

# 2020-2021 Enrollment/ Re-Enrollment Forms

## The Maritime Academy of Toledo



### 2020-2021 School Year The Maritime Academy of Toledo Enrollment Packet

Congratulations! Welcome to The Maritime Academy of Toledo. We are very excited to know that The Maritime Academy is your school of choice to nurture and support your student's growth, development, and learning. Prior to being officially accepted, this Enrollment Packet and all of the following items must be submitted to the school office:

- Withdrawal Form from previous school (must have prior school administrators signature)
- Official High School Transcript and most recent Grade Card
- Registration Packet forms which **must be returned** include the following found on:
  - Student Info Card – ½ page card stock
  - Student Information .....
  - Family Information .....
  - Request for Records .....
  - Emergency Medical Release.....
  - Student Health History .....
  - Student Health Assessment & Certificate of Immunizations (this form or copy).....
  - Medication Dispensing Form (only as needed) .....
  - Field Trip Permission Form.....
  - Media Policy and Consent .....
  - Kayak, Canoe, Boating, Permission Form.....
  - Internet Use and Safety Policy .....
  - Notice to Parents Regarding Pupil Rights .....
  - Parent/Guardian Involvement Policy .....
  - Parent-Student-School Compact/Agreement.....
  - Parent Volunteer Form .....

- Student's Birth Certificate (Copy)
- Student's Social Security Card (Copy)
- Student's Proof of Residency (Copy of 2 forms of an official utility bill showing name and address)
- Custodial Papers (**If student is not living with both parents you must provide a copy of custody papers**)
- Parent/Guardian Driver Licenses (Copy)
- Please remit Fee of \$50.00 per cadet (Covers 1 Gym Shirt, 1 Uniform Shirt, Student Planner)**

Please note that your student is not officially enrolled until we receive all of the items listed above. You must mail, fax, or hand deliver the requested records within 24 hours to guarantee your student's enrollment in The Academy. Please call the school office if you have any questions. Thank you for your cooperation in submitting all of your required documents.



## The Maritime Academy of Toledo

803 Water Street, Toledo, OH 43604  
 Phone: 419-244-9999 Fax: 419-244-9898  
 Website: [www.maritimeacademy.us](http://www.maritimeacademy.us)  
 Email: [info@maritimeacademy.us](mailto:info@maritimeacademy.us)

Dear Parents/Guardians:

Thank you for enrolling your son/daughter into The Maritime Academy of Toledo, a unique educational experience! As you complete this enrollment packet please take note of these important details:

Attendance & Testing	Please be advised that the Ohio Department of Education requires The Maritime Academy of Toledo to inform you that your family must comply with the Ohio Revised Code related to attendance laws and testing laws for the 2020-2021 school year. See <b>page 26</b> for more information about attendance and <b>page 23</b> for testing requirements.
Proof of Residency	Due to House Bill 21 The Maritime Academy of Toledo is required to obtain 2 proofs of residency at the time of enrollment and periodically throughout each school year. See <b>page 2</b> for more information.
Emergency Notification	In case of an emergency, The Maritime Academy of Toledo will notify our families with our automated messaging system, individual phone calls (if needed), Facebook, and if necessary, through local radio and tv stations. See <b>page 22</b> for more information.
Missing Children's Program	Included in this packet are materials related to the missing children program. See <b>page 32-33</b> for more information.

# Proof of Residency

Dear Parents/Guardians:

Due to the Ohio House Bill HB 21, The Maritime Academy of Toledo is required to obtain 2 proofs of residency annually. We will collect these with the enrollment packets upon enrollment or re-enrollment and if your family has moved during the school year.

- a deed, mortgage, lease, current home owner's or renter's insurance declaration page, or current real property tax bill;
- a utility bill or receipt of utility installation issued within ninety days of enrollment;
- a paycheck or paystub issued to the parent or student within ninety days of the date of enrollment that includes the address of the parent's or student's primary residence;
- the most current available bank statement issued to the parent or student that includes the address of the parent's or student's primary residence; or
- any other official document issued to the parent or student that includes the address of the parent's or student's primary residence.

The Maritime Academy of Toledo will also conduct monthly reviews of the residency records of its' students. This adds additional responsibility to parents to keep their records up to date. Thank you for your diligence in this matter.

## Type a question \*

I certify that I have read this information and will provide proof of residency when asked by the Maritime Staff.

## Student Name \*

First Name      Middle Name      Last Name

## Birth Date \*



Month Day Year

## Enrollment Date \*



Month Day Year

## Gender \*

**Ethnicity \***

**Language Spoken at Home:**

If different than English

**Current Grade Level \***

**Have you previously attended Maritime? \***

Yes

No

**Street Address \***

**Apt/ Unit #**

**City \***

**State**

**Zip Code \***

**Home Phone Number \***

**Cell Phone Number \***

**Please select all true statements \***

I believe that this student could be placed in a higher grade.  
This student is interested in playing sports.  
This student has been expelled or suspended.  
This student has failed 1 or more classes in previous school  
(High School Students) Student needs to recover credit from failing classes.  
I have or will get a copy of the student's transcripts.  
I certify that student's name on this form is their legal name.  
I reside within the State of Ohio.  
I understand that I must furnish proof of custody at the time of enrollment.  
I understand I must immediately inform the school of any custody changes.  
I understand that I must provide at least two proofs of residency in order to enroll in school.

Confidentiality of this information will be preserved in accordance with FERPA and The Maritime Academy of Toledo Board of Education policies and procedures.

*Sec. 3323.64 of Ohio Revised Code requires a student to attend classes in the school district where the parent with court-determined custody resides.*

**Family Information: Please list all siblings.**

	First/ Last Name	School of Attendance	Relationship	Age
Sibling 1				
Sibling 2				
Sibling 3				
Sibling 4				
Sibling 5				
Sibling 6				

**Street Address**

**Street Address Line 2**

**City**

**State**

**Zip Code**

**Parent/Guardian Residence Information** (if different from above)

**Street Address**

**Street Address Line 2**

**City**

**State**

**Zip Code**

**Custody Information**

	<b>Who does the student live with?</b>	<b>Who has legal custody?</b>	<b>First/Last Name</b>	<b>Phone Number</b>
<b>Mother</b>				
<b>Father</b>				
<b>Grandparent</b>				
<b>Foster Parent</b>				

Legal

Guardian

Step Father

Step Mother

Aunt

Uncle

**Custody changes \***

I certify that will I inform the Maritime Academy of Toledo of any custody changes as soon as possible.

## Emergency Contact Information

Emergency Contact 1

**Last Name \***

**First Name \***

**Primary Phone Number \***

**Secondary Phone Number**

Emergency Contact 2

**Last Name \***

**First Name \***

**Primary Phone Number \***

**Secondary Phone Number**

**Physician and Medical Information**

**Last Name**

**First Name**

**Primary Phone Number**

**Secondary Phone Number**

**Preferred Hospital**

**Insurance/Health Coverage (Company)**

**Please list any of the following: Current medications, Medication allergies, Food allergies, Chronic health concerns.**



**Student Name (Type N/A on each line if a current Maritime student)**

First Name      Middle Name      Last Name

**Birth Date**



Month Day Year

**Grade Last Completed**

**Release Records From: (Type N/A if you are a current Maritime student.**

Please type in the box below

School Name

Address

City State & Zip

Telephone Number

Fax Number

Previous Enrollment History

**Previous School 1**

**School Name**

**City**

**State**

**Date Started**



Month Day Year

**Date Ended**



Month Day Year

**Previous School 2**

**School Name**

**City**

**State**

**Date Started**



Month Day Year

**Date Ended**



Month Day Year

**Please inform the office of any other vital information you think they may need to know in the**

**event of an emergency. Thank you.**

The Maritime Academy of Toledo Academy of Toledo and All Parents/Guardians and Students including the parents/guardians of students participating in any school activity, service, and/or program funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA), agree that this compact/agreement outlines how parents/guardians, the entire school staff, and the students will share the responsibility for improved student academic achievement and it further outlines the means by which the school and parents will build and develop a partnership that will help students achieve the State's high standards. This school-parent compact is in effect during the school year.

School Responsibilities

The School will:

1. Provide high quality curriculum and instruction in a supportive and effective learning environment that enables the participating student to meet the State's academic standards.
2. Hold parent-teacher conferences at least annually during which this compact will be discussed as it relates to the individual student's achievement.
3. Provide parents with frequent reports on their student's progress. Specifically, the school will provide reports as follows: mid-term progress reports; quarterly progress reports; and when excessive or severe codes of conduct violations exist.
4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation before and after school.
5. Provide parents opportunities to volunteer and participate in their student's class and to observe classroom activities.
6. Treat all members of the School's family with respect and dignity.
7. Know the curriculum and state standards.
8. Establish clear rules for acceptable behavior, class participation, grades and assignments.
9. Enforce the School Code of Conduct in a consistent and fair manner.

Parent/Guardian Responsibilities:

I, as parent/guardian, will support my student's learning in the following ways:

1. I will treat all members of the School family with respect and dignity.
2. I will know and understand school rules and cooperate with school personnel in the enforcement of school rules.
3. I will support the school's zero tolerance policy toward any physical, verbal, gestured aggression, and play fighting.

4. I will communicate my comments, questions, and concerns to the appropriate staff members.
5. I will ensure that my student is properly attired for school in accordance with the school dress code.
6. I will attend meetings related to the welfare of my student including parent conferences, IEP meetings, discipline hearings, and other relevant meetings.
7. I will send my student to school on time and every day as required by Ohio law.
8. I will inform the school of any change of phone numbers and/or residence.
9. I will ensure that my student completes all homework.
10. I will monitor the amount of television my child watches and ensure that my student reads 15 minutes each day.
11. I will participate in decisions relating to my student's education.
12. I will stay informed about my child's education and communicate with the school by promptly reading and responding to all notices from the school.
13. I will offer to serve on the Parent Teacher Organization or other school related committees.
14. I will encourage my student to participate in the 21st Century Enrichment Program.
15. I will ensure that my student attends the mandatory Ohio Assessment Tutoring Program for the required days if my students has not passed the Ohio Assessments.
16. I have read and agree to support the policies and procedures as stated in the Parent-Cadet Handbook and The Maritime Academy of Toledo Code of Conduct.

#### Student Responsibilities

I, as a student, will improve my academic achievement and achieve the State's highest standards by doing the following:

1. Abide by The Maritime Academy of Toledo's Code of Conduct and Cadet Handbook Policies and Procedures.
2. Attend school every day it is in session.
3. Arrive to school on time and not leave school early.
4. Show respect for myself, peers, teachers, administrators, and the school environment at all times.
5. Do my homework every day and ask for help when I need it.
6. Read at least fifteen minutes every day outside of school time.
7. Give my parents all notices and information received by me from my school every day.

#### Name

First Name      Last Name

## Address

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

## Birthday



Month Day Year

## Emergency Information

Name Cell Phone Work Phone Home Phone Email Facebook Name

Mother

Father (If Applicable)

Guardian (if applicable)

Other

**In an emergency when parent/guardian cannot be reached, please contact the following:**

First Name Last Name

## Cell Phone Number

Area Code Phone Number

## Home Phone Number

Area Code Phone Number

## Work Phone Number

Area Code Phone Number

**Option #2**

First Name Last Name

**Cell Phone Number**

Area Code Phone Number

**Home Phone Number**

Area Code Phone Number

**Work Phone Number**

Area Code Phone Number

**Please Certify that you have read and understand this compact. \***

I certify that I have read and will follow the guidelines detailed in this compact.

I hereby give consent for the following medical care providers and local hospital to be called:

**I hereby give consent for the following medical care providers and local hospital to be called:**

**Phone Number**

**Address (If necessary)**

**Doctor**

**Dentist**

**Counselor**

**Preferred Hospital**

**Other**

In the event reasonable attempts to contact me have been unsuccessful, I hereby give my consent for the administration of any treatment deemed necessary by above-named doctor, or in the event the designated practitioner is not available, by another licensed physician or dentist, concurring in the necessity for

transfer of the child to any hospital reasonably accessible. This authorization does not cover major surgery unless the medical opinions of two other licensed physicians or dentists, concurring in the necessity for such surgery, are obtained prior to the performance of such surgery.

NOTE: PLEASE ATTACH COPY OF YOUR INSURANCE CARD, FRONT AND BACK, TO EXPEDITE MEDICAL TREATMENT.



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I, the parent/guardian of \_\_\_\_\_, grant permission for my child to attend Maritime Academy field trips provided:

1. I am notified in writing prior to the field trip.
2. I am given an opportunity to sign a specific field trip permission form.

If I fail to sign specific field trip permission form I agree that this generic form may be used in place of the specific field trip form.

I further agree that this form may only be used as a permission form in the event of an emergency for which I am unable to sign.

I authorize any medical treatment in case of an emergency and agree that I am responsible for the cost of such treatment.

The undersigned agrees to release, hold harmless and indemnify The Maritime Academy of Toledo, its agents, representatives and employees from all claims, damages, or other liabilities for injuries to my child which are not the result of gross negligence intentional neglect, or willful conduct by the school or its agents, representatives, or employee.

**Student Name: \***

First Name      Last Name

## KAYAK / CANOE / BOATING PERMISSION FORM

**Please read the following paragraph before signing below:**

The Maritime Academy of Toledo must have written consent for students to participate in boating related activities. Location of the boating activity sites includes TMAT's swimming pool, the Maumee River and its contiguous creeks and Maumee Bay.

I understand that TMAT has certified lifeguards and/or licensed boating teachers who will, at all times, accompany and supervise my child at boating activity sites including, but not limited to, TMAT's indoor swimming pool and/or public or private swimming pools, lakes, or rivers.

Swimming activities in bodies of water two or more feet in depth will be supervised by TMAT staff who are currently certified as lifeguards or water safety instructors by the American Red Cross, YMCA, or an equivalent water safety program.

TMAT will provide a ratio of 8: 1 certified life guards when children engaged in swimming activities.

**Date**



Month Day Year

**Student Name \***

First Name Last Name

I DO NOT give my consent for emergency medical treatment of my student.

**In the event of illness or injury requiring emergency treatment, I wish the school authorities to take the following action:**

**Swimming: \***

My child/teen is a swimmer.

My child/teen is NOT a swimmer.



**Date**



Month Day Year

**I have read and understand the Kayak, Canoe, Boating policies and procedures. \***

I give permission for my child to participate in boating activities.

I do not give permission for my child to participate in boating activities.



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### MEDIA POLICY AND CONSENT

**Please read the following paragraph before signing below:**

During the year, The Maritime Academy of Toledo often has the opportunity to photograph, audiotape, and/or videotape our students in a variety of school-related activities. Student recognition programs and academic programs are a few examples of these activities. As such, these photographs and/or videotape footage may be used in district communication tools such as the school website, local newspapers, annual reports, and other communication entities. Highlighting the achievements and celebrating the successes in our school is an integral part of responsible reporting to our community as well as a way of sharing the successes of our students and our school. However, it is our goal to respect your privacy as well. Therefore, parents/guardians are requested to indicate their wishes regarding the school's use of student photographs, audiotapes, videotapes, or other electronic images at the beginning of each school year. Photographs, videotapes or images including four or more students in a picture are exempt from this policy (i.e. group or team photos). **Permission can only be revoked by written request.**

**CHOOSE AND SIGN ONLY ONE RELEASE BELOW!**

**Please list all known health conditions of your child/teen:**

**Please explain all injuries and/ or surgeries:**

**Consent:**

I hereby give my consent as the parent/guardian of the above named child to release, discuss or otherwise inform the school of my child's health condition and any health concerns

**Choose One: \***

I DO PERMIT The Maritime Academy of Toledo to use photographs, audiotapes, videotapes and/or images of my student under the above terms and conditions. Please Note: There is no payment or any other form of compensation for use of your child's image if a photograph and/or video image of your child is used either internally or externally as explained in the examples above.

I DO NOT PERMIT The Maritime Academy of Toledo to use photographs, audiotapes, videotapes and/or images of my student under the above terms and conditions.

**Date**



Month Day Year

**Please list any allergy to food or medicine: (Example: Peanut Allergy)**

**Basic Health Information**

Height

Weight

Blood Pressure

## Basic Health Information

### Basic Health Physical: \*

I certify that I will take the above named student for a physical health assessment as soon as possible and provide that information to the school.

I certify that I will obtain the health physical forms by contacting the Maritime School nurse as soon as possible.

### General Policy

Students enrolled in the School must attend School regularly in accordance with the laws of the State. The educational program offered by the School is predicated upon the presence and punctuality of the student and requires continuity of instruction and classroom participation. A parent must contact the School in accordance with the procedure set forth in Policy 252 whenever a student is absent.

Attendance shall be required of all students enrolled at the School during the days and hours that the School is in session. Attendance need not always be within the School facilities, but a student will be considered to be in attendance if present at any place where School is in session by authority of the Board.

### Excused Absences

Absences due to the following will be excused:

1. Personal physical illness such as to prevent attendance at School (at the discretion of the Principal or his/her designee, a written statement from a physician may be required).
2. Personal mental illness such that the student will not benefit from instruction (at the discretion of the Principal or his/her designee, a written statement from a physician/mental health professional may be required).
3. Illness in the family (at the discretion of the Principal or his/her designee, a written statement from a physician and an explanation as to why the child's absence was necessary may be required).
4. Quarantine of the home (absence will be excused for the duration of the quarantine as determined by proper health officials).
5. Death in the family (absence will be excused for no more than eighteen (18) hours unless the Principal or his/her designee determines that a longer absence is reasonably necessary).
6. Medical or dental appointments (at the discretion of the Principal or his/her designee, a written statement from a physician confirming the appointment may be required).
7. Observance of religious holidays.
8. College or university visits (at the discretion of the Principal or his/her designee, verification of the date and time of the visit may be requested).
9. Absence due to a placement in or changes to a foster care placement or any court proceeding related to a student's foster care status.
10. Absences due to a student being homeless.

11. Necessary work in a family business or on a family farm (after proof of necessary absence is provided to the Principal or his/her designee).
12. Instruction at home from a person qualified to teach the branches of education in which instruction is required (after adequate certification of home instruction has been provided to the Principal or his/her designee).
13. An emergency or set of circumstances which in the judgment of the School constitutes a good and sufficient cause for absence.
14. If a student is absent from School for the sole purpose of traveling out of state to participate in a School-approved enrichment activity or extracurricular activity, the School shall count that absence as an excused absence, up to a maximum of twenty-four (24) hours per school year that the School is open for instruction. The student must complete any classroom assignments he/she misses due to the absence. If the student will be absent for twenty-four (24) or more consecutive hours that the School is open for instruction, a classroom teacher must accompany the student during the travel period to provide the student with instructional assistance in order to count the student as in attendance.

The Principal or his/her designee reserves the right to verify statements and to investigate the cause of absence.

#### Withdrawal

A student who fails to participate in one hundred five (105) consecutive hours of learning opportunities will be automatically withdrawn, unless the student's absence is excused. Otherwise, a parent may withdraw a student voluntarily by signing a Voluntary Withdrawal form with the Principal or his/her designee.

Whenever a student withdraws from the School voluntarily, the Student's teacher shall attempt to ascertain the reason for withdrawal and shall immediately inform the Superintendent or his/her designee of the reason for the withdrawal. If the Student voluntarily withdrew from the School as a result of a change in residence, the Superintendent or his/her designee shall notify the superintendent of the district to which the Student has moved of all essential information regarding the Student, including the Student's new address.

If the Superintendent or his/her designee becomes aware that a Student who has withdrawn from the School for reasons other than a change of residence is not enrolled in another school, the Superintendent or his/her designee shall notify the registrar of motor vehicles and the juvenile judge of the county in which the School is located of the Student's likely violation of the State's compulsory education laws. Notice shall be given within two weeks and shall include the Student's name, address, date of birth, School, and the district where the Student resides. Any notice given in error shall be immediately rescinded by the Superintendent or his/her designee.

#### Disciplinary Action for Unexcused Tardiness or Absence

Repeated unexcused absences/tardiness may be grounds for disciplinary action that will not include suspension or expulsion.

A student is tardy when a student is more than five minutes late for School or for a class. If a student misses more than half a class, the student will be marked absent for the class. When tracking hours of missed instruction for excessive absence and truancy purposes, the School shall (select one):

Ö Track tardiness and early dismissals to the nearest hour of missed instruction for each instance of tardiness or early dismissal per day (e.g., if a student is 35 minutes tardy to school and leaves school 45 minutes early, the student shall be counted as absent for two (2) hours of that day).

Students shall not be considered absent for purposes of habitual truancy calculations while out of class

for a legitimate reason, including but not limited to restroom breaks, visits to the nurses office, counselor meetings, or remediation sessions.

Any student who, due to a medically-documented physical or mental impairment, is absent for an extended period will not be disciplined. Such students may be entitled to receive an education tailored to their individual needs or abilities as provided for under federal and/or state law.

### Truancy and Absence Intervention Strategies

The Principal or his/her designee may act as the School's attendance officer or delegate that duty as permitted by law. The School's attendance officer shall investigate possible School attendance violations, and is authorized under Ohio law, to serve warrants, to enter places where children of compulsory School age are employed, and to take such other actions as may be necessary to enforce the compulsory education laws.

A student is excessively absent from school if a student is absent from the School with or without legitimate excuse for thirty-eight (38) or more hours in one (1) school month or sixty-five (65) or more hours in one (1) school year. Within seven (7) days of a student becoming excessively absent from School, the attendance officer shall notify the student's parents of the student's absences in writing.

A student is habitually truant if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or seventy-two (72) or more hours in one (1) school year.

Legitimate excuses for the absence of a student otherwise habitually truant include but are not limited to:

1. the student was enrolled in another school;
2. the student's absence was excused in accordance with applicable law or policy; or,
3. the student has received an age and schooling certificate.

If the student is habitually truant and the student's parents have failed to cause the student's attendance, the School will assign the student to an absence intervention team ("AIT") within ten (10) days. The Principal or designee selects the AIT members, who shall include a representative of the School who knows the child and the child's parent, guardian, custodian, guardian ad litem, or temporary custodian. Members may also include a school psychologist, counselor, social worker, or representative of a public or nonprofit agency designed to assist students and their families in reducing absences.

Within seven (7) days of the School's determination that the student is a habitual truant, the School will make at least three (3) reasonable, meaningful attempts to secure the child's parent, guardian, or custodian's (for the purposes of this policy, "parent") participation on the AIT. If the parent responds to attempts but is unable to attend, the School will notify the parent of the right to participate by designee. In the event the parent does not respond to the attempts at all, the School will investigate whether the failure to respond triggers child abuse and neglect reporting requirements and instruct the other members of the AIT to develop a plan for the child.

Within fourteen (14) days after its formation, the AIT will develop a written plan to reduce or eliminate Student's further absences. The AIT plan will state that a complaint will be filed in juvenile court alleging that the child is an unruly child not later than sixty-one (61) days after implementation if the child refuses to participate in or fails to make satisfactory progress on the plan or other alternatives to adjudication. The School will make reasonable attempts to provide student's parent with written notice of the plan within seven (7) days of development.

If a student becomes habitually truant during the last twenty-two (22) school days of the year, the School may assign one official to work with the parent and develop an AIT plan in lieu of forming a full AIT.

**AIT Exemption:** The School shall be exempt from AIT procedural requirements if it has a chronic

absenteeism rate of less than 5% of the student body per the last state report card.

Effective beginning with the 2017-2018 school year, the School shall employ absence intervention strategies for all students who are excessively absent from School. Such strategies shall include the following, if applicable:

1. Providing a truancy intervention plan for any student who is excessively absent from school;
2. Providing counseling for a habitual truant;
3. Requesting or requiring a parent to attend parental involvement programs;
4. Requesting or requiring a parent to attend truancy prevention mediation programs;
5. Notification of the registrar of motor vehicles of student's truancy status if the student misses sixty consecutive hours of instruction or ninety hours of instruction during the course of the school year; and
6. Taking legal action under R.C. 2919.222, 3321.20, and/or 3321.38.

#### Absence Intervention Plans for Remedial and Obtaining Credit

If a student becomes excessively absent or habitually truant, the student will receive a "No Grade" (NG) on their report card and transcripts if applicable. If a student receives a "NG" they will not receive credit. "NG" will not be categorized as a "failure." Students who receive a "NG" will be able to perform remedial work to receive their grade and credits.

Students can receive their grade and credit in a class by performing one of the following options before the end of the applicable school year (School year ends at the end of July):

- 1.0 hour of work (Online, independent study, or face to face instruction) for each class period missed, with verification of participation and completion provided by the Parent or Teacher to the satisfaction of the School
- pass an exam covering content in a specified course curriculum
- Develop a credit flexibility plan (9-12 only)
- Complete a specified project based on the project based learning guidelines

All absence intervention plans must include tailored intervention strategies for attendance specific to the student's needs. Each absence intervention plan must also address preventative measures for absences, which may mitigate the need for the "NG" designation if preventative measures are successful.

On the 61st day after the implementation of an absence intervention plan or other intervention strategy, the attendance officer shall file a complaint with the juvenile court against a student, if all of the following apply:

1. the student is a habitual truant;
2. the School has made meaningful attempts to re-engage the student through the absence intervention plan, other intervention strategies, and any other offered alternatives to adjudication; and
3. the student has refused to participate in or failed to make satisfactory progress on the plan, as determined by the absence intervention team, or any offered intervention strategies or alternatives to adjudication.

If the 61st day falls during the summer months, at the School's discretion, the absence intervention team



or attendance officer may extend the implementation of the plan and delay filing the complaint for an additional thirty (30) days from the first day of instruction of the next school year.

If, however, at any time during the implementation phase of the absence intervention plan or other intervention strategy, the student is absent without legitimate excuse for thirty (30) or more consecutive hours or forty-two (42) or more hours in one school month, the attendance officer shall file a complaint with the juvenile court against the student, unless the absence intervention team has determined that the student has made substantial progress on the absence intervention plan.

The Principal or his/her designee is also authorized to establish a parent education program for parents of students who are habitually truant. Any parent assigned to the program who does not complete the program is to be reported to law enforcement authorities for neglect of parent education, a fourth class misdemeanor if found guilty.

This Board consulted with the juvenile court of the counties in which the School is located, parents of students attending the School, and state and local agencies deemed appropriate by the Board prior to adopting this policy.

R.C. 2151.011; 2151.27; 3314.03(A)(6); 3321.01; 3321.041; 3321.13-191; O.A.C. 3301-69-02.

### **Immunization Requirements For Incoming 7<sup>th</sup> Grade Students**

Effective with the 2010-2011 school year and for the future, 1 dose of TDAP (Tetanus, diphtheria and acellular pertussis, adolescent and adult formulation) or TD (Tetanus and diphtheria, adult) vaccine shall be required PRIOR TO ENTERING THE SEVENTH (7TH) GRADE. This dose is intended to be administered as a BOOSTER dose for students who have completed the required doses of the initial series of TDAP/DT/TD vaccine.

Any students who completed the original DTP/ TDAP/DT series and later received TD or TDAP for an injury or other reason within 5 years of entering 7th grade will meet this requirement and not need to be re-immunized for entry to 7th grade.

Parents are strongly encouraged by the Ohio Board of Health to get TDAP as a booster for your child rather than only TD vaccine due to the re-emergence of pertussis (whooping cough).

All incoming 7th grade students are required to show proof of having received the TDAP or TD vaccine prior to the beginning of the school year or they will not be permitted to attend until such proof is provided.

Please call your doctor for further questions regarding the vaccine. Please school an appointment now!

Please return proof of immunization to the office prior to the first day of school.

Also:

Students entering grades 7-12 must have the vaccination for Meningococcal disease.

## NEW OHIO A, C, W, Y MENINGOCOCCAL VACCINE REQUIREMENTS for 2016-2017 SCHOOL YEAR

The Ohio Department of Health's Director's Entry for immunizations includes requirements for vaccination for school students covering Hepatitis B, Rubella, Measles, Mumps, Polio, and Varicella (Chickenpox).

**New requirements** for the 2016-17 school year include vaccination for meningococcal disease. The Director's entry section on this new requirement dated 12/3/2015 reads:

*"Beginning with the start of the 2016-17 school year, all pupils entering the 7<sup>th</sup> and 12<sup>th</sup> grade are required to be vaccinated against meningococcal (serogroups A, C, W, and Y) disease. One (1) dose of meningococcal (serogroups A, C, W, Y) vaccine is required prior to entry into the 7<sup>th</sup> grade*

*A second (2<sup>nd</sup>) dose of meningococcal (serogroups A, C, W, and Y) vaccine is required prior to entry into the 12<sup>th</sup> grade. The second (2<sup>nd</sup>) dose must be administered on or after the 16<sup>th</sup> birthday with at least 8 weeks between the first (1<sup>st</sup>) and second (2<sup>nd</sup>) dose. If the first dose of meningococcal (serogroups A, C, W, Y) vaccine was administered after the 16<sup>th</sup> birthday, a second dose is not required. If a pupil is 15 years of age or younger, only one (1) dose is required.*

*The requirement shall be enforced progressively; therefore, the requirement shall be extended to 7<sup>th</sup> and 12<sup>th</sup> grade students in 2016, 7-8 and 12<sup>th</sup> grade students in 2017, 7-9<sup>th</sup> and 12<sup>th</sup> grade students in 2018, 7-11 and 12<sup>th</sup> grade students in 2020, and 7-12<sup>th</sup> grade students in*

### Vaccination Requirements: \*

I certify that I understand all vaccine requirements and will provide all documentation from a physician regarding administration of immunizations.

## MISSING-CHILD, EMERGENCY-RESPONSE, QUICK-REFERENCE GUIDE FOR FAMILIES



- Contact your local law-enforcement agency as soon as you have determined your child is missing or has been abducted. Do not delay in reporting your child missing to law enforcement.
- Search any area into which a child could crawl or hide and possibly be asleep or unable to get out. This includes closets, piles of laundry, in and under beds, inside large appliances, in vehicles including trunks, or any other space into which a child might fit. Check areas where your child was last seen or may have played such as open or abandoned wells, caves, sheds, buildings, and crawl spaces.
- Provide law enforcement with the date, time, and location where your child was last seen, if known.
- Provide law enforcement with the name(s) of the last person/people who saw your child, if known.
- Determine the names or descriptions of companions or associates last seen with your child.
- Secure your child's room and personal belongings until law enforcement has the opportunity to conduct a search.
- Identify and secure any computers and wireless devices used by your child, but do not attempt to conduct a search of these devices on your own. Ask law enforcement to look for clues in any chat and social-networking websites your child has visited or hosts.



Provide law enforcement with information about your child's general health and any medical conditions or concerns.

Compile descriptive information about your child and have the information available to provide to the first-responding, law-enforcement investigator. Descriptive information should include items and information such as a recent, clear, color photo of your child; video of your child; a description of the clothing worn at the time the child was last seen; cell and other phone numbers; date of birth; hair and eye color; height; weight; complexion; identifiers such as eyeglasses or contact lenses, braces, body piercings, tattoos; and/or other unique physical attributes.

Ask the responding officer if immediate community notification, such as an AMBER Alert<sup>TM</sup>,<sup>[1]</sup> has been considered.

Ask the responding officer if a neighborhood canvass will be conducted.

Restrict access to the home, no matter where your child was last seen, until law enforcement has arrived and had the opportunity to search the home and surrounding area.

Try to keep all phone lines open.

Provide law enforcement with information regarding custody issues, if any, including court-ordered visitation conditions.

Provide law enforcement with information about any recent changes in your child's behavior.

Provide law enforcement with information about any individuals who have recently shown unusual attention to or interest in your child.

Obtain the name of and contact information for the primary investigator assigned to your child's case.

Report your missing child to the National Center for Missing & Exploited Children<sup>®</sup> (NCMEC) at 1-800-THE-LOST<sup>®</sup> (1-800-843-5678).

Verify, through the investigating law-enforcement agency, that information about your missing child has been entered into the National Crime Information Center (NCIC) Missing Person File. Federal law<sup>[2]</sup> requires law enforcement to enter information about a missing child into NCIC no more than two hours after the receipt of the report.

Report your missing child to the missing-child clearinghouse in your state or territory. To find your missing-child clearinghouse visit [www.missingkids.com](http://www.missingkids.com), and from the home page click on the "More Services" and "Missing-Child Clearinghouse Program" links.

Contact nonprofit organizations in your area assisting families of missing children. For information about organizations in your area contact the Association of Missing and Exploited Children's Organizations (AMECO) at 1-877-263-2620 or visit [www.amecoinc.org](http://www.amecoinc.org).

Contact the National Runaway Switchboard, if your child may be a runaway, at 1-800-RUNAWAY (1-800-786-2929) or visit [www.1800runaway.org](http://www.1800runaway.org) for assistance including information about developing communication with your child.

Prepare posters of your missing child including a recent photo and descriptive information and post them within the local community. NCMEC may be able to provide you with copies of your child's poster as soon as the poster has been certified by them for distribution.

Make every effort to obtain local and national media attention regarding your missing child. Conduct television, radio, and newspaper interviews to discuss and direct attention to your child.

Obtain medical records from your child's doctor and dental records from your child's dentist.

Provide a DNA sample to law enforcement if you already have one. If not, collect samples from your missing child's possessions such as his or her toothbrush, baby's teeth, hair brush used exclusively by your child for at least one month, and used bandage with dried blood.

Provide fingerprints and dental charts to law enforcement if you have them.

Provide law enforcement with detailed information about the description and characteristics of the abductor if he or she is known to you.

Provide law enforcement with the abductor's photo, driver's license number, credit-card numbers, cell and other phone numbers, passport numbers, and any other available information useful for tracking purposes if known.

Contact the U.S. Department of Justice's Office for Victims of Crime for possible financial assistance at 1-800-851-3420 or visit [www.ovc.gov](http://www.ovc.gov). Also check your local phone directory for crime-victim-compensation or crime-victim-assistance programs.

Stay in regular contact with law enforcement, the media, and local government officials during the search for your child.

Conduct periodic press conferences and plan events related to the search for your child to help keep the disappearance in the public eye.

Notify law enforcement, NCMEC, and other agencies assisting in the search as soon as your child is located.

[1] Although the search for every missing child is important, AMBER Alerts are not designed for use in all missingchild cases and are issued only when abducted children are facing imminent danger. AMBER Alerts are designed to rapidly notify the public of a child's abduction. The criteria for dissemination of an AMBER Alert varies among states and territories. To obtain more information about AMBER Alerts in your area visit [www.amberalert.gov](http://www.amberalert.gov), and from the home page click on the "State AMBER Alert Contacts" link.

[2] The Adam Walsh Child Protection and Safety Act (Pub. L. No. 109-248) mandates NCIC entry must be made by law enforcement within two hours of receipt of a report of a missing or abducted child. This two-hour requirement replaces the term "immediately" in the National Child Search Assistance Act (NCSAA, 42 U.S.C. §§ 5779 and 5780).

This Checklist was created and published by NCMEC and is to be given to families by law enforcement during an emergency response to a report of a missing or abducted child. NCMEC, at 1-800-THE-LOST® (1-800-843-5678) or [www.missingkids.com](http://www.missingkids.com), offers a wealth of resources to assist families and law enforcement in the search for a missing or abducted child or cases involving the sexual exploitation of a child. This project was supported by Grant No. 2011-MC-CX-K001 awarded by the Office of Juvenile Justice and Delinquency Prevention, Office of Justice Programs, U.S. Department of Justice. This document is provided for informational purposes only and does not constitute legal advice or professional opinion on specific facts. Information provided in this document may not remain current or accurate, so recipients should use this document only as a starting point for their own independent research and analysis. If legal advice or other expert assistance is required, the services of a competent professional should be sought. Points of view or opinions in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice. Copyright © 2008 and 2011 National Center for Missing & Exploited Children. All rights reserved. National Center for Missing & Exploited Children® and 1-800-THE-LOST® are registered trademarks of the National Center for Missing & Exploited Children. NCMEC Order #198.

**Please certify that you have read this guidance. \***

I certify that I have read and understand the missing child reference guide.

To protect your student's safety, The Maritime Academy of Toledo will adhere to the following medication policy. Beginning in August, 1996 it is required that BOTH parent's AND physician's signature are on file before any prescription OR non-prescription medication can be administered by The Academy. This includes all medications including such over-the-counter products as Tylenol, Advil, Dimetapp, Aspirin, etc.

Although this may cause you some inconvenience, this policy is best for the continued protection of your child and must be followed. If we do not have your written permission and the written permission of your physician, the medication will not be given to your child. Permission forms can be obtained by contacting the school office or on the school's website at [www.maritimeacademy.us](http://www.maritimeacademy.us).

In order for your child to receive any medication at school, please follow these policies and procedures exactly:

1. A written request must be obtained from the doctor and the parent/guardian. This request must include the name of the medication, dosage, time it is given during school hours, and duration.
2. The medication must be in its original container and have a fixed label which indicates the student's name, name of medication, dosage, method of administration and time of administration.
3. When the empty prescription bottle is returned to you, please send the refill to school promptly.
4. The medication and the signed permission forms must be brought to the school by the parent or guardian.
5. Wherever possible, please include a photo of your child with the permission form.
6. New permission forms must be re-submitted each school year, and are necessary for any changes in medication orders.
7. If your child is taken off medication or will no longer receive it at school, please put your request in a dated, written note as soon as possible. If the medication is not picked up from the health aide or school office within 10 days, it will be properly disposed.

**\***

I certify that I have read the medication policy and will not ask school officials to give my child/teen medication at any time without first giving written permission. I understand that this also means any over the counter medication including tylenol, ibuprofen, antacid, etc.

I understand that I can get the medication dispensing form from the Helm at School or by visiting [www.maritimeacademy.us](http://www.maritimeacademy.us).

The Maritime Academy of Toledo School District is pleased to make available to students access to interconnected computer systems within the District and to the Internet, the world-wide network that provides various means of accessing significant educational materials and opportunities. In order for the School District to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the School's teachers and other Staff will make reasonable efforts to supervise

student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access. Below is the Acceptable Use and Internet Safety Policy ("Policy") of the School District and the Data Acquisition Site that provides Internet access to the School District. Upon reviewing, signing, and returning this Policy as the students have been directed, each student will be given the opportunity to enjoy Internet access at School and is agreeing to follow the Policy. If a student is under 18 years of age, he or she must have his or her parents or guardians read and sign the Policy. The School District cannot provide access to any student who, if 18 or older, fails to sign and submit the Policy to the School as directed or, if under 18, does not return the Policy as directed with the signatures of the student and his/her parents or guardians. Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the person that your School has designated as the one to whom you can direct your questions. If any user violates this Policy, the student's access will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action.

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

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

III. **ACCEPTABLE USES:**

A. **Educational Purposes Only.** The School District is providing access to its computer networks and the Internet for only educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the School to help you decide if a use is appropriate.

B. **Unacceptable Uses of Network.** Among the uses that are considered unacceptable and which constitute a violation of this Policy are the following:

§ Uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the School District's Student Discipline Policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.

§ Uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "trojan horse," "time bomb" or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.

§ Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others; don't impersonate another user; don't connect wireless devices to the computer network or attempt to intercept wireless communications.

§ Uses that are commercial transactions. Students and other users may not sell or buy anything over the

Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.

C. Netiquette. All users must abide by rules of network etiquette, which include the following:

§ Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.

§ Avoid language and uses which may be offensive to other users. Don't use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.

§ Don't assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.

§ Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can open.

#### IV. INTERNET SAFETY:

A. General Warning; Individual Responsibility of Parents and Users. All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guide to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the School.

B. Personal Safety. Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parent's permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.

C. "Hacking" and Other Illegal Activities. It is a violation of this Policy to use the School's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

D. Confidentiality of Student Information. Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by Ohio law, for internal administrative purposes or approved educational projects and activities.

E. Active Restriction Measures. The School, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The School will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors. Internet filtering software or other technology-based protection



systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older. The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that –taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; –depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; –taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

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

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

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

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

## PARENT/GUARDIAN AGREEMENT

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

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

**Date**



Month Day Year

**Parent Name \***

First Name Last Name

**Phone Number \***

Area Code Phone Number

**Date \***



Month Day Year

**STUDENT AGREEMENT**

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

**Click one of the following: \***

I am under 18.

I am 18 or over.

**Date \***



Month Day Year

*Additional Information Needed:*

Student's Birth Certificate (Copy)

Student's Social Security Card (Copy)

Student's Proof of Residency (Copy of 2 forms of an official utility bill showing name and address)

Custodial Papers (If student is not living with both parents you must provide a copy of custody papers)

Parent/Guardian Driver Licenses (Copy)

Please remit Fee of \$50.00 per cadet (Covers 1 Gym Shirt, 1 Uniform Shirt, Student Planner, Art Supplies if Applicable)

Complete all Medical Forms (Forms can be obtained at Front Desk/ Helm or by visiting [www.maritimeacademy.us](http://www.maritimeacademy.us))

## ZERO TOLERANCE

The Maritime Academy of Toledo has established strong safety policies, including zero tolerance for furnishing controlled substances, possession of weapons, threatening and/or causing physical injury to others and to our property, and using profanities. This zero tolerance applies to actions by staff, students, parents, and the community. Parents, visitors, and employees may be terminated and/or issued restraining orders for any of the above violations. Consequences for students could include up to ten days suspension and /or immediate expulsion if sufficient evidence can be collected and the Superintendent deems it appropriate. All situations are different and must be handled in that manner.

Students, employees, parents and the community are urged to contact the school immediately if there is any information about: real or fake weapons carried by students; drug use or drug trafficking on our campus; threats of violence made by students or adults; stolen equipment; destruction of property, or **continual** bullying. All calls remain anonymous and will be investigated thoroughly.

## Emergency Notification

In the event of an emergency at the school, parents/guardians will be notified using the school's automated messaging service. Please make sure your phone numbers are kept up to date.



## PARENT / GUARDIAN INVOLVEMENT POLICY

It is the policy of The Maritime Academy of Toledo to provide parents and guardians of students who are eligible for Title I programs with adequate opportunities to participate in the design and implementation of the Title I program. The Maritime Academy of Toledo ensures that parents are able to contribute to and participate in the Title 1 program through the following activities:

1. Annual Information Meetings to discuss the Title 1 Program
2. Parent Meetings and Parent Education events to inform and educate parents
3. Open and effective home-school communications through email, notes, automated phone calls, and the website.
4. Parent notification of student selection and reason for selection in the Title 1 Program
5. Student progress reports that detail student's progress in achieving State outcomes.
6. Quarterly reports of Title 1 instructional data and amount of time spent with the student and the specific activities performed with the student
7. Parent Questionnaires to assess and improve Title 1 program goals, objectives, and activities.
8. Opportunities for parents to volunteer and receive parent training in preparation for volunteering.
9. Classroom visitations

### **Certification: \***

I certify that I have read and understand the above policies.

School Official Certification:

Choose an option below to provide necessary documentation: