy; or
		2. that include the design or detailed information for the purposes of creating an explosive device, materials in furtherance of criminal activities or terrorist acts, threatening materials, or pornographic, sexually explicit or obscene materials.
	7. Users shall not use the Network for any commercial activities, such as buying, advertising or selling goods or services, unless doing so is pre-approved by the Academy. The Academy shall not be liable for any transactions, costs, damages or fees incurred by a user through the Network, or for any illegal actions, including copyright violations, which a user performs through the Network.
	8. Users shall not use any software or program not already on Academy equipment unless authorized by the Academy’s ITC.
4. **Web Sites** — Web sites created for school community organizations through the Network or linked to the Academy’s web site must relate specifically to officially sanctioned organization activities and programs. The Academy reserves the right to require that material and/or links to other sites found to be objectionable be altered or removed. All web pages under this Agreement, other than the official Maritime Academy of Toledo web page, must prominently display the following disclaimer: The views and opinions expressed on this web site are not necessarily those of the Maritime Academy of Toledo.
5. **Service Disclaimer** — The Academy does not warrant that the functions of the Network will meet any specific requirements the user may have, or that the Network will be error free or uninterrupted; nor shall the Academy be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use or operate the system.
6. **Reservation Of Rights** — The Academy administrators and/or Network managers may perform the following actions for any legitimate reason, including but not limited to for the purposes of maintaining system integrity and insuring the users are using the Network consistently with this Agreement: to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the Network and any and all materials, files, information, software, communications, and other content transmitted, received or stored in connection with this usage. The Academy reserves all rights to any material stored in files which are generally accessible to others and will remove any materials which the Academy, at its sole discretion, believes may be unlawful, obscene, pornographic, abusive, or otherwise objectionable. The Network and all information, content, and files contained therein are the property of the Academy, and users should not have an expectation of privacy regarding those materials.
7. **File Transfers** — A user may not transfer files, shareware, or software from information services and electronic bulletin boards without prior authorization from the Academy ITC. The user may be liable to pay the cost or fee of any unauthorized file, shareware, or software transferred, whether intentionally or accidentally. For each file received through a file transfer, the user must check the file with a virus detection program before opening the file for use.
8. **Security** — If a user identifies a security problem with the Network, the user must notify a Network administrator, teacher, or principal immediately. Users must report all activities that are illegal or in violation of Academy Policies to a teacher or principal. All users agree to cooperate with the Academy in the event of an investigation into any alleged misuse or security breaches of the Network.
9. **Vandalism** — ***Vandalism is prohibited***. For the purpose of this Agreement, vandalism is any malicious attempt to harm or destroy software, hardware, data of another user, other Network resources, or the use of the Network to harm or destroy anything on the Internet or outside networks. Vandalism includes but is not limited to the uploading, downloading, creating or transmitting of computer viruses, worms, Trojan horses, or other destructive programs or applications. Should the user cause the Network to become infected with a virus or other destructive program or application and the infection causes damage to the Network, or cause damage to any piece of computer equipment, either through vandalism or negligent behavior, **the user may be liable** for any and all repair costs to restore the Network or the affected computer equipment to full operational status in addition to other potential disciplinary measures as determined by the Academy.
10. **Use of Wireless Communication Devices (WCDs)** – Students **are not permitted** to use personal WCDs such as, but not limited to, cell phones, tablets, laptops or e-book to connect or attempt to connect to networks designated for student, staff, or visitor use without express permission of the Network administrator.
11. **Violations of This Policy** — Any violations of this Policy may result in disciplinary action, including but not limited to restriction or termination of access to the Network, other discipline in accordance with the Student Code of Conduct, referral to legal authorities, and/or other legal action.

**DETACH THIS SHEET AND RETURN TO YOUR HOMEROOM TEACHER**

**Handbook Acknowledgement Form 2015-2016**

Please sign below that the student and parent have read, understand, and will abide by the rules and regulations set forth in this handbook.

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

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

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_