

**THE  
WELCOME ABOARD  
PARENT/CADET  
HANDBOOK**

2022-2023 School Year

***Navigate to Excellence!***

**Maritime Cohorts**

***Grades 6-8:***

*Welcome ABOARD*

***Grades 9-10:***

*Charting Your Course*

***Grades 11-12:***

*Setting Sail*

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

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## 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 Maritime Parent/Guardian:

**Welcome Aboard!** Thank you for choosing The Maritime Academy of Toledo (TMAT) for your student's education. Upon enrolling you have made a commitment to strive for excellence in a positive environment.

**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 (The Welcome ABOARD program) 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 one of the few 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 10<sup>th</sup> grade. Students have the opportunity to graduate with national industry standard credentials upon completion of the program. Additionally, we have added a third career tech program, Environmental Science. This program can lead to a career in at least 19 different fields of study. We have also built relationships with the local trades unions and have placed students in well paying careers.

**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.

Sincerely,

Aaron M. Lusk  
Superintendent

# 2022- 2023 School Calendar



August 2022						
Su	Mo	Tu	We	Th	Fr	Sa
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September 2022						
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December 2022						
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January 2023						
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February 2023						
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March 2023						
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April 2023						
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May 2023						
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June 2023						
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July 2023						
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23	24	25	26	27	28	29
30	31					

Start and End Dates	
August 17th	First Day of School (6th-9th grade students)
August 18th	First Day of School (All Students)
Oct. 14th	End of 1st Quarter
Dec. 21st	End of 2nd Quarter/ End of 1st Semester
January 9th	Start of 3rd Quarter/ Start of 2nd Semester
March 17th	End of 3rd Quarter
June 2nd	Last Day of School for students who meet Mariner Criteria (Above 2.0, etc.)
June 30th	Last Day of School for all summer school students
Holidays	
September 5th	Labor Day: No School
Nov. 21st-Nov. 25th	Thanksgiving Break: No School
Dec. 22nd-Jan. 6th	Winter Break: No School
January 16th	Martin Luther King Jr. Day: No School
February 20th	President's Day: No School
April 7th-April 14th	Spring Break: No School
May 29th	Memorial Day: No School

<b>Teacher/Staff Professional Development Days (No School)</b>	
<b>August 4th &amp; 5th</b>	New Teacher Orientation w/ Principals
<b>August 9th-12th</b>	Staff Professional Development
<b>August 15th-August 16th</b>	Staff Professional Development
<b>November 21st-22nd</b>	Staff Professional Development
<b>Jan. 5th-Jan. 6th</b>	Staff Professional Development
<b>January 30th</b>	Staff Professional Development
<b>February 17th</b>	Staff Professional Development
<b>March 24th</b>	Staff Professional Development
<b>June 5th-June 6th</b>	Staff Professional Development
<b>Benchmark/Assessments</b>	
<b>August 22nd- August 26th</b>	STAR & Study Island Benchmark Assessments
<b>October 17th- October 21st</b>	STAR & Study Island Benchmark Assessments
<b>Not Released Yet</b>	Fall State Testing Window
<b>Dec. 19th- Dec. 21st</b>	1st Semester Summative Assessments
<b>January 9th- Jan. 13th</b>	STAR & Study Island Benchmark Assessments
<b>March 14th- April 15th</b>	English Language Arts State Test Window
<b>Not Released Yet</b>	Math, Science, and Soc. Studies State Test Window
<b>May 15th- May 19th</b>	STAR & Study Island Benchmark Assessments
<b>May 30th- May 31st</b>	2nd Semester Summative Assessments
<b>Special Events</b>	
<b>Oct. 27th- Oct. 28th</b>	Student Led: Parent/Teacher Conferences
<b>March 23rd</b>	Student Led: Parent/Teacher Conferences
<b>May 5th</b>	All Credit Recovery Class must be complete for seniors
<b>May 6th</b>	Junior/ Senior Prom
<b>May 12th</b>	Senior Luncheon
<b>May 25th</b>	Graduation

### SCHOOL BOARD MEMBERS

Chairperson:	Keith Jordan	Vice-Chairperson:	James Hartung
Director:	Jack Sculfort	Director:	Barb Pinter
Director:	Dr. William Davis	Director:	Robert Lucas

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 Maritime Academy of Toledo Board Room. Parents of cadets enrolled in The Maritime Academy of Toledo are welcome to attend school board meetings after they have provided proper notice.

### 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. Tony Swartz, Licensed School Treasurer, is its fiscal agent. The Maritime Academy is a public school authorized by the State of Ohio to serve students in grades 6-12. 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.

**Vision**



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

**Mission**



*It is our mission at the Maritime Academy of Toledo to provide students with rigorous academic pathways, towards college and career, with a personalized learning experience.*

Section 1:  
Important Parent/Guardian Information

Contents

Section 1.1: Important  
Information

Section 1.2: Arrival and  
Dismissal Procedures

Section 1.3: Attendance  
Policy

## SECTION 1.1: IMPORTANT INFORMATION

### THE MARITIME ACADEMY PARENT ADVISORY GROUP

The Maritime Academy's motto is "Navigate to Excellence." 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 Parent Advisory group, which has an important role to play in supporting the mission of the School.

- Increase parent involvement
- Increase communication
- Improve student attendance and achievement by working with other parents
- Stay up to date on the operations of the school
- Share ideas and suggestions for school improvement
- Have a parent liaison for each cohort (6-8, 9-10, 11-12)

### 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**

Any parent or guardian who has a concern that needs personal attention, resolution, and/or investigation may call the Helm and set up an appointment with a teacher. If those issues are not resolved the principal/and or the superintendent will then be involved. It is our hope, communication between all of our parents/guardians is open so we can solve any issues which may come up.

## **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 410, 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. The attendance officer will also call and communicate with parents regarding attendance.

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

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

## **Anti-Harassment, Intimidation and Bullying Policy**

The School prohibits acts of harassment, intimidation, or bullying (including cyber-bullying) of any student on school property or at school-sponsored events (any event conducted on or off School property, including

School buses and other School related vehicles, that is sponsored, recognized or authorized by the Board). A safe and civil environment in the School is necessary for students to learn and achieve high academic standards. Harassment, intimidation and bullying, like other disruptive or violent behaviors, are conduct that disrupts both a student's ability to learn and the School's ability to educate its students in a safe environment. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate bullying.

"Harassment, intimidation, or bullying" means either of the following: 1) any intentional, written, verbal, electronic, graphic, or physical act that a student or group of students has exhibited toward another particular student more than once and the behavior both causes mental or physical harm to the other student; and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student; or 2) violence within a dating relationship. The definition of "harassment, intimidation or bullying" also includes the above described acts which are electronically generated, stored or transmitted, sometimes called "cyberbullying".

The School reserves the right to discipline students' off campus behavior which substantially disrupts the School's educational process or mission or threatens the safety or well-being of a Student or Staff member. Factors which may be considered in determining whether the behavior warrants discipline include, but are not limited to, the following: (1) whether the behavior created material and substantial disruption to the educational process or the School's mission due to the stress on the individual(s) victimized or the time invested by Staff in dealing with the behavior or its consequences; (2) whether a nexus to on-campus activities exists; (3) whether the behavior creates a substantial interference with a Student's or Staff member's security or right to educate and receive education; (4) whether the behavior invades the privacy of others; or (5) whether any threat is deemed to be a true threat by the administration or Board, using factors and guidelines set out by the courts or by common sense, reasonable person standards.

Some acts of harassment, intimidation, bullying and cyber-bullying may be isolated incidents requiring that the school respond appropriately to the individuals committing the acts. Other acts may be so serious or part of a larger pattern of harassment, intimidation, bullying or cyber-bullying that they require a response either in the classroom, School building, or by law enforcement officials. Consequences and appropriate remedial actions for students who commit an act of harassment, intimidation, bullying or cyber-bullying range from positive behavioral interventions up to and including suspension or expulsion. Due process procedures for suspension and expulsion will be followed, as provided for under R.C. 3313.66. The disciplinary procedures and code of conduct of the School shall be followed and shall not infringe on any student's First Amendment rights under the United States Constitution.

All school personnel, volunteers and students are required to report prohibited incidents of which they are aware to the Principal or his/her designee. All other persons may report prohibited incidents of which they are aware to the Principal or his/her designee. Anonymous communications, if necessary, may be made by telephone, electronic mail, or in writing. The Principal or his/her designee is then responsible for determining whether an alleged incident constitutes a violation of this policy. In so doing, the Principal or his/her designee shall conduct a prompt and thorough investigation of the reported incident, and prepare a report documenting the prohibited incident that is reported (See attached Form for Reporting Incidents of

Harassment Intimidation and Bullying at Appendix 264.1- A). Once an investigation is completed, if the reported incident has been substantiated, the Parent of any Student involved in the prohibited incident shall be notified. To the extent permitted by R.C. § 3319.321 and the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g), Parents have access to any written reports pertaining to the prohibited incident, and, if the School has a website, the School shall post this summary of reported incidents on the School website. Semiannually, the Principal will provide the Board President with a written summary of all reported incidents. All School personnel, volunteers and Students shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy.

The School prohibits reprisal or retaliation against any victim or person who reports an act of harassment, intimidation or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Principal or his/her designee after consideration of the nature and circumstances of the act, in accordance with School policies and procedures. However, Students who deliberately make false reports of harassment, intimidation, or bullying will be disciplined up to and including suspension or expulsion.

The School shall implement the following strategy for protecting victims: supervise and discipline offending students fairly and consistently; provide adult supervision during recess, lunch time, bathroom breaks and in the hallways during times of transition; maintain contact with parents and guardians of all involved parties; provide counseling for the victim if assessed that it is needed; inform School personnel of the incident and instruct them to monitor the victim and the offending party for the indications of harassing, intimidating and bullying behavior. Personnel must intervene when prohibited behaviors are witnessed; check with the victim daily to ensure that there has been no incidents of harassment/intimidation/bullying or retaliation from the offender or other parties.

Harassment, intimidation and bullying behavior can take many forms and can vary dramatically in seriousness and impact on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of harassment, intimidation and bullying. While conduct that rises to the level of "harassment, intimidation or bullying" will warrant disciplinary action whether and to what extent to impose disciplinary action (i.e., detention, in- and out-of- school suspension, or expulsion) is a matter left in the professional discretion of the Principal. The following procedure sets forth possible interventions for the Principal to enforce the prohibition against harassment, intimidation or bullying. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.

#### 1. Non-disciplinary Interventions

When verified acts of harassment, intimidation or bullying are identified early and/or when such verified acts do not reasonably require a disciplinary response, students may be counseled as to the definition of harassment, intimidation or bullying, its prohibition and their duty to avoid any conduct that could be considered harassing, intimidating or bullying. If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring such cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. The victim's communication and assertiveness skills may be low and could be further eroded by fear resulting from past intimidation and fear of future intimidation. In such cases, the victim should be given additional support. Peer mediation may be deemed inappropriate to address the concern at the discretion of the School administration.

## 2. Disciplinary Interventions

When acts of harassment, intimidation and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. In an out-of-school suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation. Expulsion may be imposed only after a hearing before the Board of Directors, a committee of the board or an impartial hearing officer designated by the Board of Directors in accordance with Board policy. This consequence shall be reserved for serious incidents of harassment, intimidation or bullying and/or situations where past interventions have not been successful in eliminating prohibited behaviors.

Nothing in this policy prohibits a victim from seeking redress under any provision of Ohio law that may apply.

To the extent state or federal funds are appropriate, the School shall require that all students enrolled in the School be provided with age-appropriate instruction of this policy annually. The School may form a prevention task force and/ or programs to educate students about this policy, such as holding an assembly on harassment, intimidation and bullying for Parents and Students, to raise the level of awareness and help prevent the prohibited conduct.

The School shall incorporate training on this policy into the in-service training required under R.C. 3319.073, The School may provide training, workshops, or courses to other Staff and volunteers who have direct contact with students,

R.C. §§ 3313.666, 3313.667, 3319.073

See also Policy No. 271 Student Code of Conduct; Policy No. 273 Expulsion and Suspension; Policy No. 232 Technology and Internet Acceptable Use; Policy No,

234 Electronic Communication Devices; Policy No. 261 Student Expression; Policy No. 262 Student Bill of Rights/Responsibilities; and Policy No. 264 Sexual and Other Forms of Harassment.

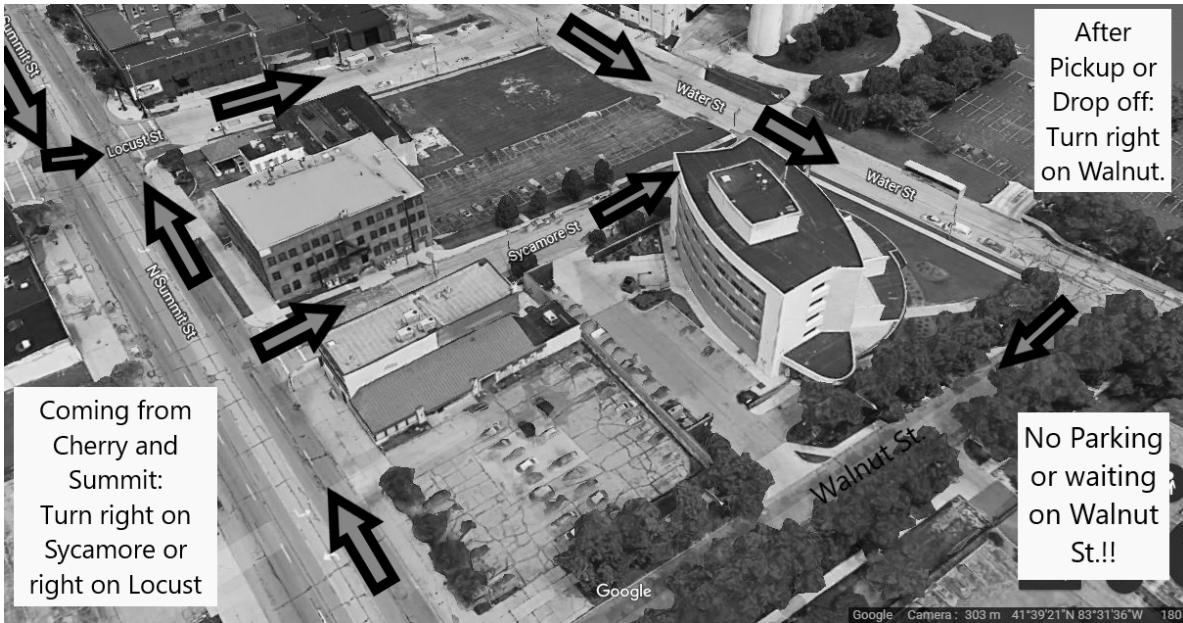
### **SECTION 1.2: ARRIVAL AND DISMISSAL**

#### **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 8:00 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 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.** This 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.**



## SECTION 1.3: ATTENDANCE & TRUANCY POLICY

### 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:

- √ 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.

#### Possible 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.

#### **SECTION 1.4: POWERSCHOOL**

PowerSchool helps your school access and maintain student, staff, and schedule information. PowerSchool is a database application that runs on a server, which is the center of your student information system. PowerSchool uses the Internet to facilitate student information management and communication among school administrators, teachers, parents, and students. PowerSchool Parent Portal is a tool that is integrated into the PowerSchool Student Information System (SIS) that is specifically developed for parents and students. PowerSchool Parent Portal gives parents and students access to real-time information including attendance, grades and detailed assignment descriptions, school bulletins, lunch menus and even personal messages from the teacher. Everyone stays connected: Students stay on top of assignments, parents are able to participate more fully in their student's progress, and teachers can use their gradebook to make decisions on what information they want to share with parents and students.

For instructions for how to login into PowerSchool see Appendix Form 6.

#### **SECTION 1.5: FEDERAL PROGRAMS AND PARENT PARTICIPATION**

##### **Title 1 Information:**

Title I, Part A (Title I) of the Elementary and Secondary Education Act, as amended by the Every Student Succeeds Act (ESEA), provides financial assistance to local educational agencies for children from low-income families to help ensure that all children meet challenging state academic standards.

**Parent's Right to Know Letter:** Located in the appendix of this handbook Form 7 (At any time parents can request to see the qualifications of their child's teachers: For more information see right to know letter.)

**Parent Participation:** 2 times per year we will provide the opportunity for our parents to participate in open meetings to determine the best use of Title 1 funds. In addition, parents should feel free to offer insights or ideas for utilization of federal funds at any time.

**Visit:** [www.maritimeacademy.us](http://www.maritimeacademy.us) (For more information)

Scan this QR Code with your cell phone to learn more!

##### **IDEA Part B:**

Part B of the Individuals with Disabilities Education Act (IDEA) provides funds to the Ohio Department of Education and through them to local educational agencies (LEAs), like the Maritime Academy of Toledo, to help them ensure that children with disabilities, including children aged three through five, have access to a free appropriate public education to meet each

child's unique needs and prepare each child for further education, employment, and independent living.

**Parent Participation:** 2 times per year we will provide the opportunity for our parents to participate in open meetings to determine the best use of IDEA Part B funds. In addition, parents should feel free to offer insights or ideas for utilization of federal funds at any time.

**A Letter from our Sponsor**  
**The ESC of Central Ohio**

Dear Parent/Caregiver:

This letter is to notify you that you are enrolling or have already enrolled your student in a public charter school. In Ohio, all charter schools are called “community schools” and must have what is called a Sponsor. The Educational Service Center of Central Ohio (ESCCO) is the Sponsor of the charter school that you have selected. Community schools follow the same guidelines as traditional public school districts. Those guidelines are set by the Ohio Department of Education in relation to following the state curriculum, state testing, and state laws. Per Ohio Revised Code (ORC- 3319.074 / 3314.03), at the start of each school year, each school district shall notify the parents or guardian of each student enrolled in the district that the parent or guardian may request information on the professional qualifications of each classroom teacher who provides instruction to the student. The district shall provide the information on each applicable teacher in a timely manner to any parent or guardian who requests it. The district in your case is the school.

Some of the ways we here at the ESCCO monitor the school academically, organizationally, and fiscally are through site visits, compliance checks, weekly communications, and attendance at board meetings. Each year we conduct an Annual Review of the current school year that is released in the spring. In the fall of each year, an Annual Report is released covering the previous school year. We ask the school to notify parents each year when those reports are released. They can also be found on the school’s webpage. For the most recent copies, you can always visit our website at [ESCCO Community School Webpage](#). When visiting the site, the Annual Reports are located under Resources and the Annual Reviews are located under the names of the schools.

Please know that we are proud to sponsor the school that you have selected. If you ever have any questions or concerns, we ask that you begin with the leadership of your school. You are always welcome to contact us with any questions related to our sponsorship responsibilities and duties. Wishing you a wonderful and successful school year!

Sincerely,

Sophia Speelman and James Marion  
Coordinators of Community Schools  
Educational Service Center of Central Ohio

Section 2:  
Important Cadet Information

Contents

Section 2.1: Letter from the  
Principal

Section 2.2: Important  
Dates

Section 2.3: Cadet Ranks  
and Nautical Building Terms

Section 2.4: Uniform Code

Section 2.5: Basic  
Announcements and Bell  
Schedule



# 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 High School Cadet:

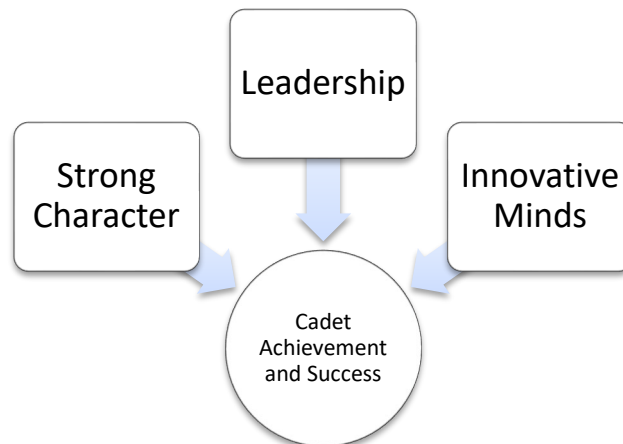
The Welcome Aboard Handbook is your guide to your rights and responsibilities as a cadet of The Maritime Academy. It is intended to help you make the best of your school experience. It will provide you information about every phase of your educational program and also give you very helpful information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

Our ultimate goal at the Maritime Academy of Toledo is to shape future leaders by developing strong character and innovative minds. This means that when you graduate from the Maritime Academy you will have leadership, academic, and social skills that will put you on the path to college and/or career success. These skills are not given to you because everything at the Maritime Academy is earned.

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.

Sincerely,

Amy Hinline  
Principal



**SECTION 2.1: IMPORTANT DATES**

Dates of Importance	
August 17 <sup>th</sup> , 2022	First Day of School for 6 <sup>th</sup> -9 <sup>th</sup> grade students
August 18 <sup>th</sup> , 2022	First Day of School for 10 <sup>th</sup> -12 <sup>th</sup> grade students
October 27 <sup>th</sup> - October 28 <sup>th</sup>	Parent-Teacher Conference
November 29 <sup>th</sup>	Fall State Testing Begins
March 14 <sup>th</sup>	Spring State Testing Begins
June 2 <sup>nd</sup> , 2022	Last day for Students who meet the Mariner Criteria.  <b>Mariner Criteria</b> 1). 2.0 or above Grade Point Average 2). 5 or fewer Unexcused Absences 3). 5 or fewer behavior referrals 4). Earn 90% of credits. (Example: earn 4 out of 5 credits)  This criteria will be increased in rigor each school year.
June 30 <sup>th</sup> , 2023	Last day for extended year
Please view our website calendar for other dates of importance!!!	

**SECTION 2.2: CADETS' RANKS AND BUILDING NAUTICAL TERMS**

<b>Cadet Ranks/Roles</b>	<b>Rank</b>
0-7	Admiral of the Maritime Academy
0-6	Captain
0-5	Commander
0-4	Lt. Commander
0-3	Lieutenant
0-2	Lieutenant JG
0-1	Ensign
Maritime Cadet Grade 6	Seaman Apprentice E2
Maritime Cadet Grade 7	Seaman E3
Maritime Cadet Grade 8	3 <sup>rd</sup> Class Petty Officer E4
Maritime Cadet Grade 9	2 <sup>nd</sup> Class Petty Officer E5
Maritime Cadet Grade 10	1 <sup>st</sup> Class Petty Officer E6
Maritime Cadet Grade 11	Chief Petty Officer E7
Maritime Cadet Grade 12	Senior Chief Petty Officer E8

<b>Building Area</b>	<b>Nautical Terms</b>
Bathrooms	Heads
Dining Hall	Galley
Door	Hatch
Floors	Decks
Front of Building	Bow
Front Entrance	Helm
Kitchen	Galley
Learning Centers	Workstations
Principal's Office	State room
Rear of the Building	Stern
Research/Education Boat	Mariner I



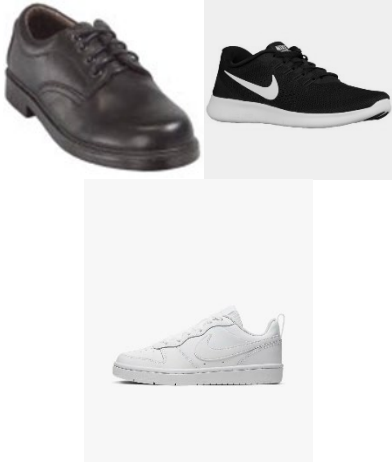


**Ranks above the grade level must be earned through the Meritorious Promotion Board on January**





## SECTION 2.3: UNIFORM CODE

1. **Pants**
  - a. Must be Regulation Dress or Docker-Style Only.
  - b. Pants must be worn at waist level and NEVER lower than the top of hip bone.
  - c. Pants must be properly fitted for length and waist- no more than 1 size larger than the correct size.
  - d. Pants may not be gathered in the front or back when belted and may not sag.
  - e. TMAAT reserves the right to regulate the fit of the pants. They may be black, blue or khaki in color.
  - f. Pants may not be modified or altered in any way, except to in regards to waist size or length.
  - g. Pants cannot have elastic ankles or elastic waists.
2. **Shirts**
  - a. Logo Polo Shirt must be completely tucked in at all times. Shirts may not be pulled out – covering belts.
  - b. Belt must be visible at all times. Shirts may not be pulled over belts.
3. **Gym/Dress Down Shirts, Sweaters & Sweatshirts** must be regulation and issued by the school.
  - a. One Grey/Blue Trim Gym/Dress Down.
  - b. Navy or White (Maritime Logo sweaters only)
  - c. Maritime Hooded Sweatshirts are never permitted to be worn with the hood up.
  - d. Hooded garments (Non-Maritime) of any type are never permitted inside or on field trips!
    1. **Belt**
      - a. Must be black.
5. **ID Badge:** Lanyard is included with Registration Fee.
  - a. Additional ID's Badges and Lanyards are \$5.00 each.
  - b. School ID, PBIS Rewards Card, and/or house key are the only items permitted to be attached to the lanyard.
6. **Shoes**
  - a. Regulation shoes can be black or white.
  - b. Shoes may NOT have any patterns or stripe designs of any kind in a different color.
7. **Socks & Undershirts**
  - a. Socks must be worn at all times.
  - b. Undershirts must be white, grey, navy, or black.
  - c. If an undershirt is worn, it must be plain with NO DESIGNS, logos, or words on it.
8. **Hair**
  - a. Unnatural hair color or streaking color is not permitted unless permission is granted by Principal.
  - b. This includes unnatural reds and oranges, blues, greens purples, and any other unnatural color.
9. **Jewelry:** Non-regulation jewelry may be confiscated. Jewelry will only be returned to the parent/guardian.
  - a. One wrist watch may be worn on the wrist.
  - b. Bracelets, elastic or rubber, should be limited in number and tasteful.
  - c. Earrings should be conservative in nature. Both males and females are permitted to wear earrings.
  - d. Tattoos MUST be covered at all times.
10. **Book Bags & Purses**
  - a. For the safety of our cadets only Maritime Book Bags are permitted to be carried around the school.
  - b. NO other bookbags are permitted except to and from school. No Exceptions.
  - c. Males or Females may carry a purse no larger than 8½" x 11".
  - d. Males or Females can carry a satchel or "carry all" no larger than 8½" x 11."

**Note: Any change in dress code must be approved by the Principal.**

<b>Daily Uniform Requirements (These requirements are not negotiable.)</b>		
<b>1). Polo Shirt/ Maritime Sweatshirt</b>	Students are required to wear a Maritime Academy Polo shirt on a daily basis. If cadets are wearing a Maritime sweatshirt they must still wear the polo under the sweatshirt with appropriate rank pin attached. All Shirts must display Maritime Logo.	
<b>2). Trousers: Navy Blue/ Khaki/ Black</b>	Cadets are required to wear uniform pants without cargo pockets or stretch waist/ankles. Pants must have belt loops in order to wear a black belt.	
<b>3). Shoes</b>	Shoes must be black or white.	
<b>4). Black Belt</b>	Black belts are a daily requirement.	
<b>5). Rank Pin</b>	Rank ceremonies will be held in September and May and rank pins are a requirement for proper uniform. (When available: Sometimes we are unable to obtain necessary supplies of rank pins)	

<b>6). IDs</b>	High School cadets can keep their IDs in their wallet or purse.	
<b>7). BookBags</b>	Only Maritime bookbags are permitted within the school. .	 

## **SECTION 2.5: Basic Announcements and Bell Schedule**

### **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.

### **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:

Leadership Corps	Volleyball Team	Any club or activity of interest can be developed.
Photography Club	Yearbook Committee	
Drama Club	Marine Environmental Club	
Basketball Team	Flag Football Team	
Scuba Diving (If funds are available)	Prom Committee	

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.

All cadets must participate in fund raising activities for sports teams and clubs.

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 at 2:45PM.

### **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.

## **PHYSICAL EDUCATION**

Cadets are required to dress for Physical Education in order to receive credit for the course. For high school cadets an entire year of Physical Education is required in order to graduate. Proper dress includes shorts or work out pants, running or proper tennis shoes, socks, and the Maritime gym shirt. At no time are cadets permitted to wear tank tops.

## **CREDIT RECOVERY**

Cadets who lack the required number of credits for each grade level or graduation may participate in a credit recovery program on our PLATO Online Courseware system to recover any missing credits. Cadets can get to Plato through the Clever Portal. Any cadet who participates in credit recovery will have their failing grade "replaced" for purposes of their grade point average and transcripts. The original grade will be kept in their cumulative file, however.

## **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. Payment plans are also available if a need exists. 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 approval of the Superintendent, 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.

### **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 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.

### **BREAKFAST SERVICE**

Cadets will be served breakfast on a daily basis that includes a food item, milk and fruit/juice. Cadets arriving at or after 8:30 will not receive a breakfast.

### **FOOD SERVICE, GALLEY (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 galley. Screaming and inappropriate behavior is not permitted. Galley rules are explained at the beginning of the school year. Cadets, on the Roll of Honor, may enjoy the privilege of dining on the patio, weather permitting.

### **STATE TESTING REQUIREMENTS**

<b>State Testing Requirements</b>
The Ohio's State achievement tests communicate how well our students are growing in the knowledge and skills outlined in Ohio's Learning Standards. These tests help guide and strengthen future teaching so we can be sure that we are preparing our students for long-term success in school, college, careers

and life. Test results also allow citizens to know how their local schools are performing compared to others around the state. All students at the Maritime Academy of Toledo are required, by Ohio law, to take state tests and consequences could result if a student does not take a test.

#### **Tests Required by Grade Level**

High School	English 2, Algebra 1, Geometry American Studies, Government, Biology
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#### **ACT**

The ACT® test is the nation’s most popular college entrance exam accepted and valued by all universities and colleges in the United States. The ACT is based on what students learn in high school and provides personalized information about their strengths for education and career planning.

All Juniors at the Maritime academy of Toledo will take the ACT during their junior year paid for by the State of Ohio.

### **PARKING/DRIVING REGULATIONS**

Students must apply for a parking permit at the helm.

### **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 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 appropriate staff member.

### **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.
  - a. 1 – 2 years: full replacement cost
  - b. 3 – 4 years: 2/3 replacement cost
  - c. 5 or more years: 1/3 replacement cost
2. 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 Superintendent or Principal. Authorized visitors must enter front doors, located on Walnut Street, check in with the Helm, and wear a visitor’s badge during the entire length of stay. Visitors are not permitted to enter the doors located on water street adjacent to the swimming pool or any other entry door besides specified entrance on Walnut Street.

## **WORK PERMITS**

In order to obtain a work permit, cadets must:

1. Secure an application from the file holder outside room 334.
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 room 334 where the permit will be processed and sent with the student.

Note: Any minor with a job can have their work permit revoked if school performance does not meet the Mariner Criteria.

## **BELLS**

Every class period and lunch period begins with the sounding of two sets of bells. Cadets are expected to be in place by the 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.

Bell Schedule	
8:00-8:10	Homeroom
8:10-9:04	1 <sup>st</sup> Period
9:07-10:01	2 <sup>nd</sup> Period
10:04-11:00	3 <sup>rd</sup> Period
11:00-11:30	4A
11:30-12:00	4B
12:00-12:30	4C
12:30-1:00	4D
1:03-1:57	5 <sup>th</sup> Period
2:00-3:00	6 <sup>th</sup> Period
DISMISSAL	
2:55: 1 <sup>st</sup> , 4 <sup>th</sup> Floors & One Maritime	3:00 2 <sup>nd</sup> and 3 <sup>rd</sup> floors

## **2 HOUR DELAY SCHEDULE**



10:00-10:45	1 <sup>st</sup> Block		
10:48-11:33	2 <sup>nd</sup> Block		
11:36-1:45	3 <sup>rd</sup> Block	11:36-12:06	Same Lunch Schedule
		12:09-12:39	
		12:42-1:12	
		1:15-1:45	
1:48-3:00	4 <sup>th</sup> Block		

**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.

Credit flexibility options are designed for those students who demonstrate the ability, interest, and maturity to accept personal responsibility for their learning in a selected curricular area and have the opportunity to pursue it outside of The Maritime Academy of Toledo with a Maritime Academy BOE-approved program. The purpose of the credit flexibility option is to develop learners who devise their own research, learning objectives, and a plan whereby they will attain those objectives outside of the traditional classroom.

The policy will provide a personalized educational opportunity for all students in which they will identify, acquire, and demonstrate the proficiency of their knowledge through agreed upon standards to earn graduation credit. Students will engage in activities beyond the boundaries of a classroom by taking part in an alternative learning experience to traditional “seat time” of classroom work, in which they will demonstrate identified learning standards. Students will be required to complete a Proposal for Credit Flexibility form in which they will define their educational goals, identify the standards they will demonstrate, and create a timeline for completion. Students may work independently or with a credit flexibility partner. Individuals and organizations wishing to partner with the student in an instructional plan will need to seek approval from the The Maritime Academy of Toledo.

Test-out Request

The credit flexibility test-out option provides students with an opportunity to earn high school credit through a demonstration of content mastery. It is suggested any student requesting the test-out option should discuss the option with their parents, counselor, and a content area teacher. Test-out options may not be limited to one written exam but may include any of the following components: presentation, portfolio, assignment, composition, research paper, lab practical, etc. Test-out options will be made available within 60 days from the student request. Parents will be responsible for costs associated with the test-out option. Costs may include, test preparation, test cost, grading of test and/or portfolio, presentation, time to monitor test, lab practical, etc.

Per Ohio Department of Education guidelines, credits earned through credit flexibility plan options, including the test-out option, are included on the official transcript in the same manner as traditionally earned credits. **Therefore, the results of all test-out options (subject and grade earned) will be included on the student’s official transcript.**

Students interested in requesting a test-out option must complete the test out form and submit the signed form to the principal.

\*Credit Flexibility Test Out Form: Appendix A Form 2

\*Credit Flexibility Application Form: Appendix A Form 3

**See the following website for information:**

[www.maritimeacademy.us](http://www.maritimeacademy.us) Search: **Credit Flexibility**

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

### **COLLEGE CREDIT PLUS**

Ohio's College Credit Plus can help you earn college and high school credits at the same time by taking college courses from community colleges or universities. The purpose of this program is to promote rigorous academic pursuits and to provide a wide variety of options to college-ready students. Taking a college course from a public college or university is free. That means no cost to the family of public and private school students for tuition, books or fees. If you choose to attend a private college or university, you may have limited costs.

Through the College Credit Plus program you can choose to take College Credit Plus courses from any college that offers a course that would benefit your future. This could include online courses.

\*College Credit Plus Intent Form Appendix A Form 4

**See the following website for information:**

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

Section 3:  
Academic & Graduation Requirements

Contents

Section 3.1: High School  
Academic Pathways

Section 3.2: Graduation  
Requirements

Section 3.3: Grading  
Procedures

Section 3.4: Course Catalog

**SECTION 3.1  
THE MARITIME ACADEMY  
HIGH SCHOOL ACADEMIC PATHWAYS**

The Maritime Academy of Toledo offers three unique Academic Pathways for High School Cadets.

Cadets will choose 1 of 3 pathways at the end of freshman year of high school by May 20<sup>th</sup>, 2022.

<b>Academic Pathways</b>	
College Prep Pathway	<p>1). The College Prep Pathway provides an academically intensive curriculum in preparation for college.</p> <p>2). Cadets in this pathway should be able to obtain an Academic Honors Diploma. For information see: <a href="http://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements/Honors-Diplomas/Academic-Honors-Diploma">http://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements/Honors-Diplomas/Academic-Honors-Diploma</a>.</p> <p>3). Cadets must maintain a 3.5 GPA.</p> <p>4). Cadets failing any class will be disqualified from continuing in the College Prep Pathway.</p>
Career Tech Pathway	<p>1). The Career Tech (CTE) Pathway provides a choice of enrolling in Maritime Occupations, Marine Environmental Science, or Culinary.</p> <p>2). Cadets in this pathway will graduate high school with credentials in chosen CTE program. (For Example: Culinary students can graduate with ServSafe certification.)</p> <p>3). Cadets can graduate with the Ohio Means Job Readiness Seal on their diploma. For information see: <a href="http://education.ohio.gov/Topics/New-Skills-for-Youth/SuccessBound/OhioMeansJobs-Readiness-Seal">http://education.ohio.gov/Topics/New-Skills-for-Youth/SuccessBound/OhioMeansJobs-Readiness-Seal</a>.</p> <p>4). Cadets can graduate with a Career Tech Honors Diploma with hard work and determination. For information see: <a href="http://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements/Honors-Diplomas/Career-Tech-Honors-Diploma">http://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements/Honors-Diplomas/Career-Tech-Honors-Diploma</a>.</p> <p>5). Cadets can only change their Career Tech program choice during their Sophomore Year.</p>

	<p>6). A requirement of the CTE Pathway are classes at Owens Community College &amp; on the job internships.</p>
Applied Pathway	<p>1). The Applied Pathway provides extra support for Language Arts and Math.</p> <p>2). The majority of the classes will provide hands-on learning when possible.</p> <p>3). This pathway is the best fit for students who plan to obtain a job right after high school.</p> <p>4). Applied Math (Senior Year) is the equivalent of Algebra 2.</p> <p>5). The minimum number of credits to graduate is 22 but must be in required courses.</p>

**COLLEGE PREP PATHWAY COURSE REQUIREMENTS:**

<b>Course Requirements College Prep Pathway</b>			
<b>Year 1 (Freshman)</b>	<b>Year 2 (Sophomore)</b>	<b>Year 3 (Junior)</b>	<b>Year 4 (Senior)</b>
<b>Language Arts</b>			
English 1	English 2	English 3	English 4
<b>Mathematics</b>			
Algebra 1	Geometry	Algebra 2	Pre-Calculus
<b>Science</b>			
Biology	Physical Science	Chemistry	Physics
<b>Social Studies</b>			
World Studies	American History	Government/ Economics	Other Social Studies course
<b>Electives</b>			
1). Freshman Composition 2). Maritime Skills	1). Media Literacy 2). Fundamentals of Tech 3). Speech	1). Elective Choice 2). Psychology 3). Sociology	1). Senior Project 2). Elective Choice
<b>Other Requirements</b>			
1). Physical Education 2). Art	1). Spanish 1 2). Health	Spanish 2	Spanish 3

**CAREER TECHNICAL EDUCATION PATHWAY (CTE) COURSE REQUIREMENTS:**

<b>Course Requirements Career Tech Pathway</b>			
<b>Year 1 (Freshman)</b>	<b>Year 2 (Sophomore)</b>	<b>Year 3 (Junior)</b>	<b>Year 4 (Senior)</b>
<b>Language Arts</b>			
English 1	English 2	English 3	English 4
<b>Mathematics</b>			
Algebra 1	Geometry	Algebra 2	Transition to College Algebra
<b>Science</b>			
Biology	Physical Science	Other Science	Other Science
<b>Social Studies</b>			
World Studies	American History	Government/ Economics	Other Social Studies course
<b>Electives</b>			
1). Freshman Composition 2). Maritime Skills	1). Media Literacy 2). Fundamentals of Tech	1). Elective Choice 2). Elective Choice	1). Senior Project 2). Professional Skills
<b>Other Requirements</b>			
1). Physical Education 2). Art	1). Health	N/A	N/A
<b>Career Tech</b>			
1). CTE Exploration	Year 1 (Of chosen program)	Year 2	Year 3

<b>Maritime Occupations</b>	TMAT was the first Maritime High School in the U.S. to offer a Career Technical Education (CTE) Program in Maritime Occupations. It is a 4 year program with 9 <sup>th</sup> graders taking a course called Maritime Skills, learning the basics of various maritime industries and its terminology, as well as having the chance to earn their Ohio Safe Boaters License. Further specialization is offered for 10 <sup>th</sup> – 12 <sup>th</sup> graders that decide to
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	<p>stay in the CTE program. Deck and Engine fundamentals are equally taught and cadets attend the local community college every Friday to learn welding, small engine repair, electrical and circuitry and diesel engines. This is combined with full semesters of seamanship skills, navigation, ships systems, boat building and other “maritime” core courses. Course work culminates as seniors as they may earn their Coast Guard certified STCW-BST credential. The senior cadets may receive their TWIC cards, US Passports and Merchant Mariner Credentials. This “job ready” approach have assisted several of our cadets in receiving job offers from various Great Lakes shipping companies and others have been admitted into the Great Lakes Maritime Academy, in Traverse City, Mi. Again, the bottom line for that program is opportunity, so the cadets in this program may earn several industry credentials and will graduate “job ready”.</p> <p><u>In School Internship:</u></p> <ul style="list-style-type: none"> <li>• Tall Ship Niagara – intern aboard the brig for a 2 – 3 week total immersion in sail training. <ul style="list-style-type: none"> <li>- Prerequisites: Must compose various letters and have a letter of recommendation</li> </ul> </li> </ul> <p><u>Post Graduate Apprenticeship Opportunities:</u></p> <ul style="list-style-type: none"> <li>• SIU (Seafarers International Union) – 9 month program for entry level candidates with promise of employment after program completion. <ul style="list-style-type: none"> <li>- Prerequisites: Must be 18 years or older, have no criminal record, drug free, pass USCG physical</li> </ul> </li> <li>• STAR Center Engineering Tech Program – 24 month program that will advance the individual from entry level to 3<sup>rd</sup> Assistant Licensed Engineer <ul style="list-style-type: none"> <li>- Prerequisites: Must pass an entry academic and aptitude selection screening, must be 18 years or older, a U.S. citizen, have no criminal record, drug free, pass USCG physical</li> </ul> </li> </ul>
<b>Culinary</b>	<p>The culinary arts program prepares cadets for a career in food service, food management, or hospitality. The cadets earn certificates in ServSafe and ProStart, which will give them precedence in the Culinary industry.</p>
<b>Marine Environmental Science</b>	<p>The Marine Environmental Sciences CTE program is a 3-year program. The program aims to prepare students to either obtain positions in water treatment plants or pursue degrees in environmental science. There are many different careers related to environment science: environmental engineers, wildlife biologists, park rangers, community outreach, environmental law, research, etc. Year 1 focuses on natural resources. Students will take courses at The Source in leadership and supervision. Year 2 is an introduction to environmental sciences. The students will take an OSHA</p>



	<p>Safety course and an environmental sciences course at Owens. Year 3 is Wildlife Zoology and Fisheries. The students will take an environmental science lab and an environmental law class at Owens. The students will participate in many service projects including Clean Your Stream , Student Watershed Watch, and Get the Lead Out. Students will obtain an OSHA certificate and Ohio EPA approved certificates through OTCO.</p>
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**APPLIED PATHWAY COURSE REQUIREMENTS:**

<b>Course Requirements Applied Pathway</b>			
<b>Year 1 (Freshman)</b>	<b>Year 2 (Sophomore)</b>	<b>Year 3 (Junior)</b>	<b>Year 4 (Senior)</b>
<b>Language Arts</b>			
English 1	English 2	English 3	English 4
<b>Mathematics</b>			
Applied Algebra	Algebra 1	Applied Geometry	Applied Math
<b>Science</b>			
Biology	Physical Science	Other Science	Other Science
<b>Social Studies</b>			
World Studies	American History	Government/ Economics	Other Social Studies course
<b>Electives</b>			
1). Freshman Composition 2). Maritime Skills	1). Elective Choice	1). Elective Choice	1). Senior Project 2). Elective Choice
<b>Other Requirements</b>			
1). Physical Education 2). Art	1). Health 2). Academic Success	1). Academic Success	1). Academic Success

## SECTION 3.2: GRADUATION REQUIREMENTS

#EachChildOurFuture

### Ohio's High School Graduation Requirements Classes of 2023 and Beyond



It's Your **Future.** Get **Ready.**

**Before you know it, you'll be receiving your high school diploma. Ohio is giving you new ways to show the world what you can do with it.**

As a student entering ninth grade on or after **July 1, 2019**, Ohio's new high school graduation requirements give you more flexibility to choose a graduation pathway that builds on your strengths and passions – one that ensures you are ready for your next steps and excited about the future.

#### First, cover the basics

You must earn a minimum total of 20 credits in specified subjects and take your required tests. Then, decide how you will round out your diploma requirements.

English language arts	4 credits
Health	½ credit
Mathematics	4 credits
Physical education	½ credit
Science	3 credits
Social studies	3 credits
Electives	5 credits

#### Other Requirements

You also must receive instruction in economics and financial literacy and complete at least two semesters of fine arts. Your district may require more than 20 credits to graduate.

#### Second, show competency

Earn a passing score on Ohio's high school Algebra I and English II tests. Students who do not pass the test will be offered additional support and must retake the test at least once.

**Is testing not your strength?** After you have taken your tests, there are three additional ways to show competency!

#### Option 1.

##### Demonstrate Two Career-Focused Activities\*: Foundational

Proficient scores on WebXams  
A 12-point industry credential  
A pre-apprenticeship or acceptance into an approved apprenticeship program

##### Supporting

Work-based learning  
Earn the required score on WorkKeys Earn the OhioMeansJobs Readiness Seal

#### Option 2.

##### Enlist in the Military

Show evidence that you have signed a contract to enter a branch of the U.S. armed services upon graduation.

#### Option 3.

##### Complete College Coursework


Earn credit for one college-level math and/or college-level English course through Ohio's free College Credit Plus program.

## **Third, show readiness**

Earn two of the following diploma seals, choosing those that line up with your goals and interests. These seals give you the chance to demonstrate academic, technical and professional skills and knowledge that align to your passions, interests and planned next steps after high school.

### **At least one of the two must be Ohio-designed:**

- OhioMeansJobs Readiness Seal (Ohio)
- Industry-Recognized Credential Seal (Ohio)
- College-Ready Seal (Ohio)
- Military Enlistment Seal (Ohio)
- Citizenship Seal (Ohio)
- Science Seal (Ohio)
- Honors Diploma Seal (Ohio)
- Seal of Biliteracy (Ohio)
- Technology Seal (Ohio)
- Community Service Seal (Local)
- Fine and Performing Arts Seal (Local)
- Student Engagement Seal (Local)

State Defined Graduation Seals:	Seal Requirements:										
	<p>To earn Ohio’s Citizenship Seal, students must satisfy one of the following:</p> <ol style="list-style-type: none"> <li>1. Earn a score of proficient on Ohio’s State Tests in American History and American Government;</li> <li>2. Earn a score equivalent to proficient on an Advanced Placement or International Baccalaureate test; or</li> <li>3. Earn a “B” or higher in appropriate College Credit Plus courses.</li> </ol>										
	<p>To earn the college and career readiness seal, students must earn remediation-free scores on the ACT or SAT, as outlined below:</p> <table border="1" data-bbox="824 709 1414 1182"> <thead> <tr> <th data-bbox="824 709 1024 745">Subject</th> <th data-bbox="1024 709 1219 745">ACT</th> <th data-bbox="1219 709 1414 745">SAT</th> </tr> </thead> <tbody> <tr> <td data-bbox="824 751 1024 1039" rowspan="2">English Language Arts</td> <td data-bbox="1024 751 1219 892">English subscore of 18 (or higher)</td> <td data-bbox="1219 751 1414 1039" rowspan="2">Evidence-Based Reading and writing score of 480 (or higher)</td> </tr> <tr> <td data-bbox="1024 892 1219 1039">Reading subscore of 22 (or higher)</td> </tr> <tr> <td data-bbox="824 1045 1024 1182">Mathematics</td> <td data-bbox="1024 1045 1219 1182">Mathematics subscore of 22 (or higher)</td> <td data-bbox="1219 1045 1414 1182">Mathematics score of 530 (or higher)</td> </tr> </tbody> </table>	Subject	ACT	SAT	English Language Arts	English subscore of 18 (or higher)	Evidence-Based Reading and writing score of 480 (or higher)	Reading subscore of 22 (or higher)	Mathematics	Mathematics subscore of 22 (or higher)	Mathematics score of 530 (or higher)
Subject	ACT	SAT									
English Language Arts	English subscore of 18 (or higher)	Evidence-Based Reading and writing score of 480 (or higher)									
	Reading subscore of 22 (or higher)										
Mathematics	Mathematics subscore of 22 (or higher)	Mathematics score of 530 (or higher)									
	<p>To earn Ohio’s Military Enlistment Seal, students must complete one of the following:</p> <ol style="list-style-type: none"> <li>1. Show evidence of enlistment in a branch of the armed services; or</li> <li>2. Participate in a JROTC program.</li> </ol>										
	<p>Students will earn Ohio’s Seal of Biliteracy by satisfying <b>each</b> of the following:</p> <ol style="list-style-type: none"> <li>1. Demonstrate eligibility for a high school diploma;</li> <li>2. Demonstrate English language arts proficiency; and</li> <li>3. Demonstrate world language proficiency.</li> </ol>										



To receive the Honors Seal, students must earn one of six honors diplomas outlined below:

1. Academic Honors Diploma;
2. Career-Tech Honors Diploma;
3. International Baccalaureate Honors Diploma;
4. STEM Honors Diploma;
5. Arts Honors Diploma;
6. Civics and Social Sciences Honors Diploma.

\* Requirements of each can be found in this handbook.



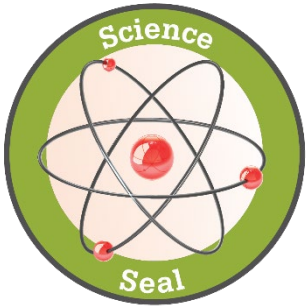
Students will earn the OhioMeansJobs-Readiness Seal by satisfying each of the following:

1. Demonstrate proficiency in each of 15 identified professional skills;
2. Use the OhioMeansJobs-Readiness Seal Form to record demonstration of each professional skill; and
3. Work with a mentor to validate (confirm) each skill across a minimum of two of the three environments (school, work, community).



To earn Ohio's Industry-Recognized Credential Seal, students must do one of the following:

- Earn a 12-point industry-recognized credential; or
- Earn a group of credentials totaling 12 points in a single career field



To earn Ohio's Science Seal, students must satisfy at least one of the following:

1. Earn a score of proficient on Ohio's State Test in Biology;
2. Earn a score equivalent to proficient on an appropriate Advanced Placement or International Baccalaureate science test; or
3. Earn a "B" or higher in a College Credit Plus science course.



To earn Ohio’s Technology Seal, students must satisfy at least one of the requirements below:

1. Earn a score equivalent to proficient on an appropriate Advanced Placement or International Baccalaureate test; or
2. Earn a “B” or higher in an appropriate College Credit Plus technology course; or
3. Complete a technology course that meets criteria established by the Ohio Department of Education (below).

**Locally Defined Graduation Seals:**

**Seal Requirements:**



In order to meet the requirements of this graduation seal Maritime students must document at least 40 hours of community service over the course of their high school career. It is recommended that students complete 10 hours each year of high school. Community Service can be described as any, Maritime approved, unpaid work that is designed to help people in the community. \*\* Please note that all community service hours must be completed outside of the school day unless approved by the Principal. In addition, students must provide their own transportation.



Student must document active participation in at least 3 Maritime Academy extracurricular activities, spanning at least 2 school years. The activities engaged in should teach skills that would be applicable to a future career. This can be discussed in further detail in the senior capstone project. Active participation is described as a minimum of 80% attendance and successful completion of the activity’s duration. Extracurriculars include clubs, sports, and leadership groups for which the student does not earn academic credit. If you would like to participate in an activity to earn this graduation seal, you must receive approval from the Principal prior to completion of the activity.



## STATE TESTING INFORMATION & OPTIONS

<b>Testing Option #1</b>																													
Ohio's State Tests	<p>Students earn a cumulative passing score of 18 points, using seven end-of-course state tests. To ensure students are well rounded, they must earn a minimum of <u>four points in math</u>, <u>four points in English</u> and <u>six points across science and social studies</u>.</p> <p>Students also may substitute grades from College Credit Plus courses in these science and social studies subjects for end-of-course state exams.</p> <p><b>GRADES 3-8</b></p> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th></th> <th style="background-color: #00a6c9; color: white;">English language arts</th> <th style="background-color: #0056b3; color: white;">Mathematics</th> <th style="background-color: #e67e22; color: white;">Science</th> </tr> </thead> <tbody> <tr> <td><b>Grade 3</b></td> <td>✓</td> <td>✓</td> <td></td> </tr> <tr> <td><b>Grade 4</b></td> <td>✓</td> <td>✓</td> <td></td> </tr> <tr> <td><b>Grade 5</b></td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> <tr> <td><b>Grade 6</b></td> <td>✓</td> <td>✓</td> <td></td> </tr> <tr> <td><b>Grade 7</b></td> <td>✓</td> <td>✓</td> <td></td> </tr> <tr> <td><b>Grade 8</b></td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> </tbody> </table> <p><b>HIGH SCHOOL COURSES</b></p> <p><b>Classes of 2023 and beyond</b> - End-of-course tests in English language arts II, algebra I, geometry (or integrated mathematics I and II), biology, American history, and American government.</p> <p><b>Classes of 2018 - 2022</b> - End-of-course tests in English language arts I and II, algebra I, geometry (or integrated mathematics I and II), biology or physical science (class of 2018 only), American history and American government.</p>		English language arts	Mathematics	Science	<b>Grade 3</b>	✓	✓		<b>Grade 4</b>	✓	✓		<b>Grade 5</b>	✓	✓	✓	<b>Grade 6</b>	✓	✓		<b>Grade 7</b>	✓	✓		<b>Grade 8</b>	✓	✓	✓
	English language arts	Mathematics	Science																										
<b>Grade 3</b>	✓	✓																											
<b>Grade 4</b>	✓	✓																											
<b>Grade 5</b>	✓	✓	✓																										
<b>Grade 6</b>	✓	✓																											
<b>Grade 7</b>	✓	✓																											
<b>Grade 8</b>	✓	✓	✓																										
End of Course Exam Performance Levels	<table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th style="background-color: #d9d9d9;">PERFORMANCE LEVEL</th> <th style="background-color: #d9d9d9;">GRADUATION POINTS</th> </tr> </thead> <tbody> <tr> <td><b>Advanced</b></td> <td>5</td> </tr> <tr> <td><b>Accelerated</b></td> <td>4</td> </tr> <tr> <td><b>Proficient</b></td> <td>3</td> </tr> <tr> <td><b>Basic</b></td> <td>2</td> </tr> <tr> <td><b>Limited</b></td> <td>1</td> </tr> </tbody> </table>	PERFORMANCE LEVEL	GRADUATION POINTS	<b>Advanced</b>	5	<b>Accelerated</b>	4	<b>Proficient</b>	3	<b>Basic</b>	2	<b>Limited</b>	1																
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<b>Basic</b>	2																												
<b>Limited</b>	1																												
<b>Testing Option #2</b>																													
Industry credential and workforce readiness	<p>Students earn 12 points through a State Board of Education-approved, industry-recognized credential or group of credentials in a single career field and achieve a workforce readiness score on the WorkKeys assessment. The state of Ohio will pay one time for those who take the WorkKeys assessment.</p>																												
<b>Testing Option #3</b>																													



College and career readiness tests	Students earn “remediation-free” scores in English language arts and mathematics on a nationally recognized college admission exam. The state of Ohio will pay one time for all 11 <sup>th</sup> grade students in the classes of 2018 and beyond to take either the ACT or SAT free of charge. The student’s district selection applies to all schools in the district for one school year. Test selection may change from one school year to the next
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### IMPACT ON OHIO'S STATE TESTING REQUIREMENTS BY COHORT

**Classes of 2023 and beyond:** For students entering grade 9 on or after July 1, 2019, districts are *not* required to administer the English language arts I end-of-course assessment. The end-of-course state tests still required are the **English language arts II (ELA II), algebra I, geometry,<sup>2</sup> biology, American government and American history** exams.

**Classes of 2018-2022:** For students who entered grade 9 between July 1, 2014, and June 30, 2019, districts are still required to administer the English language arts I test to students who are enrolled in an English language arts I course for the first time and/or who need to retake the English language arts I test to satisfy Ohio’s graduation requirements. This means districts will still administer seven end-of-course tests for students to meet state testing requirements: the **English language arts I, English language arts II, algebra I (or integrated math I), Geometry (or integrated math II), biology, American government and American history** exams.

### SECTION 3.3: GRADING SYSTEM

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

Grade	Grade Points		Credits
A	4	90%-100%	Pass (Credit Received)
A-	3.67		Pass (Credit Received)
B+	3.33	80%-89%	Pass (Credit Received)
B	3		Pass (Credit Received)
B-	2.67		Pass (Credit Received)
C+	2.33	70-79%	Pass (Credit Received)
C	2		Pass (Credit Received)
C-	1.67		Pass (Credit Received)
D+	1.33	60-69%	Pass (Credit Received)
D	1.0		Pass (Credit Received)
D-	.67		Pass (Credit Received)
F	0	59% & Below	Re-Take (No Credit Received)

### EARNING CREDITS (HIGH SCHOOL COURSES)

Cadets in high school earn credits for the courses they are taking. If they receive a non-passing grade they will be required to re-take the course in summer school. Cadets entering a class after the specified “cut-off” date will not receive credit for the course unless granting of credit is determined appropriate by the Principal and/or Superintendent.

Cut off Dates for Granting Credit	
Enroll within these dates	Type of credit awarded
August 23 <sup>rd</sup> -September 7 <sup>th</sup>	Full Credit

September 8 <sup>th</sup> -September 30 <sup>th</sup>	Half Credit
October 1 <sup>st</sup> & After	No Credit

Credit Values	
Semester Course	.5 credit (Example: Great Lakes History)
Year Course	1 credit (.5 credit each semester) (Example: Algebra 1)
CTE course	1.5 per semester or 3 credits per year (Example: Culinary)
Physical Education	.25 each semester or .5 credit per year

### REQUIREMENTS TO PASS A GRADE LEVEL

Sophomore	Must have earned at least <b>5</b> credits to be considered a Sophomore.
Junior	Must have earned at least <b>10</b> credits to be considered a Junior.
Senior	Must have earned at least <b>15</b> credits to be considered a Senior.

### IEPS AND GRADING

Cadets with special needs who require modifications to the grading scale will be given any modifications listed in the Individualized Education Plan (IEP) or those deemed necessary by the IEP team. Individual teachers will be required to modify, make changes, to grading scales based upon directives of the IEP team.

For more information visit: <http://education.ohio.gov/Topics/Special-Education/A-Guide-to-Parent-Rights-in-Special-Education>.

If a printed copy of “A Guide to Parent’s Rights in Special Education” is needed please visit the school.

### HOMEWORK POLICY

Homework is an important part of learning for the cadets at the Maritime Academy of Toledo. The purpose of homework is for the cadets to have independent practice on the content they have learned in class. The teachers will use the homework to determine if more teaching is needed for a certain skill, therefore, turning in the homework is essential. Cadets should also complete homework independently without assistance from family members or friends.

Note: Late work is accepted for full credit. Due dates are determined by the teacher.

### EXCESSIVE ABSENCES

Cadets will be held accountable for any days they miss of school. If you miss a day of school you must:

**Excused:** Make up any missed work by working with teachers.

**Unexcused:** Make up all work and time missed. See example below.

#### 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

### GRADUATION CEREMONY PARTICIPATION REQUIREMENTS

Complete?	Requirement
	I have 22 credits minimum (24 for Career Tech) of necessary coursework. (See Graduate audit sheet for courses needed)
	I have met all state testing requirements. (See Graduate audit sheet for testing requirements)
	I have below 38 hours of unexcused absences in both the 1 <sup>st</sup> and 2 <sup>nd</sup> semester.
	I have followed the Maritime Academy Code of Conduct and uniform code. Examples: <ul style="list-style-type: none"> <li><input type="radio"/> I had zero out of school (OSS) or in school suspensions (Training Deck).</li> <li><input type="radio"/> I was in uniform every school day unless permission was granted.</li> <li><input type="radio"/> I only had 1 unexcused tardy (each semester) to any class during the 2021-2022 school year.</li> <li><input type="radio"/> I displayed respect for adults and staff members at all times.</li> <li><input type="radio"/> I followed all of the guidelines of the “Welcome ABOARD” program.</li> </ul>
	I completed every element of the senior project up to the standards of the Maritime Academy.
	I have applied for a job or completed applications to a college.

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.

### 2023 GRADUATION INFORMATION

What?	The Maritime Academy of Toledo 13 <sup>th</sup> Annual Commencement Ceremony
Where?	Subject to Change:

	The Fifth Third Bank 550 N. Summit St Toledo, OH 43604  <i>It is possible that we could our venue to get more space.</i>
When?	May 19th at 7PM
Why?	To celebrate the hard work of our graduates.
How?	Cadets need to meet all graduation requirements to participate. See above on how to meet these requirements.

## ROLL OF HONOR

The Maritime Academy of Toledo takes pride in the work of its cadets and has very high expectations with achievement. Cadets obtaining certain grade point averages will be recognized by being placed on the Roll of Honor. All Cadets on the Mariner Roll of Honor meet the Mariner Criteria for the last day of school to be May 27<sup>th</sup>, 2022.

Roll of Honor		
List	Requirements	Awards
Cadets of Excellence	1). 4.0 Grade Point Average 2). No Unexcused Absences 3). No Discipline Referrals	1). Certificate of Honor 2). Gold Star Pin 3). Gold "A" Honor Roll Medal 4). Opportunity to rank above grade level (See Pg. 19 For Cadet Ranks)
Cadets of Honor	1). 3.5-3.9 Grade Point Average 2). No Unexcused Absences 3). No Discipline Referrals	1). Certificate of Honor 2). Silver Star Pin 3). Silver "A-B" Honor Roll Medal 4). Opportunity to rank above grade level (See Pg. 19 For Cadet Ranks)
Cadets of Merit	1). 3.0-3.4 Grade Point Average 2). No Unexcused Absences 3). No Discipline Referrals	1). Certificate of Honor 2). Bronze Star Pin 3). Bronze Honor Roll Medal 4). Opportunity to rank above grade level (See Pg. 19 For Cadet Ranks)
Cadets of Integrity	1). 100% Effort 2). No Unexcused Absences 3). No Discipline Referrals	1). Certificate of Honor 2). Principal's Award Pin 3). Opportunity to rank above grade level (See Pg. 19 for Cadet Ranks)

# The Maritime Academy of Toledo

Profile of a Graduate

*It's the Mariner Way!!*

*It's the Mariner Way!!*

**Leadership**

## Skills

- Persistence
- Time Management
- Focused Communication
- Collaboration
- Goal setting and Planning
- Resilience
- Empathy
- Attention to Detail

## **Strong Character**

### Habits

- Welcome Aboard
- A: Accountability
  - B: Buoyancy
  - O: Observant
  - A: Altruism
  - R: Respect
  - D: Discipline

## Knowledge

- Maritime Theme
- Well Rounded
- Internships (Work Experience)
- Career Tech
- Digital Literacy
- Financial Literacy
- Global Awareness
- College Credit Plus
- Hands-On Learning

**Innovative Minds**

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

**COURSE CATALOG**  
**(High School 9-12)**

<b>CODE</b>	<b>COURSE NAME</b>	<b>DESCRIPTION</b>
<b>Language Arts</b>		
050160	English 1	Integrated Language Arts Instruction addresses the content and skills of Ohio's Academic Content Standards for English Language Arts. Instruction should be based on the benchmarks for grades 8-10 and grade level indicators for grade nine. Students will read a variety of texts for different purposes, utilize the writing process, write for different purposes and different audiences, research self-selected or assigned topics use an appropriate form to communicate their findings and continue to use effective communication techniques
050170	English 2	Integrated Language Arts Instruction addresses the content and skills of Ohio's Academic Content Standards for English Language Arts. Instruction should be based on the benchmarks for grades 8-10 and grade level indicators for grade ten. Students will read a variety of texts for different purposes, utilize the writing process, write for different purposes and different audiences, research self-selected or assigned topics use an appropriate form to communicate their findings and continue to use effective communication techniques.
050180	English 3	Integrated Language Arts Instruction addresses the content and skills of Ohio's Academic Content Standards for English Language Arts. Instruction should be based on the benchmarks for grades 11-12 and grade level indicators for grade eleven. Students will read a variety of texts for different purposes, utilize the writing process, write for different purposes and different audiences, research selfselected or assigned topics, use an appropriate form to communicate their findings and continue to use effective communication techniques.
050190	English 4	Integrated Language Arts Instruction addresses the content and skills of Ohio's Academic Content Standards for English Language Arts. Instruction should be based on the benchmarks for grades 11-12 and grade level indicators for grade twelve. Students will read a variety of texts for different purposes, utilize the writing process, write for different purposes and different audiences, research selfselected or assigned topics use an appropriate form to communicate their findings and continue to use effective communication techniques

059920	Freshman Composition	This course is centered around the reading and writing benchmarks of the English language arts Academic Content Standards. It is designed to develop the writing and language skills students need for success in their secondary school program, in their daily lives, and in a global society. Students will compose oral, written, and media text consisting of organized subject matter and experiences emphasized in English.
050403	Journalism	This course includes the study and practice of writing, editing and publishing newspapers and periodicals. Instruction centers on the writing and research standards in the English Language Arts Academic Content Standards.
059999	Media Literacy	This course will focus on analyzing and critiquing popular media reports determining what is real or “fake” news. It is a topical course that can cover the different aspects of English Language arts. Instruction will be centered around the benchmarks of the English language arts Content Standards
050545	Public Speaking	This course gives students practice in communication skills of reading, writing, listening and speaking in their chosen vocations. Students learn to deliver presentations that effectively convey information and persuade or entertain audiences. Instruction centers on the Communication: Oral and Visual Standard in the English Language Arts Academic Content Standards.
<b>Mathematics</b>		
110301	Algebra 1	The first course in a four-year sequence that addresses the high school portion of the New Learning Standards for Mathematics.
111200	Geometry	The second course in a four-year sequence that addresses the high school portion of the New Learning Standards for Mathematics.
110302	Algebra 2	The third course in a four-year sequence that addresses the high school portion of the New Learning Standards for Mathematics.
110099	Pre-Calculus	The fourth course in a four-year sequence which addresses advanced content in Number and Quantity, Algebra, Functions, Geometry, and Statistics and Probability, and/or the conceptual underpinnings of calculus.
111850	Transition to College Algebra	A course designed for students in grades 11-12 making a transition to a college preparatory program.
110480	Applied Algebra	The first course in a high school sequence addressing content through concrete models and real-world situations and with less emphasis on

		symbol-manipulation and formal mathematical structure. This course would require the respective Algebra I or Mathematics I End-of-Course exam.
110490	Applied Geometry	The second course in a high school sequence addressing content through concrete models and real-world situations and with less emphasis on symbol-manipulation and formal mathematical structure. This course would require the respective Geometry or Mathematics II End-of-Course exam
110500	Applied Mathematics (Algebra 2 Equivalent)	The third course in a high school sequence addressing content through concrete models and real-world situations and with less emphasis on symbol-manipulation and formal mathematical structure. This course would require the respective Algebra II or Mathematics III End-of-Course exam.I
090700	Principles of Finance	Students will learn how to manage money, set goals, understand needs and wants, develop spending plans that fit different careers, and make financial decisions based on the impact of advertising and practice good consumer responsibilities.
<b>Social Studies</b>		
150290	World Studies	The study of the world's past.
150810	American Studies	The study of America's past
150300	Government	The study of institutions and processes through which decisions are made for the United States.
150600	Economics	The study of how society uses its resources to satisfy the desires of its citizens for goods and services.
152400	Great Lakes History	The study of a region's (Great Lakes) past.
	Modern Politics	The study of modern political systems and political parties.
151121	Psychology	The study of the human mind and its influence on behavior.
151300	Sociology	The study of social relationships, institutions, and group behavior in societies.
	Naval History	The study of Naval and Maritime History.
159999	20 <sup>th</sup> Century American Wars	The study of American's wars during the 20 <sup>th</sup> century.
170350	Maritime Skills	Combined with specialization competencies utilizing business and industry technical standards and math, science, ELA, technology, and business process framework, develops technical literacy in transportation systems, leading to pathways in ground and air transportation and post-secondary articulation.



	International Relations	A course focusing upon the political systems and interactions between different nations on the world stage.
	The Civil Rights Era	The study of events and figures during America's civil rights period from 1863-Present.
	Presidential Leadership	The study of the leadership and decision making of the Presidents of the United States.
<b>Science</b>		
132230	Biology	High school level course that satisfies Ohio's science graduation requirements as required by section 3313.603 of the Ohio Revised Code which requires inquiry-based laboratory experiences that engage students in asking valid scientific questions and gathering and analyzing information.
	MicroBiology	An advanced high school level course that satisfies Ohio's science graduation requirements as required by section 3313.603 of the Ohio Revised Code, which requires inquiry-based laboratory experiences that engage students in asking valid scientific questions and gathering and analyzing information.
132220	Physical Science	High school level course that satisfies Ohio's science graduation requirements as required by section 3313.603 of the Ohio Revised Code, which requires inquiry-based laboratory experiences that engage students in asking valid scientific questions and gathering and analyzing information.
139998	Astronomy	Advanced level science course that satisfies Ohio's science graduation requirements as required by section 3313.603 of the Ohio Revised Code, which requires inquiry-based laboratory experiences that engage students in asking valid scientific questions and gathering and analyzing information. Course content must be at the 11 <sup>th</sup> or 12 <sup>th</sup> grade level or above.
130301	Chemistry	Advanced high school level course that satisfies Ohio Core science graduation requirements as required by section 3313.603 of the Ohio Revised Code, which requires inquiry-based laboratory experiences that engage students in asking valid scientific questions and gathering and analyzing information.
130302	Physics	Advanced high school level course that satisfies Ohio's science graduation requirements as required by section 3313.603 of the Ohio Revised Code, which requires inquiry-based laboratory experiences that engage students in asking valid scientific questions and gathering and analyzing information.

	Botany	Advanced high school level course that satisfies Ohio Core science graduation requirements as required by section 3313.603 of the Ohio Revised Code, which requires inquiry-based laboratory experiences that engage students in asking valid scientific questions and gathering and analyzing information.
	Geology	Advanced high school level course that satisfies Ohio Core science graduation requirements as required by section 3313.603 of the Ohio Revised Code, which requires inquiry-based laboratory experiences that engage students in asking valid scientific questions and gathering and analyzing information.
<b>Fine Arts</b>		
020012	Art 1	A study of the knowledge, skills and processes for observing, creating, responding and communicating in ways that are unique to visual art. Art production and the construction of meaning in visual artworks are complimentary learning activities. Course content may include meaningful connections between visual art and other disciplines to enable students to understand art in a broader context.
020250	Drawing and Painting	Pencil, pen and ink, chalk, charcoal, acrylics, oils, and watercolors are explored to create original personal images. Drawings and paintings by culturally and historically representative artists are examined for their formal, expressive, and technical qualities.
020210	Design	This course emphasizes study of the elements and principles of art and design. Students explore, organize, and use the elements and principles to create two- and three-dimensional original work in various forms and media.
<b>Foreign Language</b>		
060265	Spanish 1	The study of the language and culture of the Spanish-speaking world leading to the ability to communicate in a range of situations and glean meaning from a variety of texts.
060265	Spanish 2	The study of the language and culture of the Spanish-speaking world leading to the ability to communicate in a range of situations and glean meaning from a variety of texts. Spanish 2 is an extension of Spanish 1.
060265	Spanish 3	The study of the language and culture of the Spanish-speaking world leading to the ability to communicate in a range of situations and glean

		meaning from a variety of texts. Spanish 3 is an extension of Spanish 2.
<b>Career Technical Education</b>		
170801	Maritime Occupations	Utilizing rigorous academics and Maritime industry standards introduce concepts of deck, engineering and other careers in the maritime industry.
330005	Culinary 1: Culinary and Food Service Operations	Educational programs in Culinary and Food Service Operations prepare learners for careers in the art and science of food preparation and presentation
330100	Culinary 2: Fundamentals of Food Production	Educational programs in Culinary and Food Service Operations prepare learners for careers in the art and science of food preparation and presentation
330120	Culinary 3:	Educational programs in Culinary and Food Service Operations prepare learners for careers in the art and science of food preparation and presentation
010710	Marine Environmental Science 1: Natural Resources	Learners will apply science principles and management practices to the protection of renewable and non-renewable natural resources. Students will learn fundamentals of land use as well as watershed, wildlife, fishery and forest management. Students will be introduced to management practices related to managing air and water quality along with requirements for managing solid and liquid waste. Communications, business principles and leadership skill development are essential to the program.
010725	Marine Environmental Science 2: Environmental Systems Management	Learners will analyze and interpret biological, chemical and physical properties of soil, water and air. They will determine the source and type of environmental contamination, evaluate pollution control measures and be prepared to respond accordingly. Learners will be able to monitor treatment processes for potable water, waste water and solid waste. Learners will develop and implement environmental plans using principles governing ecosystems in relation to resource development and industrial processes.
010745	Marine Environmental Science 3: Wildlife and Fisheries	Learners will apply the principles and practices of resource conservation and management to fish and wildlife populations. Students learn to properly handle wild animals, principles of wildlife nutrition, inventory practices, water quality parameters and testing, and natural and artificial propagation. Learners will apply principles of facility design and layout for managing fish populations. Learners will research and evaluate the impacts of various land practices, legislation, and human activities on habitats and populations.
<b>Additional Courses</b>		

080300	Physical Education	A comprehensive subject area which incorporates fundamental motor skills, body control and balance, physical fitness, leisure sports and games skills, cognitive skills, as well as stress management skills.
260101	Health	Educational activities that promote understanding, attitudes, and practices consistent with individual, family, and community health needs.
290010	Fundamentals of Technology	Course focuses on advanced concepts in 9-12 portion of Ohio's technology academic content standards that increase personal productivity and manage information. Instruction is most effective when integrated or linked to other academic areas
290200	Advanced Programming	Course includes study and use of programming languages, i.e., BASIC, COBOL, DOS, Visual BASIC, C++, HTML, XML, MSDN, etc. Topics also include operating systems, servers, networks, etc.
	Career Skills/ Professionalism	This course is designed to provide our Career Tech Cadets and/or other cadets with an Ohio Means Jobs Readiness Seal on their diplomas. For more information see page 27-28 of this handbook.
	Mentoring	Mentoring is a course that does not give credit towards graduation but provides a way for High School students to learn how to mentor and coach younger students.

## Owens CCP Pathway Examples

15 Hours			
Fall	CR HR	Spring	CR HR
ENG 111	3	ENG 112	3
SOC 101	3	PSY 101	3
		MTH 213	3
			<b>15</b>

30 Hours			
Fall	CR HR	Spring	CR HR
ENG 111	3	ENG 112	3
SOC 101	3	PSY 101	3
MTH 173	3	MTH 213	3
ART 101	3	ECO 111	3
AST 101	3	ENG 200	3
			<b>30</b>

Section 4:  
Student Discipline and Code of Conduct

Contents

Section 4.1: Cadet Discipline

Section 4.2: Code of  
Conduct

Section 4.3: Technology  
Policy

## **SECTION 4.1: CADET DISCIPLINE**

### **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 developed and implemented a character education program entitled “Welcome Aboard.” This program encompasses three traits which include:

RAD:

1. Respectful: A way of treating or thinking about someone or something.
2. Accountable: An obligation or willingness to accept responsibility or to account for one’s actions.
3. Discipline: Orderly or prescribed conduct or pattern of behavior; self control.

The Maritime Academy of Toledo uses PBIS which stands for positive behavior interventions and supports or systems. It is a three-tiered framework that focuses on identifying, acknowledging and encouraging positive student behaviors, rather than punishing students for negative behaviors. PBIS fosters a learning environment where educators are actually teaching and reinforcing positive behaviors, instead of just punishing students for misbehaving. Our three words we expect all Mariners to follow are: respectful, accountable and disciplined.

At the Maritime Academy of Toledo we require students to “BE RAD.”

The Maritime Academy of Toledo’s vision is to shape future leaders by developing strong character and innovative minds. The entire premise of the Maritime Academy of Toledo is to teach students socially-appropriate behaviors in order to succeed in a career. To accomplish this the Maritime Academy of Toledo will recognize positive behavior and keep kids in school whenever possible. Out of school suspensions and other removal procedures will be used as a last resort for behavior or if a cadet’s behavior endangers the safety of other students.

### **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 Principal or Superintendent. 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.

**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 (Specified number of hours for each rank)
5. Staff Recommendation

6. Compliance with the Academy Code of Conduct
7. Final recommendation of the Principal/ Superintendent.

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

2. 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.
3. Cadet Promotion Criteria:
  - a. Maintain zero (0) unexcused absences ninety (90) days prior to the date shown on the Promotion Form. Excused absences do not affect this policy.
  - b. Maintain zero (0) unexcused late arrival/early dismissal – school or class days.
  - c. Accumulate zero (0) discipline referrals in a given quarter.
  - d. Maintain a Grade Point Average (GPA) no lower than 3.0.
  - e. Wear the cadet uniform appropriately.
4. Other means of promotion
  - a. Recommendation of the Maritime Academy of Staff.
  - b. Successful participation in the Leadership Corps.

**Rank Ceremonies:** Rank ceremonies will be conducted twice per school year in September and May.

**Meritorious Promotion:** In January, Cadets wishing to become the Admiral of the Maritime Academy or be promoted to ranks above grade level will be required to report to the meritorious promotion board and present reasons for advancement. Each cadet will be required to answer questions, display proper uniform wear, and possess knowledge of the Maritime Academy of Toledo.

**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.**

<b>The Maritime Academy Cadet Rank Structure</b>	
<b>Leadership Corps Rank Structure (Officers)</b>	
0-7	Admiral of the Maritime Academy
0-6	Captain
0-5	Commander
0-4	Lt. Commander
0-3	Lieutenant



0-2	Lieutenant JG
0-1	Ensign
<b>Enlisted Rank Structure (General Cadet Population)</b>	
Maritime Student Grade 5 (E-1)	Seaman Recruit
Maritime Student Grade 6 (E-2)	Seaman Apprentice
Maritime Student Grade 7 (E-3)	Seaman
Maritime Student Grade 8 (E-4)	3 <sup>rd</sup> Class Petty Officer
Maritime Student Grade 9 (E-5)	2 <sup>nd</sup> Class Petty Officer
Maritime Student Grade 10 (E-6)	1 <sup>st</sup> Class Petty Officer
Maritime Student Grade 11 (E-7)	Chief Petty Officer
Maritime Student Grade 12 (E-8)	Senior Chief Petty Officer

## SECTION 4.2: CADET CODE OF CONDUCT

All students are expected to conform to the Student Code of Conduct at the Maritime Academy of Toledo, on the School premises, at School activities or functions whether on or off the School premises and on transportation to and from School, if paid for or provided by the School and are subject to the School's disciplinary process when they fail to do so. Students may also be subject to the School's disciplinary process for a violation of the Student Code of Conduct, regardless where it occurs, if the misconduct is directed at School Staff or their property.

### Types of Punitive 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. TMAAT 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. **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 time in Training Deck (In School Suspension). More than five days of detention assignments may result in either in-school or out-of-school suspensions for future code of conduct violations.

Any student, who fails to report to After School Detention at the assigned day and time, may be subject to Training Deck (in school suspension) unless prior approval is given by administration. Chronic failure to report to the detention may result in expulsion.

### **Training Deck**

The mission of the training deck is to teach the cadets to take responsibility for their actions in a positive learning environment.

The cadets will learn and study:

- 1). Social Skills using the Welcome Aboard Program.
- 2). Conflict resolution
- 3). The importance of promptness.
- 4). How to wear the uniform.
- 5). Organizational Skills and Techniques
- 6). Reflective and analytical Thinking

### **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 Schools 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 Principal and/or Superintendent.

### **School-Wide Information System (SWIS)**

The Maritime Academy of Toledo utilizes the School-Wide Information System (SWIS) a web-based information system designed for collecting, summarizing and using student discipline data.

SWIS tracks behavioral referrals, including the student, the problem behavior, the adult response, the time of day, and the location in the school. SWIS can be used for evaluating individual students for behavior plans and interventions.

### **Matrix of Expectations**

All students are explicitly taught what it looks like to be Respectful, Accountable and Disciplined in every area at our school. These behavior expectations are clearly displayed throughout the building.



**Be  
Respectful**

**Be  
Accountable**

**Be  
Disciplined**

**Classroom**

\*Care for everyone in the classroom's physical and mental wellbeing  
\*Recognize the opinions, beliefs, and lifestyles of everyone in the classroom  
\*Attend to the classroom environment and property (keep it clean and pristine)

\*Arrive promptly to class and begin following classroom procedures  
\*Arrive with and complete all assignments  
\*Take care of all books, computers, and other equipment entrusted to you

\*Follow classroom procedures  
\*Have self-control over your own actions and emotions  
\*Avoid distractions

**Galley**

\*Ask for permission to leave galley  
\*Be mindful of others' personal space  
\*Use manners, kind conversations, and accepting of others

\*Clean up your area including putting your tray in the dish window  
\*Bring lunch from home before school or eat school lunch (no delivery)  
\*Wait to be called to line up

\*Keep your hands, feet, and objects to yourself  
\*Voice level 0 when bell rings

**Hallway**

\*Be mindful of other classes  
\*Be mindful of the hallway's environment (keep it clean, don't tear down signs, etc.)  
\*Use manners (say excuse me, thank you, say hello when someone says hello to you)

\*Get to class on time  
\*Be only where you have permission  
\*Be responsible for your safety and the safety of others

\*Walk in the hallways, keeping to your right side  
\*Keep your hands, feet, and objects to yourself  
\*Use school appropriate language and voice level 2

**Boat**

\*Ask permission to board  
\*Thank the captain in the way off  
\*Ask permission to go below deck or to the bow

\*You must have a boating license to drive the boat  
\*Everyone wears a life jacket the whole trip  
\*Use railings

\*Keep your hands, feet, and objects to yourself  
\*Remain seated at all times

		when moving to the bow	*Voice level 0-1 when the teacher or captain is teaching
<b><u>Digital Citizenship</u></b>	*Be mindful of what you post *Ask for others consent before you post them or about them	*Only post legal, appropriate content *Be responsible for your online identity, who you are online *Take care of devices	*Use school computers for academic learning purposes only *Report any concerns/ inappropriate behavior to a staff member
<b><u>Outside</u></b>	*Follow adult directions *Be cautious of others' property Be cautious of nature including: stones, sticks, geese, etc.	*Go to your assigned destination promptly *Stay on school property * Be responsible for all materials including bags, coats, school supplies	*Only cross at cross walks *Enter and exit through assigned door
<b><u>School Events</u></b>	*Listen to the directions of all adults *Let an adult know you are leaving *Be kind to everyone at the event	*Clean up after yourself *Stay in the designated area(s) *Dress appropriately for the event	*Keep your hands, feet, and objects to yourself *Take only what you came with or purchased *Keep volume at an appropriate level
<b><u>Fitness/Locker Room</u></b>	*Use all equipment appropriately *Consider others' privacy *Honor others' abilities	*Arrive to class on time *Clean up area(s) *Wear appropriate gym attire	*Bring gym clothes daily * Stay on-task *Participate in a safe manner
<b><u>Elevators</u></b>	*Only use when you have special permission/ pass *Show consideration for the hanging signs *Greet people as they enter elevator	*Go to the floor you need to go to * Only press the button for the floor you need *Be positive and friendly	*Stand in elevator quietly *Allow others to leave before entering the elevator *Voice level 0-1
<b><u>Helm</u></b>	Follow adult directions Ask permission Use manners (say excuse me, thank you, say	*Follow correct procedure including a pass	*Voice level 2

	hello when someone says hello to you)		
<b><u>Arrival</u></b>	*Follow adult directions	*Go to your destination promptly *Arrive with appropriate belongings *Follow breakfast procedures	*Keep your hands, feet, and objects to yourself *Report outside Mariner's Hall as soon as you arrive on campus *Use homeroom time wisely
<b><u>Dismissal</u></b>	*Follow adult directions	*At 315 be in your appropriate afterschool location or outside of the building *Make afterschool arrangements before you enter school *Go to your destination promptly	*Keep your hands, feet, and objects to yourself
<b><u>Offices</u></b>	*Knock before entering	*Follow correct procedure before arriving at office *Return to classroom promptly with pass after leaving	*Only go with teacher permission *Maintain self-control (calm, patient)
<b><u>Pool</u></b>	*Ask permission to leave Pool Room *Use pool equipment appropriately *Honor others' abilities	*Clean up after yourself *Arrive to class on time *Wear proper swimming attire	*Adhere to posted pool rules *Enter and exit pool properly *Participate in a safe manner
<b><u>Bathroom</u></b>	*Ask permission *Be efficient *Communicate if it is an emergency	*Be as quick as possible *Use bathroom procedures *Clean up after yourself	*Be safe *Minimize Socializing *Voice Level 1

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**SPECIAL NOTE:**

**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. 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.**

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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.**

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**SPECIAL NOTE:**

**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. 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 of an employee. A cadet may be suspended or expelled if the cadet's misconduct occurs off of property that is owned or controlled by the Maritime Academy of Toledo but is connected to school activities.**

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**Progressive Discipline Actions**

**Class 1 Violation**

	<b>1<sup>st</sup> Consequence</b>	<b>2nd Consequence</b>	<b>3rd Consequence</b>
	Classroom Teacher	Classroom Teacher & Mental Health Director	Assistant Principal
	<ul style="list-style-type: none"><li>▪ Parent contacted</li><li>▪ Use of Uniform Closet (if Dress Code Violation)</li></ul>	<ul style="list-style-type: none"><li>▪ Parent contacted</li><li>▪ Use of the Uniform Closet.</li><li>▪ Parent meeting with Mental Health Director to determine root cause</li><li>▪ Teacher could assign lunch detention.</li></ul>	<ul style="list-style-type: none"><li>▪ Parent Contacted by Assistant Principal</li><li>▪ Behavior Plan (if deemed necessary)</li><li>▪ Assistant Principal decides appropriate disciplinary action (See Chart on PG. 61)</li></ul>

**Class 1 Code of Conduct Violation Definitions:**

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:
  - a. Facial, Tongue, or body piercings are not allowed. Band-aids may not cover piercings.
  - b. Coats, jackets, gloves, hats and sunglasses may not to be worn to class.
  - c. All totes/purses larger than 8 ½ x 11 must be kept in student lockers.
  - d. 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.
  - e. Doo rags, skull caps, and/or bandannas may NEVER be worn in school, on school property, or at school events.
  - f. Additional uniform requirements may be imposed for reasons of health and safety.
  - g. 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.

If cadets are not 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.**

### **Cell Phone and other Electronic Device Policy**

Maritime Academy recognizes the importance of communication and collaboration and provides devices for students to be productive in the classroom. 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.

To keep the focus on academics and to reduce unnecessary distractions, the school enforces the following:

- Cell phones and all mobile devices shall be placed in a locked cabinet in an assigned pocket chart located in each classroom at the start of each class period and may be picked up at the end of each class period.

- Any watch used for communication is to be silenced and is not permitted to be used during class time.
- Students may use a school phone charger located inside the locked cabinet or bring a charger from home to use to charge his/her phone while inside the cabinet.
- Students may use his/her cell phone at the switch of every class and throughout his/her lunch period.
- Cell phones and all mobile devices are not allowed to be used in a classroom, common areas, or restrooms. No pictures or videos are permitted to be taken inside a restroom.
- Cell phones and all mobile devices can be used at the end of the day in homeroom solely to communicate directly with parents/friends who are assisting in transportation
- If a student needs to make an emergency call during the day, they are to come to the helm.
- Parents who need to contact a student may call the helm and the student will be called to the helm for the call or will be given a note to call home during the change of classes.
- 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.
- **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.
- TMAT reserves the right to change the policy regarding cadet use of cell phones and electronic devices as needed.

Cell Phone/ Electronic Devices Progressive Discipline	
1 <sup>st</sup> Offense	Warning
2 <sup>nd</sup> Offense	The phone will be confiscated, placed at the helm, until 2:50PM.
3 <sup>rd</sup> Offense	Cadet will be required to turn his/her phone into the helm, each school day, for a specified block of time.  For example, a student may be required to turn in their phone to the helm, each school day, for a period of 10 days.

**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 the Assistant Principal may result in a three (3) day Training Deck or Out of School Suspension.**

**IMPORTANT NOTE:**

- No image of any student or staff member may be reproduced by means of pictures, video, or any other electronic means without permission from that person.
  - TMAT reserves the right to change the policy regarding cadet use of cell phones and electronic devices as needed.
- 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.
  - 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.



4. **Identification Badges:** Middle School 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**. High School Cadets are permitted to carry IDs in a wallet or purse. 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.
5. **Signed Parent/Guardian Correspondence:** There will be times when certain correspondence sent home will need a parent/guardian signature. These communications are vital to the education of our cadets. Parents should be diligent to make sure all required documents are signed and returned to the school.
6. **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.
7. **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.
8. **Late to Class:** Cadets, who are tardy, will be subject to attendance procedures as described in The Maritime Academy of Toledo Attendance Policy.
9. **Not Following Directions:** Insubordination.
10. **Excessive Talking:** Talking when directed to be quiet or silent or when the instructor is talking is not allowed.
11. **Out of Assigned Area:** Being tardy or otherwise not where assigned or directed.
12. **Misuse of School Equipment:** For example, being on non-approved web sites – Facebook, Twitter, and other sites listed by instructors and the school electronic use policy.

### Class 2 Violation

	1 <sup>st</sup> Consequence	2 <sup>nd</sup> Consequence	3 <sup>rd</sup> Consequence
	Classroom Teacher	Classroom Teacher & Mental Health Director	Assistant Principal
	<ul style="list-style-type: none"> <li>▪ Parent contacted</li> <li>▪ Teacher Assigned Detention (Documented in SWIS)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Parent contacted</li> <li>▪ Parent meeting with Mental Health Director to determine root cause</li> <li>▪ Teacher Assigned Detention.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Parent Contacted by Assistant Principal</li> <li>▪ Behavior Plan</li> <li>▪ Assistant Principal decides appropriate disciplinary action (See Chart on PG. 61)</li> </ul>

### Class 2 Code of Conduct Violations Definitions:

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 3 Violation

	1 <sup>st</sup> Consequence	2 <sup>nd</sup> Consequence	3 <sup>rd</sup> Consequence
	Assistant Principal	Assistant Principal and/or Principal	Assistant Principal and/or Principal
	<ul style="list-style-type: none"> <li>▪ Parent Contacted by Assistant Principal</li> <li>▪ Behavior Plan</li> <li>▪ Assistant Principal decides appropriate disciplinary action which could include an Out of School Suspension up to 10 days. (See Chart on PG. 61)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Principal may issue up to a 10 day out of school suspension.</li> <li>▪ Immediate Parent contact.</li> <li>▪ Emergency removal of student if deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Possible 10 day suspension with intent to expel.</li> <li>▪ Immediate Parent Contact</li> <li>▪ Emergency removal of student if deemed necessary.</li> </ul>

### Class 3 Code of Conduct Violations Definitions:

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. **Internet Usage:** Using the school's internet server to access inappropriate websites (Social Media, i.e. Facebook, etc., sites of a sexual nature, or promotion of hate or violence, etc.) will result in loss of computer privileges for a specified period of time. Any subsequent violation could result in suspension or expulsion depending on the situation.

- 13. Leaving Class without Permission:** Cadets are never permitted to leave a class without permission. If a cadet chooses to leave class without permission they will be met with severe consequences, regardless of the reason for leaving class. Consequences could include out of school suspension and expulsion if determined by the Superintendent.
- 14. 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 4 Violation

	1 <sup>st</sup> Consequence	2 <sup>nd</sup> Consequence	3 <sup>rd</sup> Consequence
	Assistant Principal	Assistant Principal and/or Principal	Principal and Superintendent
	<ul style="list-style-type: none"> <li>▪ Assistant Principal may issue an Out of School Suspension.</li> <li>▪ Immediate Parent contact</li> <li>▪ Emergency removal of school if necessary.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Possible 10 day suspension with intent to expel.</li> <li>▪ Immediate Parent Contact</li> <li>▪ Emergency removal of student if deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Principal could issue a 10 day suspension with intent to expel.</li> <li>▪ Up to 80 day expulsion could result</li> </ul>

#### Class 4 Code of Conduct Violations Definitions:

All Class 4 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. Cadets MAY NOT post or share threatening comments or images related to any school or government building on the internet or social media sites. This will result in police involvement to investigate any incident of threats being made.
- 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.

---

### SECTION 4.3: 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:
  - a. to assist in the collaboration and exchange of information;
  - b. to facilitate personal growth in the use of technology; and
  - c. 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:
  - a. 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.
  - b. Users shall not misrepresent themselves on the Network.
  - c. 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.
  - d. Users shall not create or transmit (Share) harassing, threatening, abusive, defamatory or vulgar messages or materials. This includes any post on social media sites regardless of the intent of the post.
  - e. Users shall not reveal any personal information beyond directory information about themselves, other students, or Academy employees, including social security numbers, passwords, etc.
  - f. Users shall not create, transmit, or download any materials



- i. 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
    - ii. 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.
  - g. 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.
  - h. 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.

## Appendix A

<b>Form 1</b>	<b>Change Schedule Request Form</b>
<b>Form 2</b>	<b>Language Survey (encuesta de idiomas)</b>
<b>Form 3</b>	<b>Credit Flexibility Test Out Form</b>
<b>Form 4</b>	<b>Credit Flexibility Application Form</b>
<b>Form 5</b>	<b>College Credit Plus Interest Form</b>
<b>Form 6</b>	<b>Graduation Credits Worksheet</b>
<b>Form 7</b>	<b>Instructions for PowerSchool Login</b>



**The Maritime Academy of Toledo Schedule Change Request 2022-2023**

Name:	Grade:
Drop:	Add:

**Please select a reason for requested schedule change:**

1). Senior needing to meet graduation requirements.	4). Grade replacement/ Repeat Credit
2). A computer error	5). Dropping elective for core class
3). Credit Recovery	

Or.....

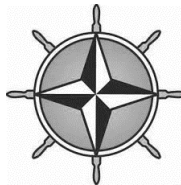
<p>6). If you do not meet any of the above options you may write a persuasive essay detailing why your class should be switched.</p> <ol style="list-style-type: none"> <li>1. Essay must be in paragraph form.</li> <li>2. 1 page typed</li> <li>3. a). Detail the reason you want to change your schedule; b). how this will help you graduate; c). three positive characteristics about yourself that will allow you to succeed in this course.</li> </ol>
---

**Signatures Required**

Teacher Signature: \_\_\_\_\_

Cadet Signature: \_\_\_\_\_

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



**Spanish | Apéndice A: Encuesta de uso del lenguaje**

Padres y tutores: Sólo complete esta página de la encuesta. El reverso de este formulario lo completará la escuela. Se requiere una encuesta de uso del idioma completa para todos los alumnos al momento de la inscripción en las escuelas de Ohio. Esta información servirá para que el personal de la escuela sepa si necesitan verificar el dominio de inglés de su hijo/a. Las respuestas a estas preguntas aseguran que su hijo/a reciba los servicios educativos necesarios para tener éxito en la escuela. La información no se usa para identificar condición de inmigración.

<b>Nombre del alumno:</b> <i>(nombre y apellido)</i>	<b>Fecha de nacimiento del alumno:</b> <i>(mm/dd/aaaa)</i>
<b>Preferencias de comunicación</b> Indique su preferencia de idioma para que podamos proveer un intérprete o documentos traducidos sin costo cuando los necesite. Todos los padres tienen derecho a obtener información sobre la educación de sus hijos en un idioma que entiendan.	1. ¿En qué idioma(s) preferiría su familia comunicarse con la escuela?  <hr/>
<b>Antecedentes del idioma</b> La información sobre los antecedentes del idioma de su hijo/a nos ayuda a identificar a los alumnos que cumplen las condiciones para recibir apoyo para desarrollar las habilidades lingüísticas necesarias para tener éxito en la escuela. Puede ser necesario realizar pruebas para determinar si se necesitan apoyos para aprender el idioma.	2. ¿Qué idioma aprendió primero su hijo/a? <hr/> 3. ¿Qué idioma usa más su hijo en casa? <hr/> 4. ¿Qué idiomas se usan en su casa? <hr/>

<p><b>Educación previa</b></p> <p>Las respuestas sobre el país de nacimiento de su hijo/a y la educación anterior nos brindan información sobre los conocimientos y habilidades que su hijo está trayendo a la escuela y pueden permitir que la escuela reciba fondos adicionales para apoyar a su hijo/a.</p>	<p>5. ¿En qué país nació su hijo/a? _____</p> <p>6. ¿Ha recibido su hijo/a educación formal fuera de los Estados Unidos?  <input type="checkbox"/> Sí <input type="checkbox"/> No</p> <p>En caso afirmativo, ¿cuántos años/meses? _____</p> <p>En caso afirmativo, ¿cuál fue el idioma de instrucción? _____</p> <p>7. ¿Ha asistido su hijo a la escuela en los Estados Unidos? <input type="checkbox"/> Sí <input type="checkbox"/> No</p> <p>En caso afirmativo, ¿cuándo asistió su hijo por primera vez a la escuela en los Estados Unidos?</p> <p>_____/_____/_____</p> <p>    Mes        Día        Año</p>
<p><b>Información adicional</b></p> <p>Comparta información adicional para ayudarnos a comprender las experiencias de idioma y los antecedentes educativos de su hijo/a.</p>	
<p>Nombre del padre/tutor: _____</p> <p>Apellido del padre/tutor: _____</p> <p>Firma del padre/tutor: _____</p> <p>Fecha de hoy: (mm/dd/aaaa) _____</p>	

Gracias por brindar la información precedente. Comuníquese con su escuela u oficina del distrito si tiene preguntas sobre este formulario o sobre los servicios disponibles en la escuela de su hijo/a. Se puede encontrar información traducida sobre las obligaciones de derechos civiles de las escuelas con los estudiantes de inglés como segundo idioma y padres con dominio limitado del inglés en este enlace: <https://www2.ed.gov/about/offices/list/ocr/ellresources.html>



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(Apéndice A, continuación)

\*\*\*COMPLETADO POR EMPLEADO DE LA ESCUELA\*\*\*





# IMPORTANTE

Estimada familia,

Favor de llenar la Encuesta de Uso del Lenguaje en estos documentos si se habla de otro idioma además de inglés en casa. De esta manera, su estudiante pudiera recibir la ayuda necesaria durante el año escolar con su tarea en todos los cursos y con leer y escribir en inglés. La única razón por la que enviamos la encuesta es para que su estudiante pueda obtener ayuda adicional si la necesita.

Gracias y espero que esté teniendo un buen día!

## إنتباه:

نرجو منكم تعبئة هذه الأستثمارة (إستطلاع للرأي) إذا كنتم تتحدثون لغة ثانية في المنزل. لنتمكن من تقديم المساعدة والمساندة المطلوبة لحل الواجبات المدرسية في كل المواد المطلوبة وفي اللغة الانكليزية ايضاً (قراءة وكتابة) يجب عليكم تعبئة الاستثمارة لتأكد ان التلميذ سوف يحصل على المساعدة المطلوبة.

وشكراً

# Comunicación en el Proceso de Educación Especial

(Communication in the Special Education Process - Spanish Version)

Las reuniones del Programa de Educación Individualizado (Individualized Education Program—I EP) y otras reuniones escolares son partes cruciales del programa educativo del niño. La responsabilidad de los padres se extiende más allá de dar consentimiento y aceptar explicaciones. Haciendo preguntas, sacando temas para discutir, recolectando información y clarificando puntos son todos parte del papel de padre.

Los padres pueden traer un acompañante a las reuniones escolares. Todos los participantes están trabajando juntos para beneficio del niño. Los padres son miembros muy importantes del equipo.

Una comunicación efectiva es de doble sentido, generando el entendimiento y apoyo que los profesionales y los padres necesitan para tomar decisiones efectivas acerca del programa educativo del niño. Para promover una comunicación significativa, los padres pueden:

- Asegurarse de que el enfoque se mantenga en el niño
- Esté preparado. Conozca por anticipado los puntos importantes de los temas a discutir y las preguntas para hacer. Escríbalas y táchelas una vez que las ha hecho.
- Escuche. Escuchar le ayudará a adquirir información acerca de su niño y le ayudará a entender otros puntos de vista.
- Establezca sus temas claramente. Comuníquese de una forma honesta y directa.
- Haga preguntas. Haciendo preguntas puede ser una forma efectiva de clarificar un punto y mantener abiertas las líneas de comunicación.
- Los comentarios y las preguntas deben ser dirigidas a la persona que mejor puede contestarlas.
- Reestablezca sus preocupaciones si no fue escuchado la primera vez.
- Tenga confianza en si mismo. Un padre nunca debe sentirse culpable o apenado por hacer preguntas o por buscar los servicios apropiados para su niño. Es su papel y su responsabilidad.
- Trabajen juntos. Recuerde que ni usted ni los profesionales tienen todas las respuestas. Trabajen juntos en equipo para encontrar soluciones. Todos en la reunión tienen la misma meta — proveer un programa educativo apropiado para su niño.

La clave para una comunicación efectiva es preparación y la voluntad de estar participando en forma activa en la planeación del programa educativo de su niño.



Name \_\_\_\_\_ Date \_\_\_\_\_

Request for a test-out option for the following subject: \_\_\_\_\_

Number of Credits \_\_\_\_

1. Why are you requesting the test-out option for this course?
  
  
  
  
  
  
  
  
  
  
2. What prerequisite courses and/or other experiences have prepared you in the subject area?
  
  
  
  
  
  
  
  
  
  
3. List the Benchmarks (found in the Ohio Revised Learning Standards) for which you intend to demonstrate mastery.

By signing this document I am indicating:

- I accept responsibility for any additional costs associated with the test-out option. An estimate will be provided prior to final acceptance.
- I am aware the subject and grade will be included on the official transcript
- I am aware courses earned through test-out options may not meet the criteria for athletic scholarships

\_\_\_\_\_  
**Signature of Student**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Parent**

\_\_\_\_\_  
**Date**

## Credit Flexibility Application

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

**Student Name:** \_\_\_\_\_ **ID #** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Parent/Guardian Name and contact information:** \_\_\_\_\_

**Reason(s) for pursuing this program:** Check all that apply.

Early graduation	Health/Medical
Credit/Course Advancement	IEP Needs
Other:	

**Plan is for (Check one). Each category requires a completed proposal or request. All forms can be found on the district website.**

\_\_\_\_\_ Create a Flex plan for an existing Maritime Academy course  
(Circle Option)

- a) Independent Study
- b) Online Courseware (Plato)
- c) Projects
- d) Essay

\_\_\_\_\_ Test-out of a course (Test-out Request)

**Course Information:**

Course Title: \_\_\_\_\_

Core Subject Area field(s) (e.g. Physical Science, Fine Arts, Social Studies, etc.): \_\_\_\_\_

Course duration: \_\_\_\_\_ All Year    \_\_\_\_\_ Semester 1 only    \_\_\_\_\_ Semester 2 only

Amount of Course credit: \_\_\_\_\_ School Year: \_\_\_\_\_

**Student Contract:**

Student explanation of goals and statement of commitment:

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---

I, (cadet signature) \_\_\_\_\_,  
understand the Independent Study/Credit Flexibility Option is an intensive process designed to  
allow me to work at my own pace to complete the assigned work.

The student and parent must initial each item below as indication of having read and accept the  
following:

**Parent    Student**

- |       |       |   |
|-------|-------|---|
| _____ | _____ | The student will hold primary responsibility for the overall success or failure of the course.  |
| _____ | _____ | The student will be expected to allocate an average of _____ hours per week working toward the completion of this course.   |
| _____ | _____ | The student will be expected to meet with the teacher of record at least _____ time(s).   |
| _____ | _____ | The student understands that all credit flex classes must be added and dropped according to board policy.   |
| _____ | _____ | The teacher reserves the right to remove the student from the course (withdrawn with penalty) for issues involving plagiarism, copyright violation, multiple submission, or other forms of academic dishonesty. |
| _____ | _____ | The teacher's decision regarding a withdrawal from the course with penalty may be appealed to the principal according to board policy.  |





# CollegeCredit PLUS

## Letter of Intent to Participate in College Credit Plus

PLEASE PRINT

Date \_\_\_\_\_  
**AFTER APRIL 1, YOU WILL NEED PERMISSION FROM THE HIGH SCHOOL PRINCIPAL TO PARTICIPATE.**

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

Parent/Guardian Name \_\_\_\_\_

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

PLEASE INDICATE PREFERRED METHOD OF CONTACT:

Parent Phone Number (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

Parent Email Address \_\_\_\_\_

Student Contact Info \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

I would like to declare my intent to participate in the College Credit Plus program. I understand that signing this form does not require that I participate during the coming school year, and I may decide not to participate without consequence.

I also understand that it is my responsibility to notify my school if I do not gain admission to my selected institution of higher education or choose not to participate in the program.

In addition, I certify that I have received counseling about the College Credit Plus program concerning the rules and regulations for both my school and the college, and that I understand my responsibilities, the benefits and possible risks of participating in the College Credit Plus program.

Please sign and return this form to the high school by April 1.

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

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

### Appendix A Form 5: GRADUATION REQUIREMENTS WORKSHEET

Student Name:			
<b>English Language Arts- 4 credits minimum</b>			
Course	Semester Complete		Semester Complete
ENG 1		ENG 1	
ENG 2		ENG 2	
ENG 3		ENG 3	
ENG 4		ENG 4	

<b>Math- 4 credits minimum</b>			
Course	Semester Complete		Semester Complete
Alg. 2 or Equiv.		Alg. 2 or Equiv.	

<b>Science- 3 credits minimum</b>			
Course	Semester Complete		Semester Complete
Life Science		Life Science	
Physical Science		Physical Science	

<b>Social Studies- 3 credits minimum</b>			
Course	Semester Complete		Semester Complete
World St		World St.	
Am. Studies		Am. Studies	
Government		Economics	

<b>Other Requirements- 2 credits</b>			
Course	Semester Complete		Semester Complete
Physical Ed		Physical Ed	
Fine Arts		Fine Arts	
Health			

<b>Electives- 6 credits minimum</b>			

College Prep Pathway: 26 Credits	CTE Pathway: 24 Credits	Applied Pathway 22 Credits
Total ELA Credits:	Total Science Credits:	Total Credits:
Total Math Credits:	Total Social Studies Credits:	
Other Requirements:	Electives:	

**Three options for demonstrating testing proficiency\*:**

□ 1). End of Course Exams- 18 points Minimum			
Exam	Points	Exam	Points
English 1		English 2	
Algebra 1		Geometry	
American Studies		Government	
Biology			
		Total Points:	

□ 2). Career Tech- 9 credits for certification			
Course	Semester Complete	Course	Semester Complete
Certification- 12 Points			
Certification	Points	Certification	Points
Work keys- 13 points			
Area	Readiness Score	Area	Readiness Score
Reading		Locating Info.	
Applied Math			

□ 3). ACT			
English L.A.	Score	Math	Score
		Composite Score:	

\*For more information of these three testing options see page 14-15.

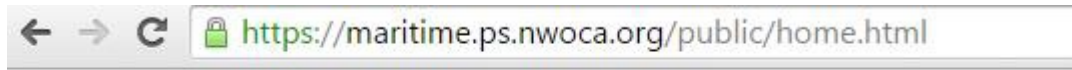
SUMMARY			
Pathway: (Circle One)	College Prep	Career Tech	Applied
Total credits (From 1 <sup>st</sup> Page):		Testing Points:	
Met Graduation Requirements:    Yes            No			



## Appendix A: Form 6: HOW TO LOGIN TO POWERSCHOOL

Step 1: Go to the web address:

<https://maritime.ps.nwoca.org/public/home.html>



Step 2: Click on the "Create Account" tab:

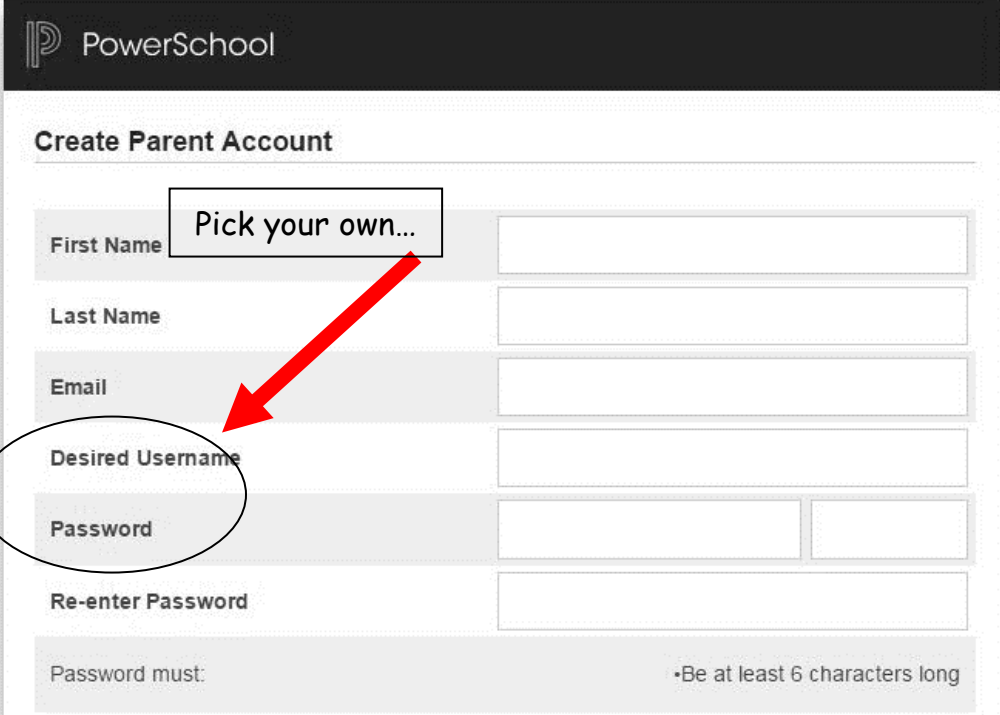
A screenshot of the PowerSchool login page. At the top left is the PowerSchool logo. Below it is the heading "Student and Parent Sign In". There are two tabs: "Sign In" and "Create Account". A red arrow points from the right towards the "Create Account" tab. Below the tabs are input fields for "Username" and "Password", a "Forgot Username or Password?" link, and a "Sign In" button.

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Click on create account. This school year each parent will create their own account by creating a unique username and password.

A screenshot of the PowerSchool "Create an Account" page. At the top left is the PowerSchool logo. Below it is the heading "Student and Parent Sign In". There are two tabs: "Sign In" and "Create Account". Below the tabs is the heading "Create an Account". The text below reads: "Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences. Learn more." A red arrow points from the top towards a "Create Account" button at the bottom right.

Step 3: Fill out necessary information:



**PowerSchool**

### Create Parent Account

First Name Pick your own...

Last Name

Email

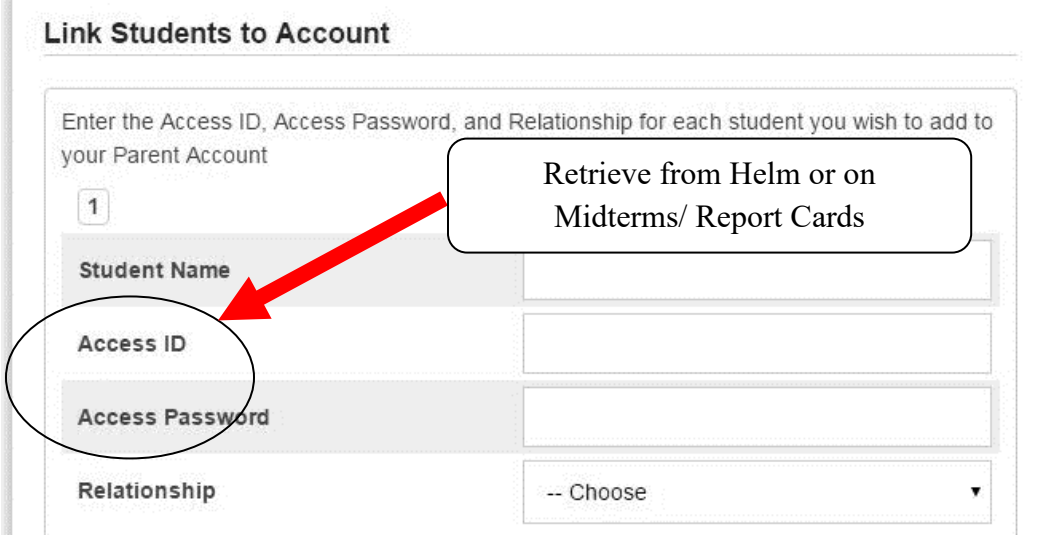
Desired Username

Password

Re-enter Password

Password must: •Be at least 6 characters long

The form is titled "Create Parent Account" and includes fields for First Name, Last Name, Email, Desired Username, Password, and Re-enter Password. A red arrow points from a callout box "Pick your own..." to the First Name field. The "Desired Username" field is circled in black.



### Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

1

Student Name

Access ID

Access Password

Relationship

Retrieve from Helm or on Midterms/ Report Cards

The form is titled "Link Students to Account" and includes a table with one row. The table has columns for Student Name, Access ID, Access Password, and Relationship. A red arrow points from a callout box "Retrieve from Helm or on Midterms/ Report Cards" to the Access ID field. The "Access ID" field is circled in black.

Parents can create an account with their own desired username and password. This username and password is not retrieved from the school and can be anything desired.

In order to link your son/daughter's account(s) you must get the access ID and password from the school or locate it on the bottom of midterms or report cards.

Step 4: Click "enter" and login using your newly created username and password:



The image shows a login form with the following fields and a button:

- Student Name**: A text input field.
- Access ID**: A text input field.
- Access Password**: A text input field.
- Relationship**: A dropdown menu with the text "-- Choose" and a downward arrow.
- Enter**: A button with a right-pointing arrow above it.

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**Appendix A: Form 7: Title 1 Parents Right to Know****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 Parent or Guardian:

The Maritime Academy of Toledo receives federal funds for Title I, Part A programs. Throughout the school year, we will be providing you with important information about this law as it relates to your child's education. This letter lets you know about your right to request information regarding the professional qualifications of the classroom staff working with your child. Our district or school will be able to provide you with the following information regarding the qualifications of your child's teacher(s):

1. Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he or she teaches.
2. Whether the teacher is teaching under emergency or provisional status because of special circumstances.
3. Whether the teacher has any advanced degrees and the field of discipline of the teacher's certification or degree.

If at any time your student has been taught for four (4) or more consecutive weeks by a teacher(s) that is not highly qualified, then you will be notified by the school.

You also have the right to request information regarding the qualifications of the paraprofessional(s) assisting your child's teacher(s). If your child is receiving Title I, Part A services from a paraprofessional, then The Maritime Academy of Toledo is able to provide you with the following information:

1. Whether the paraprofessional has completed at least two years of study at an institution of higher education.
2. Whether the paraprofessional has completed an associate's degree (or higher).
3. Whether the paraprofessional has met a rigorous standard of quality through our state's certification procedure for determining the quality of paraprofessional staff.
4. Whether the paraprofessional has: (a) the knowledge of and ability to assist in instructing reading, writing, and mathematics or (b) the knowledge of and the ability to assist in learning activities, such as homework, reading readiness, writing, mathematics, and other support as appropriate.

To request this information please contact your child's school by phone at 419-244-9999 or by e-mail at [secretary@maritimeacademy.us](mailto:secretary@maritimeacademy.us).

Should you have any other questions regarding your child's education, please do not hesitate to contact us at 419-244-9999.

Sincerely,



Aaron Lusk  
Superintendent  
The Maritime Academy of Toledo

## The Maritime Academy of Toledo Community Service Graduation Seal

### Graduation Seal Choice #1

Students will meet the requirement of the Community Service Seal by completing a community service project that aligns with the senior capstone project.

In order to meet the requirements of this graduation seal Maritime students must document at least 40 hours of community service over the course of their high school career. It is recommended that students complete 10 hours each year of high school. Community Service can be described as any, Maritime approved, unpaid work that is designed to help people in the community.

Please note that all community service hours must be completed outside of the school day unless approved by the Principal. In addition, students must provide their own transportation. If you would like to compete a community service activity not listed below, you must receive approval from the Principal prior to completion of the community service.

- After School/ Summer School Tutoring with younger students
- Libraries
- Animal Shelters
- Faith based organizations
- Food banks (Example: Cherry Street Mission)
- Public parks or recreational facilities
- Mission trips
- Hospitals
- Retirement Homes
- Red Cross
- Habitat for Humanity
- 4H
- Boys and Girls Club
- Local YMCA
- Toledo Fire & EMS
- Toledo Police Department

All community service hours must be organized by the student/ parents. Students pursuing this graduation seal must track their own hours, obtain needed signatures, and complete the reflection question. Documentation should be turned into the Principal by no later than May 1<sup>st</sup> each year.

**Community Service Plan  
Documentation of Hours**  
*Fill out a separate form for each location*

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

Location of Service Activity: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Supervisor Email or Phone Number: \_\_\_\_\_

**Part 1:**

Date of Community Service	Activity/Duty Performed	# of Hours Served	Supervisor's Initials

Total Hours Completed: \_\_\_\_\_

**Part 2:****Reflection**

**In a few sentences, please describe what you have learned through the community service opportunity and how the experience has impacted you and/or the community.**

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## The Maritime Academy of Toledo Student Engagement Graduation Seal

### Student Engagement Graduation Seal Choice #2

Students will meet the requirement of the Student Engagement Seal by participating in extracurricular activities such as (but not limited to) athletics, clubs or student government and completing a senior capstone project.

Student must document active participation in at least 3 Maritime Academy extracurricular activities, spanning at least 2 school years. The activities engaged in should teach skills that would be applicable to a future career. This can be discussed in further detail in the senior capstone project.

Active participation is described as a minimum of 80% attendance and successful completion of the activity's duration. Extracurriculars include: clubs, sports, and leadership groups for which the student does not earn academic credit. If you would like to participate in an activity to earn this graduation seal you must receive approval from the Principal prior to completion of the activity.

The definition of an activity is something that is conducted on more than one occasion.

All student engagement activities must be signed off on by the student, student's parent/guardian and the respective advisor or coach on the form attached. Students pursuing this seal are responsible for obtaining these signatures at the completion of the activity for the year. Documentation should be turned into the Principal no later than May 1<sup>st</sup> of your senior year.

Student Engagement Activity  
Documentation of Participation

*Fill out a separate form for each activity and each year of participation*

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

Student Engagement Activity: \_\_\_\_\_

School year of Participation: \_\_\_\_\_

Advisor/Coach Name: \_\_\_\_\_

**Advisor/Coach:**

*Please initial each statement that applies to this student & their participation in the activity above.*

Student has maintained a minimum 80% attendance: \_\_\_\_\_

Student has participated throughout the duration of the activity \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Advisor/Coach Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

**Handbook Acknowledgement Form 2021-2022**

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

Cadet Name: \_\_\_\_\_

Cadet Grade: \_\_\_\_\_

Cadet Signature: \_\_\_\_\_

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

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

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

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