



## 2025-2026 School Year Enrollment Packet

Dear Parents/Guardians:

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

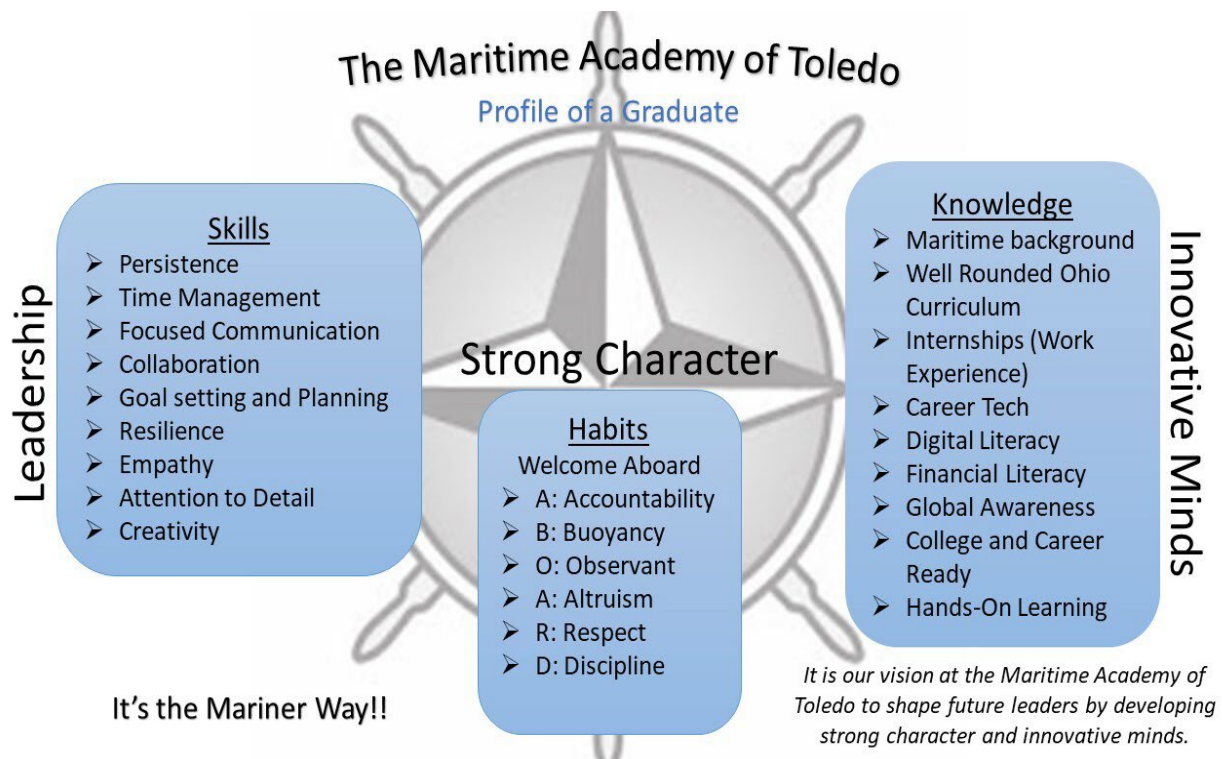
Attendance & Testing	Please be advised that the Ohio Department of Education requires The Maritime Academy of Toledo to inform you that your family must comply with the Ohio Revised Code related to attendance laws and testing laws for the 2025-2026 school year. See <a href="#">page 10</a> for more information about attendance and <a href="#">page 9</a> for testing requirements.
Proof of Residency	Due to House Bill 21 The Maritime Academy of Toledo is required to obtain 2 proofs of residency at the time of enrollment and periodically throughout each school year. See <a href="#">page 3</a> for more information.
Emergency Notification	In case of an emergency, The Maritime Academy of Toledo will notify our families with our automated messaging system, individual phone calls (if needed), Facebook, and if necessary, through local radio and tv stations. See <a href="#">page 25</a> for more information.
Missing Children's Program	Included in this packet are materials related to the missing children's program. See <a href="#">page 16-18</a> for more information.
Title 1 Parent's Right to Know	The Maritime Academy of Toledo receives Title 1 funding from the Federal Government.

Sincerely,

*Jacob Lofton*

Jacob Lofton  
Principal

Our Vision and Mission	
Vision	Mission
<i>It is our vision at the Maritime Academy of Toledo to shape future leaders by developing strong character and innovative minds.</i>	<i>It is the mission of the Maritime Academy of Toledo to provide students with rigorous Academic Pathways towards college or career with a personalized learning experience incorporating the Maritime theme.</i>





Dear Parents/Guardians:

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

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

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

Sincerely,

*Jacob Lofton*

Jacob Lofton  
Principal



## **Transportation**

### **6-8<sup>TH</sup> (STUDENTS WHO LIVE IN TOLEDO PUBLIC SCHOOLS DISTRICT)**

The Toledo Public Schools Transportation Department is committed to providing safe and reliable transportation for the students within our community. The Yellow school bus transportation is the safest mode of transportation in the nation.

Additional information pertaining to transportation is available by contacting The Maritime Academy.

If a special education student has mobility problems or special health needs, transportation is provided in accordance with the Students' Individual Education Plan (IEP). If you are moving and your child is receiving special transportation services, please contact your School Assistance Center as soon as possible to maintain uninterrupted service.

Students need to contribute to their safe bus ride, and therefore are responsible for complying with the following rules:

### **BUS STOP RULES**

- Students must be waiting at their assigned bus stop 5 minutes before the scheduled pick-up time. Bus drivers are not required to wait or blow their horns at bus stops
- Students will maintain orderly behavior while waiting for the bus to arrive
- Students should stand and wait for your bus in an orderly fashion
- Load and unload the bus at your designated stop in an orderly manner

### **RULES ON THE BUS**

- Students must follow the directions of the bus driver/aide
- Students must remain seated while the bus is in motion; the bus driver is authorized to assign seats as needed
- Eating, drinking, fighting, littering and smoking are not permitted on the bus.
- Students must keep their hands, heads and all other objects inside the bus at all times
- Noise on the bus shall be kept to a minimum; there must be absolute silence at a railroad crossing and other places of danger as specified by the driver
- Do not be destructive or touch emergency equipment
- Observe the same conduct as in the classroom

## **MEDICATION POLICY: NOTICE TO PARENTS/GUARDIANS REGARDING**

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

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

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

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

# **Immunization Requirements for Incoming 7<sup>th</sup> and 12<sup>th</sup> Grade Students**

## **Incoming 7<sup>th</sup> Graders**

### **DTaP/DT Tdap/Td Diphtheria, Tetanus, Pertussis**

One (1) dose of Tdap vaccine must be administered on or after the 10th birthday.

\*\*\*Tdap vaccine is required PRIOR TO ENTERING THE SEVENTH (7<sup>TH</sup>) GRADE. This dose is intended to be administered as a BOOSTER dose for students who have completed the required doses of the initial series of TDAP/DT/TD vaccine

### **MCV4 Meningococcal**

One (1st) dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry.

## **Incoming 12<sup>th</sup> Graders**

### **MCV4 Meningococcal**

Second (2) doses of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry.

\*\*\*\* Recommended MCV4 minimum interval of at least eight (8) weeks between dose one (1) and dose two (2). If the first (1st) dose of MCV4 was administered on or after the 16th birthday, a second (2nd) dose is not required. If a pupil is in 12th grade and is 15 years of age or younger, only one (1) dose is required. Currently, there are no school entry requirements for meningococcal B vaccine.

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. §1232h) affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- A. **Consent** before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is part of any program funded in whole or in part by a program of the U.S. Department of Education (ED):
  - 1. Political affiliations or beliefs of the student or student's parent.
  - 2. Mental or psychological problems of the student or student's family.
  - 3. Sex behavior or attitudes.
  - 4. Illegal, anti-social, self-incriminating, or demeaning behavior.
  - 5. Critical approvals of others with whom respondents have close family relationships.
  - 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers.
  - 7. Religious practices, affiliations, or beliefs of the student or parents; or
  - 8. Income, other than as required by law to determine program eligibility.
- B. **Receive** notice and an opportunity to opt a student out of
  - 1. Any other protected information survey, regardless of funding.
  - 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screening, or any physical exam or screening permitted or required under State law; and
  - 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- C. **Inspect**, upon request and before administration or use
  - 1. Protected information surveys of students.
  - 2. Instruments used to collect personal information from students for any of the above marketing sales, or other distribution purposes; and
  - 3. Instructional material used as part of the educational curriculum.

The school has developed policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The school will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. The school will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- A. Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- B. Administration of any protected information survey.
- C. Any non-emergency, invasive physical examination or screening as described above.

*Parents who believe their rights have been violated may file a complaint with:* Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605

## **PARENT / GUARDIAN INVOLVEMENT POLICY**

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

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

## **ZERO TOLERANCE**

The Maritime Academy of Toledo has established strong safety policies, including zero tolerance for furnishing controlled substances, possession of weapons, threatening and/or causing physical injury to others and to our property, and using profanities. These zero tolerances applies to actions by staff, students, parents, and the community. Parents, visitors, and employees may be terminated and/or issued restraining orders for any of the above violations. Consequences for students could include up to ten days' suspension and /or immediate expulsion if sufficient evidence can be collected and the Superintendent deems it appropriate. All situations are different and must be handled in that manner. Students, employees, parents and the community are urged to contact the school immediately if there is any information about: real or fake weapons carried by students; drug use or drug trafficking on our campus; threats of violence made by students or adults; stolen equipment; destruction of property, or continual bullying. All calls remain anonymous and will be investigated thoroughly.

## **Emergency Notification**

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

## **Requirements for Completing Coursework for Graduation**

If a student at The Maritime Academy of Toledo does not meet the graduation course requirements prescribed in division (C) of section 3313.603 of the Revised Code (see graduation requirements in the parent/student handbook) they may be ineligible to enroll in most state universities in Ohio without further coursework.



## State Testing Requirements

The purpose of Ohio's State Tests State achievement tests tells us 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 prepare 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 to take state tests and cannot "opt" out.

### Tests Required by Grade Level

6th	English Language Arts and Math
7th	English Language Arts and Math
8th	English Language Arts, Math, and Science
High School	English 2 Algebra 1 Geometry American Studies Government Biology

### 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 Cadets at the Maritime academy of Toledo will take the ACT their junior year paid for by the State of Ohio.

For more information concerning state tests please visit:

[www.maritimeacademy.us/academicprograms/statetesting](http://www.maritimeacademy.us/academicprograms/statetesting) or contact the Principal: Jacob Lofton.

You may request The Maritime Academy of Toledo's policy on students' participation in State Assessments by contacting the principal: Jacob Lofton.

"The Maritime Academy of Toledo is a community school established under Chapter 3314. of the Revised Code. The school is a public school, and students enrolled in and attending the school are required to take proficiency tests and other examinations prescribed by law. In addition, there may be other requirements for students at the school that are prescribed by law. Students who have been excused from the compulsory attendance law for the purpose of home education as defined by the Administrative Code shall no longer be excused for that purpose upon enrollment in a community school. For more information about this matter contact the school administration or the Ohio Department of Education."

All Maritime Cadets are required to complete all core curriculum requirements (See Policy 246) which is one consequence of incompleteness, being the inability to enroll in most state universities without additional coursework.

## ATTENDANCE /TARDINESS POLICIES

### 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 in attendance if present at any place where School is in session by the authority of the Board.

### Excused Absences

Absences due to the following will be excused:

1. Personal physical illness such as preventing 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 are 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 an absence. If the student is 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 from 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 because 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 (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 nurse's 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 by 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 school with or without a 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 students' parents 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 an 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 school year; and
6. Taking legal action under R.C. 2919.222, 3321.20, and/or 3321.38.

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

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

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

- ❖ 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 alternatives offered to adjudication; and
3. the student has refused to participate in or failed to make satisfactory progress on the plan, as determined by the absence intervention team, or any offered intervention strategies or alternatives to adjudication.

If the 61st day falls during the summer months, at the school's discretion, the absence intervention team or attendance officer may extend the implementation of the plan and delay filing the complaint for an additional thirty (30) days from the first day of instruction of the next school year.

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

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

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

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

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

# **The Maritime Academy of Toledo Dress Code**

**Cadets MUST be in FULL UNIFORM on the first day of school**

## **Uniform Clothing**

### **1. Pants**

- a. Pants must be navy blue, khaki, black or jeans with no holes.
- 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. TMAT reserves the right to regulate the fit of the pants.
- e. Pants may not be modified or altered in any way, except in regard to waist size or length.

### **2. Shirts for Boys and Girls.**

- a. Logo shirts must be worn at all times not bunched or tied.
- b. Maritime Academy sweatshirts are permitted but hoods cannot be worn indoors.

### **3. Shoes**

- a. Regulation shoes must be all black or white or a mixture of black and white: Athletic, Tennis, or Oxford.
- b. Laces must be ALL black or white.
- c. Shoes must be laced to the top eyelets and tied at all times.

### **4. Jewelry:** Non regulation jewelry may be confiscated. Jewelry will only be returned to the parent/guardian.

- a. One purse no larger than 8½” x 11” may be carried to class.



## **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: [secretary@maritimeacademy.us](mailto:secretary@maritimeacademy.us)

Re: Missing Children

Dear Parent/Guardian,

Missing and exploiting children is a serious problem in our country. The State of Ohio, through the attorney general's office, has required all schools to have some basic information about if this should happen to you, a relative or a friend.

In the event a child should become missing please use the following suggested steps:

1. Call your local law enforcement agency
2. Call the National Center for Missing and Exploited Children (NMMEC at 1-800-843-5678)
3. If a child is missing from home search the following areas: closets, piles of laundry, under beds, large appliances, vehicles or anywhere a child could crawl or hide
4. Notify the manager if lost in a store

Do not hesitate to use the NMMEC website. It is [www.missingkids.com](http://www.missingkids.com). Representatives from this website will work with you and local law enforcement. They have many resources and can provide technical assistance. At the bottom of the website are links which contain valuable information. We are including in this notice one of the resources titled *Missing Child Emergency Response Check List*.

Sincerely,

*Jacob Lofton*

Jacob Lofton  
Principal



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



- ☐ Contact your local law-enforcement agency as soon as you have determined your child is missing or has been abducted. Do not delay in reporting your child missing to law enforcement.
- ☐ Search any area into which a child could crawl or hide and possibly be asleep or unable to get out. This includes closets, piles of laundry, in and under beds, inside large appliances, in vehicles including trunks, or any other space into which a child might fit. Check areas where your child was last seen or may have played such as open or abandoned wells, caves, sheds, buildings, and crawl spaces.
- ☐ Provide law enforcement with the date, time, and location where your child was last seen, if known.
- ☐ Provide law enforcement with the name(s) of the last person/people who saw your child, if known.
- ☐ Determine the names or descriptions of companions or associates last seen with your child.
- ☐ Secure your child's room and personal belongings until law enforcement has the opportunity to conduct a search.
- ☐ Identify and secure any computers and wireless devices used by your child, but do not attempt to conduct a search of these devices on your own. Ask law enforcement to look for clues on any chat and social-networking websites your child has visited or hosts.
- ☐ Provide law enforcement with information about your child's general health and any medical conditions or concerns.
- ☐ Compile descriptive information about your child and have the information available to provide to the first-responding, law-enforcement investigator. Descriptive information should include items and information such as a recent, clear, color photo of your child; video of your child; a description of the clothing worn at the time the child was last seen; cell and other phone numbers; date of birth; hair and eye color; height; weight; complexion; identifiers such as eyeglasses or contact lenses, braces, body piercings, tattoos; and/or other unique physical attributes.
- ☐ Ask the responding officer if immediate community notification, such as an AMBER Alert,<sup>1</sup> has been considered.
- ☐ Ask the responding officer if a neighborhood canvass will be conducted.
- ☐ Restrict access to the home, no matter where your child was last seen, until law enforcement arrived and had the opportunity to search for the home and surrounding area.
- ☐ Try to keep all phone lines open.
- ☐ Provide law enforcement with information regarding custody issues, if any, including court-ordered visitation conditions.
- ☐ Provide law enforcement with information about any recent changes in your child's behavior.
- ☐ Provide law enforcement with information about any individual who has recently shown unusual attention to or interest in your child.
- ☐ Obtain the name of and contact information for the primary investigator assigned to your child's case.

- [ ] Report your missing child to the National Center for Missing & Exploited Children® (NCMEC) at 1-800-THE-LOST® (1-800-843-5678).
- [ ] Verify, through the investigating law-enforcement agency, that information about your missing child has been entered into the National Crime Information Center (NCIC) Missing Person File. Federal law<sup>2</sup> requires law enforcement to enter information about a missing child into NCIC no more than two hours after the receipt of the report.
- [ ] Report your missing child to the missing-child clearinghouse in your state or territory. To find your missing-child clearinghouse visit [www.missingkids.com](http://www.missingkids.com), and from the home page click on the “More Services” and “Missing-Child Clearinghouse Program” links.
- [ ] Contact nonprofit organizations in your area assisting families of missing children. For information about organizations in your area contact the Association of Missing and Exploited Children’s Organizations (AMECO) at 1-877-263-2620 or visit [www.amecoinc.org](http://www.amecoinc.org).
- [ ] Contact the National Runaway Switchboard, if your child may be a runaway, at 1-800-RUNAWAY (1-800-786-2929) or visit [www.1800runaway.org](http://www.1800runaway.org) for assistance including information about developing communication with your child.
- [ ] Prepare posters of your missing child including a recent photo and descriptive information and post them within the local community. NCMEC may be able to provide you with copies of your child’s poster as soon as the poster has been certified by them for distribution.
- [ ] Make every effort to obtain local and national media attention regarding your missing child. Conduct television, radio, and newspaper interviews to discuss and direct attention to your child.
- [ ] Obtain medical records from your child’s doctor and dental records from your child’s dentist.
- [ ] Provide a DNA sample to law enforcement if you already have one. If not, collect samples from your missing child’s possessions such as his or her toothbrush, baby’s teeth, hairbrush used exclusively by your child for at least one month, and bandage with dried blood.
- [ ] Provide fingerprints and dental charts to law enforcement if you have them.
- [ ] Provide law enforcement with detailed information about the description and characteristics of the abductor if he or she is known to you.
- [ ] Provide law enforcement with the abductor’s photo, driver’s license number, credit-card numbers, cell and other phone numbers, passport numbers, and any other available information useful for tracking purposes if known.
- [ ] Contact the U.S. Department of Justice’s Office for Victims of Crime for possible financial assistance at 1-800-851-3420 or visit [www.ovc.gov](http://www.ovc.gov). Also check your local phone directory for crime-victim compensation or crime-victim-assistance programs.
- [ ] Stay in regular contact with law enforcement, the media, and local government officials during the search for your child.
- [ ] Conduct periodic press conferences and plan events related to the search for your child to help keep the disappearance in the public eye.
- [ ] Notify law enforcement, NCMEC, and other agencies assisting in the search as soon as your child is located.



## 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: [secretary@maritimeacademy.us](mailto:secretary@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  
Jacob Lofton  
Principal

<b>Achievement</b> This component represents whether student performance on state tests met established thresholds and how well students performed on tests overall.	★★★★★ Needs significant support to meet state standards in academic achievement.	<b>Progress</b> This component looks closely at the growth all students are making based on their past performances.	★★★☆☆ Significant evidence that the school fell short of student growth expectations.	<b>Gap Closing</b> The Gap Closing Component is a measure of the reduction in educational gaps for student subgroups.	★★★★★ Needs significant support to meet state standards in closing educational gaps.
<b>Performance Index</b> .....	<b>40.9%</b>	<b>Overall</b> .....	<b>Annual Performance Goals</b> .....	<b>0.0%</b>	
<b>Graduation</b> The Graduation Component is a measure of the four-year adjusted cohort graduation rate and the five-year adjusted cohort graduation rate.	★★★★★ Needs significant support to meet state standards in graduation rates.	<b>Early Literacy</b> This component looks at how successful schools are at improving reading for at-risk students in grades K-3.	★★★★★	<b>College, Career, Workforce and Military Readiness</b> This component looks at how well-prepared Ohio's students are for future opportunities, whether training in a technical field or preparing for work or college.	
<b>Graduation Rates</b> <b>67.3% of students graduated in 4 years</b> <b>77.1% of students graduated in 5 years</b>	<b>Improving K-3 Literacy</b> ..... <b>Third Grade Reading Proficiency</b> ..... <b>Promotion to Fourth Grade</b> .....	<b>NC</b> <b>NC</b> <b>NC</b>	<b>Students who are Ready</b> .....	<b>1.8%</b>	



## 2025-2026 School Year Enrollment Packet Checklist

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

- ☐ Withdrawal from previous school. (must have prior school administrator's signature)
- ☐ Official High School Transcript and most recent Report Card
- ☐ Registration Packet forms which **must be returned** include the following found on:
- ☐ Student's Birth Certificate (Copy)
- ☐ Immunization Record: **(Note: Students must have vaccinations to attend school)**
- ☐ Student's Social Security Card (Copy)
- ☐ **Student Proof of Residency** (See Page 1 for Explanation)
- ☐ Custodial Papers **(If a student is not living with both parents, you must provide a copy of custody papers)**
- ☐ Parent/Guardian Driver Licenses (Copy)  
*Please note that your student is not officially enrolled until we receive all of the items listed above. You must mail, fax, or hand deliver the requested records within 24 hours to guarantee your students' enrolment in The Academy. Please call the school office if you have any questions. Thank you for your cooperation in submitting all of your required documents.*

School Supply Fees		
Materials and Supplies	\$50.00	Includes 1 workbook, art supplies, School ID, Lab Materials, Other School Supplies
Uniform/Spirit wear	Order form In packet	Cadets are required to be in full uniform on the first day of school
<i>If you cannot afford the school supply fees, please contact Kathy Simpson: Business Manager for help. This request will be kept confidential.</i>		

# The Maritime Academy of Toledo

## 2025-2026 Student Information

### For Office Use Only

SSID # \_\_\_\_\_

Start Date \_\_\_\_\_

End Date \_\_\_\_\_

Withdraw Reason \_\_\_\_\_

Student's Last Name \_\_\_\_\_ (as it appears on birth certificate)      Student's First Name \_\_\_\_\_ (as it appears on birth certificate)

Student's Middle Name \_\_\_\_\_ (as it appears on birth certificate)      Gender ☐ Male ☐ Female

Street Address \_\_\_\_\_ Apartment # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone #1 \_\_\_\_\_ Cell Phone #2 \_\_\_\_\_

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

Date of Birth \_\_\_\_\_ City of Birth \_\_\_\_\_ Soc Sec # \_\_\_\_\_  
(Month, Day, Year)

Is the Student a U.S. Citizen ☐ Yes ☐ No      Language Spoken in the home \_\_\_\_\_

Is the student of Latino/Hispanic Heritage ☐ Yes ☐ No

Race/Ethnic Group ☐ White, non-Hispanic ☐ Black/African American

☐ American Indian/Alaskan ☐ Hawaiian/Pacific Islander ☐ Asian

Who does the student live with? Please check all that apply.	Who has Legal Custody?	Please Print		Cell Phone #	Email Address
		First Name	Last Name		
<input type="checkbox"/> Father	<input type="checkbox"/>				
<input type="checkbox"/> Mother	<input type="checkbox"/>				
<input type="checkbox"/> Step Father	<input type="checkbox"/>				
<input type="checkbox"/> Step Mother	<input type="checkbox"/>				
<input type="checkbox"/> Legal Guardian	<input type="checkbox"/>				
<input type="checkbox"/> Foster Parent	<input type="checkbox"/>				
<input type="checkbox"/> Grandparent	<input type="checkbox"/>				

### PREVIOUS SCHOOL INFORMATION

Last Grade Completed \_\_\_\_\_ Last School Attended \_\_\_\_\_

District \_\_\_\_\_ School Address \_\_\_\_\_

School Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

#### Check All That Apply:

☐ Students has active IEP (Individual Education Plan)      Specify Disability \_\_\_\_\_

☐ Student has 504 Plan ☐ Student receives Gifted/Talented Services

☐ Student has been suspended/expelled from another school ☐ Student does not have internet at home

## FAMILY INFORMATION

Please list all siblings who also attend The Maritime Academy of Toledo or other schools.

Print First & Last Name	Date of Birth (mm/dd/yyyy)	Relationship (brother/Sister)	School Currently Attending

To the best of my knowledge, all the information provided on this registration form is true:

- ☐ I certify that the student's name is his/her legal name.
- ☐ I certify that I have legal custody.
- ☐ I reside within the Maritime Academy of Toledo school boundaries which includes the entire State of Ohio.
- ☐ I understand that the Maritime Academy of Toledo may use legal means to verify my residence in Ohio.
- ☐ I understand that I must furnish proof of custody, and I have attached it to this registration form.
- ☐ I understand that I must notify the school office immediately when a change in custody occurs.

Please Print Parent/Legal Guardian Name \_\_\_\_\_

Signature of Parent/Legal Guardian \_\_\_\_\_ Date \_\_\_\_\_

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

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



# The Maritime Academy of Toledo

## Request for Records

**If you are a current TMA student DO NOT complete this form.**

I, \_\_\_\_\_ authorize the release of the records of  
Parent/Legal Guardian Name

Student \_\_\_\_\_ Birth Date \_\_\_\_\_  
Last Name First Name Initial Month Day Year

Grade Last Completed \_\_\_\_\_ Grade Entering \_\_\_\_\_

### From the Following School/Institution:

Most Recent School my student attended \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

The following are all of the records I am requesting to be sent to The Maritime Academy of Toledo:

- |   |  |
|---|--|
| <input type="checkbox"/> Transcript of subject and grades                 | <input type="checkbox"/> Ohio Assessment Results (OAA/OGT/PARCC, etc.) |
| <input type="checkbox"/> Attendance Record                                | <input type="checkbox"/> Standardized Test Results                     |
| <input type="checkbox"/> Psychological or other Individual Test Results   | <input type="checkbox"/> Health Records Including Immunizations        |
| <input type="checkbox"/> IEP and Special Education Records, if applicable | <input type="checkbox"/> Disciplinary Records                          |
| <input type="checkbox"/> SSID #   |  |

The records may be released to: The Maritime Academy of Toledo, 803 Water St., Toledo, OH 43604  
Telephone: (419) 244-9999 Email: [secretary@maritimeacademy.us](mailto:secretary@maritimeacademy.us)

I am authorizing the release of these records for these reasons:

- ☐ I am the subject of these records and 18 years of age.  
☐ I am the parent, guardian, or custodian of the subject of these records and the subject is under 18 years of age.

\_\_\_\_\_  
Signature of Parent/Legal Guardian

Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year

### FOR OFFICE USE ONLY

Please send the above records, if available, for this student as soon as possible. If records are not available, please return our request indicating the following:

- ☐ No records available. Reason \_\_\_\_\_  
☐ Unable to find records. Reason \_\_\_\_\_

We would appreciate receiving any additional information that would enable us to better meet the individual needs of the student. Thank you for your prompt cooperation.

\_\_\_\_\_  
Signature of School Registrar

Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year

## Emergency Medical Release & Liability Waiver

Student's Name \_\_\_\_\_ Birth date \_\_\_\_\_  
 Street Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

*Purpose - To enable parent(s)/guardian(s) to authorize the provision of emergency treatment for children who become ill or injured while under school authority, when parent(s) or guardian(s) cannot be reached.*

### EMERGENCY INFORMATION

Father's Full Name \_\_\_\_\_ Home Phone ( ) \_\_\_\_\_ Cell Phone  
 \_\_\_\_\_ ( )

Bus Phone ( ) \_\_\_\_\_

Mother's Full Name \_\_\_\_\_ Home Phone ( ) \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_

Bus Phone ( ) \_\_\_\_\_

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

Name \_\_\_\_\_ Home Phone ( ) \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_

Name \_\_\_\_\_ Home Phone ( ) \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_

### PART I OR PART II MUST BE COMPLETED

#### PART I - TO GRANT CONSENT

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

Doctor \_\_\_\_\_ Phone \_\_\_\_\_

Dentist \_\_\_\_\_ Phone \_\_\_\_\_

Med. Specialist \_\_\_\_\_ Phone \_\_\_\_\_

Counselor \_\_\_\_\_ Phone \_\_\_\_\_

Local Hospital \_\_\_\_\_ ER Phone \_\_\_\_\_

In the event reasonable attempts to contact me have been unsuccessful, I hereby give my consent for the administration of any treatment deemed necessary by above-named doctor, or in the event the designated practitioner is not available, by another licensed physician or dentist, concurring in the necessity for transfer of the child to any hospital reasonably accessible. This authorization does not cover major surgery unless the medical opinions of two other licensed physicians or dentists, concurring in the necessity for such surgery, are obtained prior to the performance of such surgery.

\_\_\_\_\_  
 Signature of Parent/Legal Guardian

Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Month Day Year

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

#### PART II - REFUSAL TO CONSENT

**I DO NOT** give my consent for emergency medical treatment of my student. In the event of illness or injury requiring emergency treatment, I wish the school authorities to take the following action:

\_\_\_\_\_

\_\_\_\_\_  
 Signature of Parent/Legal Guardian

Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Month Day Year

## Health History

Student's Name	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of birth /      /
----------------	--	---------------------------

**Family Health History** Please list allergies, heart problems, diabetes, cancer or other serious health conditions.

Father
Mother
Brothers and Sisters

## Student Health Conditions

<input type="checkbox"/> <b>Yes</b> my child receives regular medical/health care for the following conditions listed below:					
<input type="checkbox"/> <b>No</b> my child does not have any medical conditions					
	Allergies		Diabetes		Seizure Disorder
	Asthma		Depression		Sickle Cell Anemia
	ADD/ ADHD		Ear Problems/ Hearing Deficiency		Skin Conditions
	Autism		Emotional Concerns		Speech problems
	Behavior Concerns		Headaches		Traumatic Brain Injury
	Birth/ Congenital/ Malformations		Heart Problems		Vision Problems (Glasses, Contacts)
	Blood Problems		Juvenile Arthritis		Other:
	Bone/Muscle/Joint Problems		Hemophilia		Other:
	Bowel/Bladder Problems		Lead Poisoning		Other:
	Cancer		Migraines		Other:
	Cystic Fibrosis		Neuromuscular Disorder		Other:
<b>Please explain any conditions above or any reason for hospitalizations:</b>					

## Health History continued

Please list any prescription and over the counter medication that your child takes on a regular basis.

Medication and dose	Time	Reason

Do any health and/or medical conditions require school restrictions, modifications, and/or intervention? ☐ Yes ☐ No  
If YES, please explain.

Does your child require medications at school: ☐ Yes ☐ No  
If yes then please have your doctor complete page 10.

Does the student require any special procedures and/or treatments for their health condition(s)? ☐ Yes ☐ No  
If YES, please explain.

Please indicate any other information about your child's health or development that you think would be helpful for the school to know.

Form completed by	Relationship to student	Date
-------------------	-------------------------	------

**THE MARITIME ACADEMY OF TOLEDO**  
**MEDICATION DISPENSING FORM**

**Complete this form only if and when your student is to receive medication.**

Medication will be administered to students during school hours only when such medication is needed by the student to remain in the school. No medication will be administered to any student without proper completion of the Medication Dispensing Form. The form should also be used for non-prescription drugs to be administered and must also have a physician's signature. All medication to be administered by The Maritime Academy of Toledo personnel must be delivered in the original and properly labeled container to a school administrator, along with the Medication Dispensing Form. Prescription and non-prescription medicine will be locked in a secure building location. All controlled medications must be delivered to the school by an adult, counted, and recorded on the student's medication log. Failure of the parent / guardian to provide documentation will require the parent / guardian to be present in the school to dispense the medication personally.

**TO BE COMPLETED BY PHYSICIAN / DENTIST**

Student's Name \_\_\_\_\_ Birth date \_\_\_\_\_  
Street Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Name of Medication \_\_\_\_\_  
Specific Dosage \_\_\_\_\_ Frequency \_\_\_\_\_  
Special Instructions \_\_\_\_\_  
Adverse/Severe Reactions \_\_\_\_\_  
Reason for Medication \_\_\_\_\_  
Effective Dates From \_\_\_\_\_ To \_\_\_\_\_  
This medication can be safely administered by non-medical personnel: \_\_\_\_ Yes \_\_\_\_ No  
  
It is my understanding that the administration of The Maritime Academy of Toledo is charged with the administration of this treatment procedure and that this person relies on the directions given in this document. I further certify that I am the physician or dentist who prescribed the treatment and that the student named above is under my supervision as a patient.  
Signature of Physician / Dentist: \_\_\_\_\_  
Printed Name of Physician / Dentist: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Today's Date \_\_\_\_\_

**TO BE COMPLETED BY PARENT / GUARDIAN**

As parent / guardian of the above-named student, I hereby request that the treatment described above be administered to my student. I release The Maritime Academy of Toledo and its employees from liability for any damages my student may suffer as a result of this request.

Signature of Parent or Guardian: \_\_\_\_\_ Date \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Telephone: \_\_\_\_\_



## 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: [secretary@maritimeacademy.us](mailto:secretary@maritimeacademy.us)

### **GENERAL FIELD TRIP PERMISSION FORM** ***(MORE DETAILED FORMS WILL BE SENT HOME FOR EACH SPECIFIC FIELD TRIP)***

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

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

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

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

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

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

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

## MEDIA POLICY AND CONSENT

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

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

### CHOOSE AND SIGN ONLY ONE RELEASE BELOW!

#### PARENT/GUARDIAN CONSENT FOR PARENTAL RELEASE FOR STUDENT PHOTOGRAPH, AUDIOTAPE, AND/OR VIDEOTAPE

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

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

#### PARENT/GUARDIAN REFUSAL TO GRANT CONSENT FOR PARENTAL RELEASE FOR STUDENT PHOTOGRAPH, AUDIOTAPE, AND/OR VIDEOTAPE

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

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

### PLEASE PRINT:

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

Grade: \_\_\_\_\_ Homeroom Teacher's Name: \_\_\_\_\_

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

## KAYAK / CANOE / BOATING PERMISSION FORM

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

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

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

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

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

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

Check One: My child ☐ IS a swimmer ☐ IS NOT a swimmer

I have read and therefore understand the KAYAK / CANOE / BOATING Policies and Procedures.

- ☐ I grant permission for my child to participate in boating activities.
- ☐ I do not grant permission for my child to participate in boating activities.

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



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

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

- I. **PERSONAL RESPONSIBILITY:** By signing this Policy, you are agreeing not only to follow the rules in this Policy, but are agreeing to report any misuse of the network to the person designated by the School for such reporting. Misuse means any violations of this Policy or any other use that is not included in the Policy, but has the effect of harming another or his or her property.
- II. **TERM OF THE PERMITTED USE:** A student who submits to the School, as directed, a properly signed Policy and follows the Policy to which she or he has agreed will have computer network and Internet access during the course of the school year only. Students will be asked to sign a new Policy each year during which they are students in the School District before they are given an access account.
- III. **ACCEPTABLE USES:**
  - A. **Educational Purposes Only.** The School District is providing access to its computer networks and the Internet for *only* educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the School to help you decide if a use is appropriate.
  - B. **Unacceptable Uses of Network.** Among the uses that are considered unacceptable and which constitute a violation of this Policy are the following:
    - Uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the School District's Student Discipline Policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.
    - Uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "trojan horse," "time bomb" or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
    - Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others; don't impersonate another user; don't connect wireless devices to the computer network or attempt to intercept wireless communications.
    - Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.
  - C. **Netiquette.** All users must abide by rules of network etiquette, which include the following:
    - Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
    - Avoid language and uses which may be offensive to other users. Don't use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.

- Don't assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.
- Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can open.

#### IV. INTERNET SAFETY:

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

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

- D. Active Restriction Measures. The School, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The School will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors. Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older. The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that –taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; –depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; –taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- F. PRIVACY: Network and Internet access is provided as tools for your education. The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District, and no user shall have any expectation of privacy regarding such materials.
- G. FAILURE TO FOLLOW POLICY: The user's use of the computer network and Internet is a privilege, not a right. A user who violates this Policy shall at a minimum have his or her access to the computer network and Internet terminated, which the School District may refuse to reinstate for the remainder of the student's enrollment in the School District. A user violates this Policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The School District may also take other disciplinary actions in such circumstances.
- H. WARRANTIES/INDEMNIFICATION: The School District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly

or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy. By signing this Policy, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the School, the School District, the Data Acquisition Site that provides the computer and Internet access opportunity to the School District and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the school in the event of the school's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the School District's network.

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

### **PARENT/GUARDIAN AGREEMENT**

As the parent or legal guardian of the above student, I have read, understand and agree that my child or ward shall comply with the terms of the School District's Acceptable Use and Internet Safety Policy for the student's access to the School District's computer network and the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the Policy. I am therefore signing this Policy and agree to indemnify and hold harmless the School, the School District and the Data Acquisition Site that provides the opportunity to the School District for computer network and Internet access against all claims, damages, losses and costs, of whatever kind, that may result from my child's or ward's use of his or her access to such networks or his or her violation of the foregoing Policy. Further, I accept full responsibility for supervision of my child's or ward's use of his or her access account if and when such access is not in the school setting.

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

**Please PRINT clearly.** Parent/Guardian Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Parent/Guardian Signature(s) \_\_\_\_\_ Date \_\_\_\_\_

### **STUDENT AGREEMENT**

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

**Check One of the following:**      ☐ I am under 18      ☐ I am 18 or older

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

## PARENT-STUDENT-SCHOOL COMPACT

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

### **School Responsibilities**

The School will:

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

### **Parent/Guardian Responsibilities:**

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

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

### **Student Responsibilities**

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

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

*The Maritime Academy of Toledo*

School

Parent/Guardian Signature

Student Signature

Date

## **The Maritime Academy of Toledo's Cell Phones in Schools Policy**

To support school environments in which students can fully engage with their classmates, their teachers, and instruction, the Board of Education of **The Maritime Academy of Toledo** has determined the use of cell phones by students during school hours should be limited.

The objective of this policy is to strengthen **The Maritime Academy of Toledo's** focus on learning, in alignment with our mission to ignite students' passion for learning, cultivate a strong foundation of knowledge, and foster a sense of community within our schools.

### ***I. Research***

Research shows that student use of cell phones in schools has negative effects on student performance and mental health. Cell phones distract students from classroom instruction, resulting in smaller learning gains and lower test scores. Increased cell phone use has led to higher levels of depression, anxiety, and other mental health disorders in children.

### ***II. Applicability***

This policy applies to the use of cell phones by students while on school property during school hours.

### ***III. Use of cell phones***

Students are prohibited from using cell phones at all times.

### ***IV. Exception***

Nothing in this policy prohibits a student from using a cell phone for a purpose documented in the student's individualized education program developed under Chapter 3323 of the Ohio Revised Code or a plan developed under section 504 of the "Rehabilitation Act of 1973," 29 U.S.C. 794.

A student may use a cell phone to monitor or address health concerns.

### ***V. Cell phone storage***

Students shall keep their cell phones in a secure place, such as the student's locker, a closed backpack, or a storage device provided by the district, at all times when cell phone use is prohibited.

### ***VI. Discipline***

If a student violates this policy, a teacher or administrator shall take the following progressively serious disciplinary measures (check all that apply):

☐ Give the student a verbal warning and require the student to store the student's cell phone in accordance with this policy.

☐ Place the student's cell phone in the school's central office to be picked up by the student's parent or guardian.

☐ Schedule a conference with the student's parent or guardian to discuss the student's cell phone use.

*The Maritime Academy of Toledo*

School

\_\_\_\_\_  
Parent/Guardian Signature

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

\_\_\_\_\_  
Date

## Appendix A: Language Usage Survey

Parents and Guardians: Please only complete this page of the survey. The back of this form will be completed by the school. A completed language usage survey is required for all students upon enrollment in Ohio schools. This information will tell school staff if they need to check your child's proficiency in English. Answers to these questions ensure your child receives the education services to succeed in school. The information is not used to identify immigration status.

<b>Student Name:</b> <i>(First Name and Last Name)</i> _____		<b>Student Date of Birth:</b> <i>(mm/dd/yyyy)</i> _____
<b>Communication Preferences</b> Indicate your language preference so we can provide an interpreter or translated documents at no cost when you need them. All parents have the right to information about their child's education in a language they understand.	1. In what language(s) would your family prefer to communicate with the school? _____	
<b>Language Background</b> Information about your child's language background helps us identify students who qualify for support to develop the language skills necessary for success in school. Testing may be necessary to determine if language supports are needed.	2. What language did your child learn first? _____ 3. What language does your child use the most at home? _____ 4. What languages are used in your home? _____	
<b>Prior Education</b> Responses about your child's birth country and previous education give us information about the knowledge and skills your child is bringing to school and may enable the school to receive additional funding to support your child.	5. In what country was your child born? _____ 6. Has your child ever received formal education outside of the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many years/months? _____ If yes, what was the language of instruction? _____ 7. Has your child attended school in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when did your child first attend a school in the United States? _____ / _____ / _____ Month      Day      Year	
<b>Additional Information</b> Please share additional information to help us understand your child's language experiences and educational background.	_____	
Parent/Guardian First Name: _____ Parent/Guardian Last Name: _____ Parent/Guardian Signature: _____ Today's Date: <i>(mm/dd/yyyy)</i> _____		

Thank you for providing the information above. Contact your school or district office if you have questions about this form or about services available at your child's school. Translated information about schools' civil rights obligations to English learner students and limited English proficient parents can be found here: <https://www2.ed.gov/about/offices/list/ocr/ellresources.html>